

ACCESS 2013: LEVEL 3

Available Dates: **Jan 16, Feb 21, Mar 18, Apr 16, May 15, Jun 20**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This course builds on the skills and concepts taught in Access: Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

Course Outline:

Unit 1: Querying with SQL

Topic A: SQL and Access

Topic B: Writing SQL statements

Topic C: Attaching SQL queries to controls

Unit 2: Advanced queries

Topic A: Creating crosstab queries

Topic B: Creating parameter queries

Topic C: Using action queries

Unit 3: Macros

Topic A: Creating, running, and modifying macros

Topic B: Attaching macros to the events of database objects

Unit 4: Advanced macros

Topic A: Creating macros to provide user interaction

Topic B: Creating macros that require user input

Topic C: Creating the AutoKeys and AutoExec macros

Topic D: Creating macros for data transfer

Unit 5: Importing, exporting, and linking objects

Topic A: Importing objects

Topic B: Exporting objects

Topic C: Working with XML documents

Topic D: Linking Access objects

Topic E: Using hyperlink fields

Unit 6: Database management

Topic A: Optimizing resources

Topic B: Protecting databases

Topic C: Setting options and properties