

Microsoft® Office Access™ 2007: Level 4

Course Specifications

Course length: 2.0 day(s)

Course Description

In previous levels, you were introduced to the various features of 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.

Course Objective: You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Prerequisites: To ensure the successful completion of Microsoft Office Access 2007: Level 4, the following Element K courses or equivalent knowledge is recommended: Microsoft Office Access 2007: Level 1 Microsoft Office Access 2007: Level 2 Microsoft Office Access 2007: Level 3

Course Content

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
Topic 1E: Work with Attachments
Topic 1F: Save a Database as a Previous Version

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 a Database 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

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www.mjhtraining.com

info@mjhtraining.com

Ph: 242-2231

