

MICROSOFT ACCESS 2007 ADVANCED

WHO SHOULD ATTEND

Those who have taken the Access Intermediate course and wish to expand their skills of the following

- ◆ Data Access Pages
- ◆ Advanced Access integration and automation
- ◆ Access Switchboards
- ◆ Distributing and securing your databases

PREREQUISITES

A working knowledge of skills outlined in the courses Access Introduction and Intermediate is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student concepts of Access, a powerful relational database-management program, with a main focus on creating databases, tables, queries, forms and reports.

WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the Word series to learn about word-processing, the Excel series for spreadsheets, and/or the Outlook series for information management.

SKILLS LEARNED

- ◆ 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
- ◆ 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
- ◆ Import XML Data into an Access Database
- ◆ Export Access Data to XML Format
- ◆ Share Data with Other Office Applications
- ◆ Create a Standard Module
- ◆ Develop Code
- ◆ Run the Procedure
- ◆ Create a Database Switchboard
- ◆ Modify a Database Switchboard
- ◆ Set the Startup Options
- ◆ Modify the Startup Options
- ◆ Split a Database
- ◆ Implement Security
- ◆ Set Passwords
- ◆ Encode and Decode a Database
- ◆ Convert an Access Database to an MDE File Using functions in controls

COURSE OUTLINE

- LESSON 1: Making Your Data Available on the Web**
- ◆ The Data Access Page Wizard
 - ◆ Viewing Data Access Pages with the Browser
 - ◆ Edit Data & Group Records
 - ◆
- LESSON 2: Developing a Data Access Page in Design View**
- ◆ The Data Access Page Design View
 - ◆ ComboBox
 - ◆ Office PivotTable Tool
 - ◆ Develop a PivotChart
- LESSON 3: Integrating Access into Your Business**
- ◆ Import XML Data
 - ◆ Export to XML Format
 - ◆ Other Office Applications
- LESSON 4: Automating a Business Process with VBA**
- ◆ Create a Standard Module
 - ◆ Develop Code
 - ◆ Call a Procedure
 - ◆ Run the Procedure
- LESSON 5: Creating a Switchboard and Setting the Startup Options**
- ◆ The Database Switchboard
 - ◆ The Startup Options
- LESSON 6: Distributing and Securing the Database**
- ◆ Split a Database
 - ◆ Implement Security
 - ◆ Set Passwords
 - ◆ Encode and Decode
 - ◆ Convert to a MDE File