



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

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### Access 2007 - Level 3

#### Duration:

Instructor-led Classroom Learning - 1.00 Day(s)  
Online Anytime - Self Paced  
Online Live - 4.00 Sessions  
Mentored Learning - Flexible

#### Overview:

In this course, students will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. (Second Edition)

#### Who Should Attend:

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

#### At Course Completion:

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 and modify the startup options. - secure databases. - share a database using a SharePoint site.

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

Access 2007 – Level 1  
Access 2007 – Level 2

#### Outline:

##### Lesson 1: 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

##### Lesson 2: Automating a Business Process with VBA



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

### **Lesson 3:** Managing Switchboards

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

### **Lesson 4:** 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

### **Lesson 5:** 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