



Access 2003: Advanced

Topic-Level Outline

Days: 1

Prerequisites: *Access 2003: Intermediate* or equivalent experience

Unit 1: Querying with SQL

Topic A: SQL and Access

Topic B: Writing SQL statements

Topic C: Attaching SQL queries to controls

Unit 2: Advanced queries

Topic A: Creating crosstab queries

Topic B: Creating parameter queries

Topic C: Using action queries

Unit 3: Macros

Topic A: Creating, running, and modifying macros

Topic B: Attaching macros to the events of database objects

Unit 4: Advanced macros

Topic A: Creating macros to provide user interaction

Topic B: Creating macros that require user input

Topic C: Creating the AutoKeys and AutoExec macros

Topic D: Creating macros for data transfer

Unit 5: Importing, exporting, and linking objects

Topic A: Importing objects

Topic B: Exporting objects

Topic C: Interacting with the XML documents

Topic D: Linking Access objects

Topic E: Working with Windows SharePoint Services

Unit 6: Database management

Topic A: Optimizing resources

Topic B: Replicating and synchronizing databases

Unit 7: Security fundamentals

Topic A: Protecting databases

Topic B: Encrypting and decrypting databases

Topic C: User-level security

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives