

Microsoft Access Level 4

Course Length: 1 Day

Course Description

Overview: Users take their skills beyond local database management by mastering the advanced administrative and collaborative features of Access. In this course, students will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Prerequisites: Students should know how to integrate mail merge and Office tools to export queries, forms and reports, understand inner and outer join types, be able to set table validation, work with action queries, and aggregate queries. Additionally, creating and working with subforms and subreports, passing values to the main forms and reports, creating charts and a navigational switchboard are also required skills.

Course Content

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| Lesson 1 – Integrating Access into Your Business | <ul style="list-style-type: none">• 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 |
| Lesson 2 – Automating a Business Process with VBA | <ul style="list-style-type: none">• Create a Standard Module• Develop Code• Call a Procedure from a Form• Run the Procedure |

Course Content

Lesson 3 – Managing Switchboards

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

Lesson 4 – 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