

Course ID

**M-ACCESS03L4**

Course Duration

**1 day**

**Related  
Courses**

Course Title

**Microsoft Office Access 2003: Level 4**

**Aimed At**

Advanced Access users whose job requires using Access in a web-based environment or performing some of the basic database administration tasks. The course is also aimed at those preparing for the Microsoft MOS Expert Level Certification for Access 2003.

**Group Size**

5-15

**Prerequisites**

- Microsoft Office Access 2003: Level 3 (M-ACCESS03L3, 1 day)

**Course  
in a Nutshell**

The first three courses of this four-course series on Access have given you a solid understanding of how to work with local databases. This course, focused on remote database management and other needs of the power users, will show you how to make data available on the web, import/export XML, automate your business processes using VBA programming, set up Switchboards, and distribute and secure databases.

This course is part of a set of courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

**Customize It!**

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

**Learn How To**

Upon successful completion of this course, you will be able to:

- Develop a data access page.
- Develop a PivotTable and a PivotChart.
- Import XML data and export Access data.
- Use VBA to automate a business process.
- Create and modify a database switchboard, and set and modify your startup options.
- Distribute a database and add security features to it.

**Course  
Outline**

**Lesson 1: Making Your Data Available on the Web**

- Topic 1A: Create a Data Access Page by Using the Wizard

- Topic 1B: Improve the Presentation of the Data Access Page
- Topic 1C: Viewing Data Access Pages with the Browser
- Topic 1D: Edit Data Using the Data Access Page
- Topic 1E: Group Records in the Data Access Page

### **Lesson 2: Developing a Data Access Page in Design View**

- Topic 2A: Create a Data Access Page in Design View
- Topic 2B: Incorporate a ComboBox in the Data Access Page
- Topic 2C: Test the New Record Function of the Data Access Page
- Topic 2D: Develop a PivotTable with the Office PivotTable Tool
- Topic 2E: Develop a PivotChart

### **Lesson 3: Integrating Access into Your Business**

- Topic 3A: Import XML Data into an Access Database
- Topic 3B: Export Access Data to XML Format
- Topic 3C: Share Data with Other Office Applications

### **Lesson 4: Automating a Business Process with VBA**

- Topic 4A: Create a Standard Module
- Topic 4B: Develop Code
- Topic 4C: Call a Procedure from a Form
- Topic 4D: Run the Procedure

### **Lesson 5: Creating a Switchboard and Setting the Startup Options**

- Topic 5A: Create a Database Switchboard
- Topic 5B: Modify a Database Switchboard
- Topic 5C: Set the Startup Options
- Topic 5D: Modify the Startup Options

### **Lesson 6: Distributing and Securing the Database**

- Topic 6A: Split a Database
- Topic 6B: Implement Security
- Topic 6C: Set Passwords
- Topic 6D: Encode and Decode a Database
- Topic 6E: Convert an Access Database to an MDE File

### **Wrap-up**

- Microsoft Office Specialist Program
- Recap, Q/A, Evaluations

## Lab Requirements

**Hardware Requirements:** This course requires one computer for each participant and one for the instructor. The computers should have the following minimum configuration:

- A 233MHz Pentium-class processor if you use Windows XP Professional as your operating system; 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB free hard disk space available for the Office installation.
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB free hard disk space available for the Office installation.
- A floppy disk drive.
- A mouse or other pointing device.
- An 800x600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

## Platform and Software Requirements

- Platform: Windows.
- Either Windows XP Professional with Service Pack 1, or Windows 2000 Professional with Service Pack 3.
- Microsoft Office 2003 Professional Enterprise Edition.

## How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

*Revised*

*August 13, 2006*