



## Access 2013 Advanced

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This course builds on the skills and concepts taught in Access 2013: Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

### **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 AutoKeys and AutoExec macros
- Creating macros for data transfer

### **Importing, exporting, and linking objects**

- Importing objects
- Exporting objects
- Working with XML documents
- Linking Access objects
- Using hyperlink fields

### **Database management**

- Optimizing resources
- Protecting databases
- Setting options and properties