

Microsoft Access 2010 Advanced

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Audience: This course is designed for students who want to enhance productivity to their business processes with a relational database program like Microsoft® Access®. You will create complex Access databases by structuring existing data, use SQL commands, writing advanced queries, working with macros. You will also integrate by linking, importing and exporting objects with Excel, XML & XSL. In addition, you perform database maintenance and apply protection.

This course is suited for those using Microsoft Access 2007 and 2010. We run Microsoft Access 2010.

Microsoft Access 2010 Advanced

Unit 1: Querying with SQL

Topic A: Syntax of Structured Query Language and the various categories of SQL Commands

Topic B: Writing SQL statements

Topic C: Create a Query by using SQL statements and attach a SQL Query to a control

Unit 2: Advanced queries

Topic A: Creating crosstab queries to display summaries of values based on different types of information.

Topic B: Creating parameter queries to accept values from the user and display data

Topic C: Using action queries to perform actions on several records in a single operation. Create Append, Delete, Update and Make Table 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 to validate data by specifying criteria in the IF statement.

Prerequisites: To ensure your success, we recommend that you first complete the following Bravura Training courses or have equivalent knowledge:

Microsoft Office Access 2007 or 2010 Intermediate

Course Length: 16 hours *varies, based on need.*

Tuition: \$550

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Assessment & Customization

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Topic B: Creating SetValue action in a macro to automate data entry.

Topic C: Creating the AutoKeys and AutoExec macros

Topic D: Creating macros for data transfer with importing and exporting

Unit 5: Importing, exporting, and linking

Topic A: Importing objects (Access Object and Excel spreadsheet and CSV file)

Topic B: Exporting objects

Topic C: Interacting with XML & XSL documents and Save as a XPS file

Topic D: Linking Access objects, update links and link Excel workbooks

Topic E: Hyperlink fields

Unit 6: Database management

Topic A: Convert 2010 to a previous version of Access. Analyze the performance of the database and split the database into back-end and front-end databases. Back-up.

Topic B: Protecting databases

Topic C: Setting options and properties

What's Next?? Microsoft VBA

60 Days of Post-Course Support Our wonderfully talented staff will support the topics and tasks covered in your course via email, remote or in our classrooms.