

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

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$295+ GST

### Course Description

In previous experience and training, 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 final stage of the four course series training of Microsoft Office Outlook 2007, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

### Performance-Based Objectives

Upon successful completion of this course, you 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 databases using a SharePoint site.

### Course Content

#### Integrating Access into Your Business

- Import XML Data into an Access Database
- Export Access Data to XML Format
- Export Data to the Outlook Address Book
- Collect Data Through Email Messages

#### Automating a Business Process with VBA

- Create a Standard Module
- Develop Code
- Call a Procedure from a Form
- Run the Procedure

#### Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Startup Options

#### Distributing and Securing Databases

- Split a Database
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

#### Sharing Databases Using a SharePoint Site

- Export a Table to a SharePoint List
- Import Data from a SharePoint List
- Publish a Database to a SharePoint Site
- Move a Database to a SharePoint Site
- Work Offline