## Access Level IV

You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Course Objectives

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 database switchboard and set the startup options.
- Secure and distribute databases.
- Share databases using a SharePoint site.

Course Content

Lesson 1: Integrating Access into Your Business
Topic 1A: Import XML Data into an Access Database
Topic 1B: Export Access Data to the XML Format
Topic 1C: Export Data to an Outlook Address Book
Topic 1D: Collect Data Through Email Messages

Lesson 2: Automating a Business Process with VBA
Topic 2A: Create a Standard Module
Topic 2B: Develop Code
Topic 2C: Call a Procedure from a Form
Topic 2D: Run a Procedure

Lesson 3: Managing Switchboards
Topic 3A: Create a Database Switchboard
Topic 3B: Modify a Database Switchboard
Topic 3C: Set the Startup Options

Lesson 4: Distributing and Securing Databases
Topic 4A: Split a Database
Topic 4B: Implement Security
Topic 4C:  Set Passwords
Topic 4D: Convert an Access Database to an ACCDE File
Topic 4E: Package a Database with a Digital Signature

Lesson 5: Sharing Databases Using SharePoint Site
Topic 5A: Export a Table to a SharePoint List

Topic 5B: Import Data from a SharePoint List
Topic 5C: Publish a Database to a SharePoint Site
Topic 5D: Move a Database to SharePoint Site
Topic 5E: Work Offline

Course Length: 1day (6.5 instructional hours)