

Access 2003: Level IV

1 Day

Description

This course covers remote database management, exchanging data with XML and other type applications, and automating your business processes by using VBA code.

Prerequisites

To ensure the successful completion of Microsoft Office Access 2003: Level 4, we recommend completion of the following courses, or equivalent knowledge (familiarity with basic and intermediate features of Access tables, relationships, queries, forms, and reports):

Access 2003: Level 1

Access 2003: Level 2

Access 2003: Level 3

Who Should Take This Course?

Access 2003: Level 4 is for students who have a thorough understanding of the basic and advanced user features of the Access program, and are interested in learning introductory level administrator skill sets. The course is also for the student that may be working in a web-based environment and may need to adapt Access applications to the environment. It is also designed for students pursuing the Microsoft MOS Expert Level Certification for Access 2003.

Objectives

- ✓ develop a data access page.
- ✓ develop a data access page, a PivotTable, and a PivotChart.
- ✓ import XML data and export Access data.
- ✓ use VBA to automate a business process.
- ✓ create and modify a database switchboard, and set and modify your startup options.
- ✓ distribute a database and add security features to it.

Outline

Making Your Data Available on the Web

Create a Data Access Page by Using the Wizard
Improve the Presentation of the Data Access Page
Viewing Data Access Pages with the Browser
Edit Data Using the Data Access Page
Group Records in the Data Access Page

Developing a Data Access Page in Design View

Create a Data Access Page in Design View
Incorporate a ComboBox in the Data Access Page
Test the New Record Function of the Data Access Page
Develop a PivotTable with the Office PivotTable Tool
Develop a PivotChart

Integrating Access into Your Business

Import XML Data into an Access Database
Export Access Data to XML Format
Share Data with Other Office Applications

Automating a Business Process with VBA

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

Creating a Switchboard and Setting the Startup Options

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

Distributing and Securing the Database

Split a Database
Implement Security
Set Passwords
Encode and Decode a Database
Convert an Access Database to an MDE File

Appendix A: Microsoft Office Specialist Program