

## Access 2003; Level 3, 2nd Edition (MOS Certified) + CertBlaster

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**Course Length:** 1-day (6 hours)

**Prerequisites:** Access 2003: Level 2 or equivalent experience

**What's in Access 2003; Level 3, 2nd Edition (MOS Certified) + CertBlaster:**

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches advanced-level functions and features of Access 2003. Students will learn how to: query with SQL; use crosstab, parameter, and action queries; create and run macros; import, export, and link database objects; optimize, replicate, and synchronize databases; and maintain database security.

### Objectives

- Use SQL statements and examine them in Access, write SQL statements to create queries, and attach an SQL statement to a command button.
- Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria, and create action queries to add, delete, and modify data in tables and to create new tables.
- Create and run macros to automate tasks and attach macros to the events of database objects.
- Create data validation and data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros, and create macros to import and export database objects.
- Import Access objects into an active database from another Access database and from Excel, export objects from one active database to another Access database, export and import XML documents, link objects from one database to another and update the links, and export and import tables and queries to the Windows SharePoint Services site.
- Work with database utilities to optimize resources and replicate and synchronize a database.
- Use a password to secure database files, encrypt and decrypt databases, and set specific permissions for users to secure database objects.

### Topic-Level Outline

#### Unit 1 : Querying with SQL

*Topic A: \* SQL and Access*

- A-1: Discussing Structured Query Language
- A-2: Examining an SQL statement in Access

*Topic B: \* Writing SQL statements*

- B-1: Writing an SQL SELECT statement
- B-2: Using the WHERE clause
- B-3: Displaying matching records from related tables
- B-4: Finding unmatched records
- B-5: Getting context-sensitive help in SQL

*Topic C: \* Attaching SQL queries to controls*

- C-1: Assigning an SQL-specific query to a command button

#### Unit 2 : Advanced queries

*Topic A: \* Creating crosstab queries*

- A-1: Viewing a crosstab query
- A-2: Using the Crosstab Query Wizard

*Topic B: \* Creating parameter queries*

- B-1: Creating a single criterion parameter query
- B-2: Creating a query with multiple parameters
- B-3: Using a wildcard in a parameter query

*Topic C: \* Using action queries*

- C-1: Adding records to a table with an append query
- C-2: Deleting records with a delete query
- C-3: Modifying records with an update query
- C-4: Creating a make-table query

#### Unit 3 : Macros

*Topic A: \* Creating, running, and modifying macros*

- A-1: Creating and running a macro
- A-2: Modifying a macro

*Topic B: \* Attaching macros to the events of database objects*

- B-1: Attaching a macro to the Open event of a form
- B-2: Attaching a macro to a command button
- B-3: Using a macro to resize and move a form's window

#### Unit 4 : Advanced macros

*Topic A: \* Creating macros to provide user interaction*

- A-1: Creating a data validation macro
- A-2: Creating a data-entry macro

*Topic B: \* Creating macros that require user input*

- B-1: Creating a macro that runs a parameter query

*Topic C: \* Creating the AutoKeys and AutoExec macros*

- C-1: Creating an AutoKeys macro

C-2: Creating an AutoExec macro

*Topic D: \* Creating macros for data transfer*

- D-1: Importing a database object by using a macro
- D-2: Exporting data to a spreadsheet by using a macro

#### Unit 5 : Importing, exporting, and linking objects

*Topic A: \* Importing objects*

- A-1: Importing multiple objects
- A-2: Importing an object from Excel

*Topic B: \* Exporting objects*

- B-1: Exporting an object

*Topic C: \* Interacting with the XML documents*

- C-1: Exporting and importing XML documents
- C-2: Exporting to an XML document with an XSL file

*Topic D: \* Linking Access objects*

- D-1: Linking objects
- D-2: Updating the links

*Topic E: \* Working with Windows SharePoint Services*

- E-1: Discussing Windows SharePoint Services

#### Unit 6 : Database management

*Topic A: \* Optimizing resources*

- A-1: Converting a database to a prior version
- A-2: Analyzing performance
- A-3: Splitting a database
- A-4: Using the Compact and Repair Database utility
- A-5: Backing up a database

*Topic B: \* Replicating and synchronizing databases*

- B-1: Replicating a database
- B-2: Synchronizing replicated databases

#### Unit 7 : Security fundamentals

*Topic A: \* Protecting databases*

- A-1: Setting a password to a database
- A-2: Removing a password

*Topic B: \* Encrypting and decrypting databases*

- B-1: Encrypting a database
- B-2: Decrypting a database

*Topic C: \* User-level security*

- C-1: Providing security by using Security Wizard
- C-2: Creating a new user group
- C-3: Specifying permissions on database objects
- C-4: Transferring the ownership of a database object

Appendix A : Microsoft Office Specialist exam objectives map

*Topic A: \* Comprehensive exam objectives*