



Microsoft® Office Access™ 2007: Level 4

Course Objective: 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, 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 databases using a SharePoint site.

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

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

Appendix A: Microsoft Office Specialist Program