

## ExecuTrain Course Outline

### Microsoft® Office Access™ 2007: Level 4

ET84484

1 day

### 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.

**Target Student:** 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 that may be working in a web-based environment and may need to adapt Access applications to the environment. It is also designed for students pursuing the Microsoft MOS Expert Level Certification for Access 2007.

**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

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

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

- share Access data with other applications.
- use VBA to automate a business process.
- create and modify a database switchboard, and set the startup options.
- secure databases.
- share a database using a SharePoint site.

#### 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

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

Certification: Access 2007 MS Specialist