



Microsoft Access 2003: Level 4

Tuition: \$650 / 12 hours

Prerequisite:

To ensure the successful completion of Access 2003: Level 4, we recommend completion of the following courses, or equivalent knowledge from another source: *Windows 2000: Introduction*, *Windows XP: Introduction*, or *Windows XP: Level 1* and *Windows XP: Level 2* and *Access 2003: Level 1*, *Access 2003: Level 2*, and *Access 2003: Level 3*.

Course Description:

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 Content

Data Available on the Web

- Data Access Page by the Wizard
- Improve the Presentation of the Data
- Viewing Data Access Pages with the Browser
- Edit Data Using the Data Access Page
- Group Records in the Data Access Page

Developing in Design View

- Create a Data Access Page in Design View
- ComboBox in the Data Access Page
- Test the New Record Function
- Develop a PivotTable
- Develop a PivotChart

Integrating Access into Business

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

Automating with VBA

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

Creating a Switchboard & Setting the Startup Options

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

Distributing & Securing the Database

- Split a Database
- Implement Security
- Set Passwords
- Encode & Decode a Database
- Convert an Access Database to an MDE