

## ACCESS 2010: LEVEL 3

Available Dates: **Call for Dates**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### **Description**

This ILT Series course builds on the skills and concepts taught in Access 2010: 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.

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##### **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**

Topic A: Importing objects

Topic B: Exporting objects

Topic C: Interacting with XML documents

Topic D: Linking Access objects

Topic E: Hyperlink fields

##### **Unit 6: Database management**

Topic A: Optimizing resources

Topic B: Protecting databases

Topic C: Setting options and properties