



# Microsoft Office Access 2007: Level 4

## MSOF-472

### **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 Objectives:**

Upon successful completion of this Access 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

### **Prerequisites:**

- Successful completion or equivalent knowledge of the following courses:
  - MSOF-465 Microsoft® Office Access™ 2007: Level 1
  - MSOF-470 Microsoft® Office Access™ 2007: Level 2
  - MSOF-471 Microsoft® Office Access™ 2007: Level 3

### **Audience:**

- Administrators 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.

### **Course Duration:**

1 Day

## **Course Topics:**

### **I. Integrating Access into Your Business**

- Topic 1A: Import XML Data into an Access Database
- Topic 1B: Export Access Data to XML Format
- Topic 1C: Export Data to the Outlook Address Book
- Topic 1D: Collect Data Through Email Messages

### **II. Automating a Business Process with VBA**

- Topic 2A: Create a Standard Module
- Topic 2B: Develop Code
- Topic 2C: Call a Procedure from a Form
- Topic 2D: Run the Procedure

### **III. Managing Switchboards**

- Topic 3A: Create a Database Switchboard
- Topic 3B: Modify a Database Switchboard
- Topic 3C: Set the Startup Options

### **IV. Distributing and Securing Databases**

- Topic 4A: Split a Database
- Topic 4B: Implement Security
- Topic 4C: Set Passwords
- Topic 4D: Convert an Access Database to an ACCDE File
- Topic 4E: Package a Database with a Digital Signature

### **V. Sharing Databases Using a SharePoint Site**

- Topic 5A: Export a Table to a SharePoint List
- Topic 5B: Import Data from a SharePoint List
- Topic 5C: Publish a Database to a SharePoint Site
- Topic 5D: Move a Database to a SharePoint Site
- Topic 5E: Work Offline

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