



Index Computers

Professional Computer Services

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Course Outline

Access 2010

Level 3

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

PRICE: \$200, including manual

Importing, Exporting and Linking

Importing Objects
Exporting Objects
Interacting with XML Documents
Linking Access Objects
Using Hyperlink Fields

Database Management

Optimizing Resources
Protecting Databases
Setting Options Properties