

Microsoft Access 2007 Level-3

This course utilizes and includes the Thomson ILT series book for Office 2007. This book features a companion CBT program CD and builds on the skills and concepts taught in Access 2007 Level 2. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; work with XML documents; work with Windows SharePoint Services; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields; and use Outlook 2007 to update data.

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Topic C: Using action queries

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