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800.657.1494

Access Advanced

Course #: MA-102 **Duration:** 1 day

Prerequisites

Microsoft Access Intermediate or equivalent knowledge.

Details

This course builds on the skills and concepts taught in the Introduction and Intermediate courses. You will learn advanced querying techniques, how to work with macros, how to import, export and link objects, and how to utilize advanced database management techniques.

This course will help you prepare for the Microsoft Office Specialist exam. For comprehensive certification training, students should complete the Introduction, Intermediate, and Advanced courses for Access.

Software Needed

Microsoft Office 2013 or higher (2013, 2016, 2019, or Office 365)

Outline

Access Advanced (2013, 2016, 2019, Office 365)

- **Querying with SQL**
  - SQL Statements
  - SQL Commands
  - SQL in Access
  - Writing SQL Statements
  - Specifying Criteria in SQL Statements
  - Adding Field Aliases
  - Displaying Matching Data from Related Tables
  - Displaying Unmatched Records
  - Context-Sensitive Help
  - Attaching SQL Queries to Controls
  - Attaching a SQL Query to a Command Button
- **Advanced Queries**
  - Crosstab Queries
  - The Crosstab Query Wizard
  - Creating Parameter Queries
  - Single-Criterion Parameter Queries
  - Multiple0Criteria Parameter Queries
  - Wildcards in Parameter Queries
  - Using Action Queries

- Append Queries
- Delete Queries
- Update Queries
- Make Table Queries
- Rename Queries

- **Macros**
  - Creating, Running and Modifying Macros
  - The Macro Builder
  - Modifying Macros
  - Attaching Macros tot he Events of Database Objects
  - Form Events and Event Properties
  - Attaching a Macro to the Open Event
  - Attaching Macros to Command Buttons

- **Advanced Macros**
  - Creating Macros to Provide User Interaction
  - Data Validation Macros
  - Ensuring Data Entry
  - Creating a Macro for Entering Data
  - Show All Actions
  - Creating Macros that Require User Input
  - Visual Basic for Applications
  - Creating AutoKeys and AutoExec Macros
  - Creating Macros for Data Transfer
  - Creating Macros to Import Database Objects
  - Creating Macros to Export Data to a Spreadsheet

- **Importing, Exporting, and Linking Objects**
  - Importing Objects from Another Access Database
  - Importing an Object from a Workbook
  - Appending Records
  - Saving Import Specifications
  - Using Saved Import Specifications
  - Importing Text Files
  - Exporting Objects from an Access Database
  - Using Saved Export Specifications
  - HTML and XML
  - Exporting an Access Object as an XML Document
  - Importing an XML File
  - Exporting an Access Object as an XPS or PDF File
  - Linking a Table
  - Using the Linked Table Manager
  - Creating Links to Excel Workbooks
  - Hyperlinks in Access Objects
  - Inserting Data in a Hyperlink Field
  - Hyperlinks in Forms and Reports
  - Modifying Hyperlink Data

- **Database Management**
  - Optimizing a Database
  - Converting Databases
  - Analyzing Database Performance
  - Splitting Databases
  - Compacting and Repairing Databases
  - Backing up Databases
  - Encrypting with a Password
  - Removing Password Protection and Encryption
  - Access Options and Database Properties