



To register or for more information call our office (208) 898-9036 or email [register@leapfoxlearning.com](mailto:register@leapfoxlearning.com)

## Microsoft Access 2007: Level 4

### Course Specifications

**Course Description:** In previous levels, 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 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.

**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 who may be working in a web-based environment and may need to adapt Access applications to the environment.

**Prerequisites:** To ensure the successful completion of Microsoft® Office Access™ 2007: Level 4, the following courses or equivalent knowledge is recommended:

- *Microsoft® Office Access™ 2007: Level 1*
- *Microsoft® Office Access™ 2007: Level 2*
- *Microsoft® Office Access™ 2007: Level 3*

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities - Mentor Lab - Flexible.

**Duration:** 1.00 Days(s)

### Certification

This course is one of a series of courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

### 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**

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**

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

### **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

### **Lesson 5: 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

### **Appendix A: Microsoft Office Specialist Program**

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