

# Microsoft® Office Access 2003: Level 4

## Course Specifications

Course number: 084463

Software: A custom installation of Microsoft® Office XP Professional—see the Class Setup Requirements for additional instructions.

Course length: 1.0 day(s)

## Course Description

In previous levels, you were introduced to advanced topics that dealt with local database management. In this course, you 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.

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

**Target Student:** Access 2003: Level 4 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.

**Prerequisites:** To ensure the successful completion of Access 2003: Level 4, we recommend completion of the following Element K courses, or equivalent knowledge from another source:

Windows XP: Introduction

or

Windows XP: Level 1

and

Windows XP: Level 2

and

Access 2003: Level 1

Access 2003: Level 2

Access 2003: Level 3

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- develop a data access page.
- develop a data access page, a PivotTable, and a PivotChart.
- import XML data and export Access data.
- use VBA to automate a business process.
- create and modify a database switchboard, and set and modify your startup options.
- distribute a database and add security features to it.

## Course Content

### Lesson 1: Making Your Data Available on the Web

- Topic 1A: Create a Data Access Page by Using the Wizard
- Topic 1B: Improve the Presentation of the Data Access Page
- Topic 1C: Viewing Data Access Pages with the Browser
- Topic 1D: Edit Data Using the Data Access Page
- Topic 1E: Group Records in the Data Access Page

### Lesson 2: Developing a Data Access Page in Design View

- Topic 2A: Create a Data Access Page in Design View
- Topic 2B: Incorporate a ComboBox in the Data Access Page
- Topic 2C: Test the New Record Function of the Data Access Page
- Topic 2D: Develop a PivotTable with the Office PivotTable Tool
- Topic 2E: Develop a PivotChart

### Lesson 3: Integrating Access into Your Business

- Topic 3A: Import XML Data into an Access Database
- Topic 3B: Export Access Data to XML Format
- Topic 3C: Share Data with Other Office Applications

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

- Topic 4A: Create a Standard Module
- Topic 4B: Develop Code
- Topic 4C: Call a Procedure from a Form
- Topic 4D: Run the Procedure

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

- Topic 5A: Create a Database Switchboard
- Topic 5B: Modify a Database Switchboard
- Topic 5C: Set the Startup Options
- Topic 5D: Modify the Startup Options

### Lesson 6: Distributing and Securing the Database

- Topic 6A: Split a Database
- Topic 6B: Implement Security
- Topic 6C: Set Passwords
- Topic 6D: Encode and Decode a Database
- Topic 6E: Convert an Access Database to an MDE File

### Appendix A: Microsoft Office Specialist Program