

## Access 2007: Level 3 [MCAS Certified] + CertBlaster & CBT

**Publisher:** CourseILT

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**Version:** 1

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

**Prerequisites:** Access 2007: Level 1 and 2

**What's in Access 2007: Level 3 [MCAS Certified] + CertBlaster & CBT:**

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Access 2007: Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; work with XML documents; work with Windows SharePoint Services; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields; and use Outlook 2007 to update data. Comes with CertBlaster exam prep software (download) and a companion CBT program.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Access 2007 exam (70-605). For comprehensive certification training, students should complete Access 2007: Level 1, 2, and 3.

### 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: Creating aliases
- B-4: Displaying matching records from related tables
- B-5: Finding unmatched records
- B-6: 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

#### 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

*Topic A: \* Importing objects*

- A-1: Importing multiple objects
- A-2: Importing an object from Excel
- A-3: Using a Saved Import specification
- A-4: Importing a CSV file

*Topic B: \* Exporting objects*

- B-1: Exporting an object

B-2: Using a Saved Export specification

*Topic C: \* Interacting with XML documents*

- C-1: Exporting and importing XML documents
- C-2: Exporting to an XML document with an XSL file
- C-3: Saving to an XPS file

*Topic D: \* Linking Access objects*

- D-1: Linking to an Access table
- D-2: Updating the links
- D-3: Linking to an Excel workbook

*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: \* Protecting databases*

- B-1: Encrypting a database with a password
- B-2: Removing a password and encryption

*Topic C: \* Setting options and properties*

- C-1: Setting Access Options
- C-2: Creating and populating properties

#### Unit 7 : Internet integration

*Topic A: \* Hyperlink fields*

- A-1: Creating a hyperlink field
- A-2: Inserting data in a hyperlink field
- A-3: Modifying data in a hyperlink field

*Topic B: \* Working with Outlook 2007*

- B-1: Collecting data via e-mail