



Access 2010

Conejo Valley Adult Education
Computer Training Center

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www.ConejoAdultSchool.org

Access 2010 Level III

- **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.