



[WWW.KQEINC.COM](http://WWW.KQEINC.COM)

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### **Access 2003 - Level 3**

#### **Duration:**

Instructor-led Classroom Learning - 1.00 Day(s)  
Online Anytime - Self Paced  
Mentored Learning - Flexible

#### **Overview:**

In this course, students will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code.

#### **Who Should Attend:**

Access 2003 - Level 3 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 skillsets. 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.

#### **At Course Completion:**

You will be introduced to the advanced features of the Access application and also the VBA programming language.

#### **Prerequisite(s) or equivalent knowledge:**

Access 2003 – Level 1  
Windows XP (New Version) – Level 1  
Windows XP (New Version) – Level 2  
Access 2003 – Level 2

#### **Outline:**

##### **Lesson 1: 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



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Edit Data Using the Data Access Page  
Group Records in the Data Access Page

### **Lesson 2:** 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

### **Lesson 3:** Integrating Access into Your Business

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

### **Lesson 4:** Automating a Business Process with VBA

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

### **Lesson 5:** Creating a Switchboard and Setting the Startup Options

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

### **Lesson 6:** 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