

Microsoft® Office Access 2003: Level 4

Course Specifications

Course length: 2.0 day(s)

Course Description

In previous levels, you were introduced to advanced topics that dealt with local database management. In this course, you will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code.

Course Objective: You will be introduced to the advanced features of the Access application and also the VBA programming language.

Prerequisites: To ensure the successful completion of Access 2003: Level 4, we recommend completion of the following Element K courses, or equivalent knowledge from another source:

Windows XP: Introduction/Windows XP: Level 1/Windows XP: Level 2

Access 2003: Level 1/Access 2003: Level 2/Access 2003: Level 3

Course Content

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

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