

Access 2003 Advanced Course Outline

1 day course

Objectives

After completing this course you will know how to:

- Use SQL
- Create Cross-tab queries, parameter queries and action queries
- Create and run macros
- Use more advanced macros
- Import and export data
- Use database utilities
- Protect a database

Pre-requisites

- Experience of Windows 2000 or later.
- Attendance on Access 2003 Intermediate course or equivalent

Course Contents

Querying with SQL

- SQL and Access
- Writing SQL statements
- Attaching SQL queries to controls

Advanced queries

- Creating crosstab queries
- Creating parameter queries
- Using action queries

Macros

- Creating, running, and modifying macros
- Attaching macros to the events of database objects

Advanced Macros

- Creating macros to provide user interaction
- Creating macros that require user input
- Creating the AutoKeys and AutoExec macros
- Creating macros for data transfer

Importing, exporting, and linking objects

- Importing objects
- Exporting objects
- Interacting with the XML documents
- Linking Access objects
- Working with Windows SharePoint Services

Database management

- Optimizing resources
- Replicating and synchronizing databases

Security fundamentals

- Protecting databases
- Encrypting and decrypting databases
- User-level security