

ACCES003: Microsoft Access 2007 Level 3

Course Length: 2 days

Instructional Methodology: Instructor-led computer lab with hands-on exercises

Course Description: Access Level 3 is designed for experienced Access users who want to increase database development proficiency by creating and using complex queries, advanced forms and reports, using macros, and data access pages using Microsoft Access and Visual Basic for Applications.

Course Outline

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

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

Database management

- Optimizing resources
- Protecting databases
- Setting options and properties

Internet Integration

- Hyperlink fields
- Working with Outlook 2007

To register call 621-7724

Or register online at www.outreachcollege.arizona.edu/comped