

## Access Level 3

### Course Description

Students will learn advanced level Microsoft Access skills.

### Prerequisites

Access Level 1 and Level 2 or equivalent knowledge.

### What Next?

Access Level 3 is the third and final course in this series.

### Course Content

#### **Unit 1: Querying with SQL**

- SQL and Access
- Writing SQL statements
- Attaching SQL queries to controls

#### **Unit 2: Advanced queries**

- Creating crosstab queries
- Creating parameter queries
- Using action queries

#### **Unit 3: Macros**

- Creating, running, and modifying macros
- Attaching macros to the events of database objects

#### **Unit 4: 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

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

- Importing objects
- Exporting objects
- Interacting with XML documents
- Linking Access objects
- Working with Windows SharePoint Services

#### **Unit 6: Database management**

- Optimizing resources
- Protecting databases
- Setting options and properties