

Access 2007 Advanced

Duration: 1 Day

Course Overview:

In Access 2007 Intermediate you were introduced to the various features of 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.

Students Learn How 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 a database using a SharePoint site

Who Should Attend: Anyone with basic Microsoft Access knowledge who would like to take advantage of the power and flexibility offered by the more advanced data handling capabilities of Access 2007.

Prerequisites: Access 2007 Intermediate or equivalent knowledge.

Course Outline:

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

Automating a Business Process with VBA

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

Managing Switchboards

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

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

Sharing a Database 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