



Microsoft® Office Access® 2013: 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® 2010 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.

Lesson 1: Integrating Access into Your Business

Topic 1A: Import and Export Data
Topic 1B: Export Data to the Outlook Address Book
Topic 1C: 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 the 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: Digital Signature Overview

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