

# ADVANCED ACCESS 2007-2010

**Price:** \$79.99

**Course Length:** 3.25 hours

## ADVANCED FORMS:

- Add buttons to forms to run macros
- Place Calculations in Headers and Footers
- List Boxes, Combo Boxes, Option Groups

## CALCULATIONS (EXPRESSIONS):

- Calculate Numbers in Tables & Queries
- Add Calculated Fields (Expressions) in Forms & Reports
- Summary Query or Table

## EXTERNAL DATA

Import data from Excel, Outlook, or another Access database. Collect data from e-mail programs, create e-mail surveys, etc. Attach file(s) to Access, send XPS Attachments, save objects as web files, insert hyperlinks.

## ADVANCED QUERIES:

- Multiple Tables (with or without Joins)
- Parameters (basic parameters, multiple parameters, date ranges, wildcards, etc.)
- Find Duplicates Query, Find Unmatched Query, Append Query, Delete Query, Update Query, Cross-Tab Query
- Use Access Functions in Queries
- Add Queries in Forms, Reports, and Macros

## ADVANCED REPORTS, PIVOT REPORTS, & PIVOT TABLES:

- Create Mailing Labels for a Word Mail Merge
- Create Pivot Tables & Pivot Charts
- Save Forms as Reports

## SECURITY:

- Trusted Locations
- Encrypt /Decrypt (Password Protect) Database
- Compile an AACBE Secured Copy of a Database to Distribute to Others

## MANAGE A DATABASE:

- Backup, Compress, Repair, Split
- Use Linked Table Manager