

Microsoft® Office Access® 2016: Level 4

Training Course Content

Course Objective: You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access® 2016 application, and are interested in learning introductory level administrator skill sets. The course is also for students who may be working in a networked or SharePoint environment and may need to adapt Access applications to the environment.

Prerequisites: To ensure your success, we recommend that you first take Access Level 1, Level 2, and Level 3, or have equivalent knowledge and skills - such as knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports, and macros.

What's New in 2016: See how the new Tell Me feature enables you to quickly find features, or have Access help you with what you want to do next. The Add Tables dialog box has been increased in size to make it easier to see more table and query names in your database, and five of the most popular database templates have been redesigned to have a more modern look and feel. For complex Access databases with links to many sources, the Linked Table Manager can easily export a list to Excel.

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 a 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 a SharePoint Site
Topic 5E: Work Offline