

Course ID

M-ACCESS07L4

Course Duration

1 day

Course Title

Microsoft® Office Access™ 2007: Level 4

Related Courses

- Microsoft Office Access 2007: Level 1 (M-ACCESS07L1, 1 day)
- Microsoft Office Access 2007: Level 2 (M-ACCESS07L2, 1 day)
- Microsoft Office Access 2007: Level 3 (M-ACCESS07L3, 1 day)

Aimed At

This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access™ 2007 application, and are interested in learning introductory level administrator skill sets. The course is also for the student who may be working in a web-based environment and may need to adapt Access applications to the environment.

Group Size

5-15

Prerequisites

- Microsoft Office Access 2007: Level 1 (M-ACCESS07L1, 1 day)
- Microsoft Office Access 2007: Level 2 (M-ACCESS07L2, 1 day)
- Microsoft Office Access 2007: Level 3 (M-ACCESS07L3, 1 day)

To ensure the successful completion of Microsoft® Office Access™ 2007: Level 4, the above mentioned Eogogics courses or equivalent knowledge is recommended.

Course in a Nutshell

In previous levels, you were introduced to the various features of Microsoft® Office Access™ 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Microsoft Office Access 2007: Level 4 is one of a series of Eogogics courseware titles which addresses optional Microsoft Office Specialist certification. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Customize It!

Customize this course to your group's background and job requirements at little-to-no additional cost. We can tailor the topics, emphasis placed on each topic, pace of coverage, and the exercises to suit your needs. We can also combine various levels

of courses for a particular MS Office application to create a course that's just right for your audience.

Learn How To You will learn how to exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

**Course
Outline**

Lesson 1: Integrating Access into Your Business

- Topic 1A: Import XML Data into an Access Database
- Topic 1B: Export Access Data to XML Format
- Topic 1C: Export Data to the Outlook Address Book
- Topic 1D: Collect Data Through Email Messages

Lesson 2: Automating a Business Process with VBA

- Topic 2A: Create a Standard Module
- Topic 2B: Develop Code
- Topic 2C: Call a Procedure from a Form
- Topic 2D: Run the Procedure

Lesson 3: Managing Switchboards

- Topic 3A: Create a Database Switchboard
- Topic 3B: Modify a Database Switchboard
- Topic 3C: Set the Startup Options

Lesson 4: Distributing and Securing Databases

- Topic 4A: Split a Database
- Topic 4B: Implement Security
- Topic 4C: Set Passwords
- Topic 4D: Convert an Access Database to an ACCDE File
- Topic 4E: Package a Database with a Digital Signature

Lesson 5: Sharing Databases Using a SharePoint Site

- Topic 5A: Export a Table to a SharePoint List
- Topic 5B: Import Data from a SharePoint List
- Topic 5C: Publish a Database to a SharePoint Site
- Topic 5D: Move a Database to a SharePoint Site
- Topic 5E: Work Offline

How You Will • Instructor led, group-paced, classroom-delivery learning model with structured

Learn

hands-on activities.

- You will receive a professionally developed Participant Handbook, which will help you remember and retain what you learned in class and apply it on your job.