

ACCESS 2010 ADVANCED TRAINING



COURSE LENGTH: 1.0 DAYS

This is the third and final part of the Access 2010 series of training courses. Graduates of this course are expected to have acquired the skills of an Access 2010 expert. If you are planning on taking the Microsoft Office Specialist exam for Access 2010, you'll also need to complete the Introductory, Intermediate courses as part of your preparation for taking the certification exam.

In the Access 2010 Advanced training course, you will learn how to write SQL statements, create and run macros, import and export XML documents, analyse the performance of the database, configure Access options, validate data, and other processes needed for the mastery of Access 2010.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

ACCESS 2010 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

This Access 2010 Advanced training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Access 2010: Intermediate.

Participants 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; optimise, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

This course will help participants prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Access 2010.

Prerequisites:

[Access 2010: Intermediate](#) or equivalent experience.

OUTCOMES

- ▶ Write SQL statements
 - ▶ Create aliases for fields
 - ▶ Attach a SQL query to a control in a form
 - ▶ View a crosstab query and use the Crosstab Query Wizard
 - ▶ Create single-criterion & multiple-criteria parameter queries
 - ▶ Use action queries to append, delete & modify records
 - ▶ Create and run macros
 - ▶ Attach macros to events and command buttons in forms
 - ▶ Create data validation, data entry, & user-input macros
 - ▶ Use the Query Wizard & Design view to create joins
 - ▶ Export & import XML documents
 - ▶ Link database objects
 - ▶ Analyse database performance
 - ▶ Split a database
 - ▶ Compact, repair & backup a database
 - ▶ Assign & remove passwords & encryption
 - ▶ Open a database in exclusive mode
 - ▶ Configure Access options
 - ▶ Populate database file properties
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MODULES

Lesson 1: Querying with SQL

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

Lesson 3: Macros

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

Lesson 5: Importing, exporting, and linking objects

- ▶ Importing objects
- ▶ Exporting objects
- ▶ Working with the XML documents
- ▶ Linking Access objects
- ▶ Using hyperlink fields

Lesson 2: Advanced queries

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

Lesson 4: Advanced macros

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

Lesson 6: Database management

- ▶ Optimising resources
- ▶ Protecting databases
- ▶ Setting options and properties

WEB LINKS

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- ▶ [View this course online](#)