

Microsoft® Office Access® 2010: Level 3

Course Description

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

Course Objective:

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 and distribute databases.
- Share databases using a SharePoint site.

Prerequisites:

To ensure the successful completion of Microsoft® Office Access® 2010: Level 4, the following Element K courses or equivalent knowledge is recommended:

- Microsoft® Office Access® 2010: Level 1
- Microsoft® Office Access® 2010: Level 2
- Microsoft® Office Access® 2010: Level 3

Course Content

Lesson 1: Integrating Access into Your Business

Topic A: Import XML Data into an Access Database

Topic B: Export Access Data to the XML Format

Topic C: Export Data to an Outlook Address Book

Topic D: Collect Data Through Email Messages

Lesson 2: Automating a Business Process with VBA

Topic A: Create a Standard Module

Topic B: Develop Code

Topic C: Call a Procedure from a Form

Topic D: Run a Procedure

Lesson 3: Managing Switchboards

Topic A: Create a Database Switchboard

Topic B: Modify a Database Switchboard

Topic C: Set the Startup Options

Lesson 4: Distributing and Securing Databases

Topic A: Split a Database

Topic B: Implement Security

Topic C: Set Passwords

Topic D: Convert an Access Database to an ACCDE File

Topic E: Package a Database with a Digital Signature

Lesson 5: Sharing Databases Using a SharePoint Site

Topic A: Export a Table to a SharePoint List

Topic B: Import Data from a SharePoint List

Topic C: Publish a Database to a SharePoint Site

Topic D: Move a Database to a SharePoint Site

Topic E: Work Offline