Microsoft Access Advanced Outline

Domain 1: Querying with SQL

1.1 SQL and Access
1.2 Writing SQL statements
1.3 Attaching SQL queries to controls

Domain 2: Advanced queries

2.1 Creating crosstab queries
2.2 Creating parameter queries
2.3 Using action queries

Domain 3: Macros

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

Domain 4: Advanced macros

4.1 Creating macros to provide user interaction
4.2 Creating macros that require user input
4.3 Creating the AutoKeys and AutoExec macros
4.4 Creating macros for data transfer

Domain 5: Importing, exporting, and linking

5.1 Importing objects
5.2 Exporting objects
5.3 Interacting with XML documents
5.4 Linking Access objects
5.5 Working with Windows SharePoint Services

Domain 6: Database management

6.1 Optimizing resources
6.2 Protecting databases
6.3 Setting options and properties

Domain 7: Internet integration

7.1 Hyperlink fields
7.2 Working with Outlook 2007