

## Course Outline

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### Microsoft Access Advanced



**Duration:** 2 days (12 hours)

#### Topics Covered:

- Querying with SQL
  - Topic A: SQL and Access
  - Topic B: Writing SQL statements
  - Topic C: Attaching SQL queries to controls
- Advanced queries
  - Topic A: Creating crosstab queries
  - Topic B: Creating parameter queries
  - Topic C: Using action queries
- Macros
  - Topic A: Creating, running, and modifying macros
  - Topic B: Attaching macros to the events of database object
- 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
- Importing, exporting, and linking
  - Topic A: Importing objects
  - Topic B: Exporting objects
  - Topic C: Interacting with XML documents
  - Topic D: Linking Access objects
  - Topic E: Hyperlink fields
- Database management
  - Topic A: Optimizing resources
  - Topic B: Protecting databases
  - Topic C: Setting options and properties
- Advanced form design
  - Topic A: Adding unbound controls
  - Topic B: Adding graphics

- Topic C: Adding calculated values
- Topic D: Adding combo boxes
- Topic E: Advanced form types
- Reports and printing
  - Topic A: Customized headers and footers
  - Topic B: Calculated values
  - Topic C: Printing
  - Topic D: Labels
- Charts
  - Topic A: Charts in forms
  - Topic B: Charts in reports
- PivotTables and PivotCharts
  - Topic A: PivotTables
  - Topic B: Modifying PivotTables
  - Topic C: PivotCharts
  - Topic D: PivotTable forms