

## Microsoft® Office Access 2007: Level 4

### Access 2007 Training Class Content

#### Lesson 1: Integrating Access into Your Business

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

#### Lesson 2: Automating a Business Process with VBA

- 2A: Create a Standard Module
- 2B: Develop Code
- 2C: Call a Procedure from a Form
- 2D: Run the Procedure

#### Lesson 3: Managing Switchboards

- 3A: Create a Database Switchboard
- 3B: Modify a Database Switchboard
- 3C: Set the Startup Options

#### Lesson 4: Distributing and Securing Databases

- 4A: Split a Database
- 4B: Implement Security
- 4C: Set Passwords
- 4D: Convert an Access Database to an ACCDE File
- 4E: Digital Signature Overview

#### Lesson 5: Sharing Databases Using a SharePoint Site

- 5A: Export a Table to a SharePoint List
- 5B: Import Data from a SharePoint List
- 5C: Publish a Database to a SharePoint Site
- 5D: Move a Database to a SharePoint Site
- 5E: Work Offline