



**Software Learning Centers**  
1645 S.E Port St. Lucie Blvd  
Port St. Lucie, Florida 34952  
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## **Microsoft® Office Access 2003: Level 4**

### **Course Specifications**

Course number: 084463

Software: A custom installation of Microsoft® Office XP Professional—see the Class Setup Requirements for additional instructions.

Course length: 1.0 day(s)

### **Course Description**

In previous levels, you were introduced to advanced topics that dealt with local database management. 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.

### **Certification**

**Microsoft:** This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- develop a data access page.
- develop a data access page, a PivotTable, and a PivotChart.
- import XML data and export Access data.
- use VBA to automate a business process.
- create and modify a database switchboard, and set and modify your startup options.
- distribute a database and add security features to it.

### **Course Content**

#### **Lesson 1: Making Your Data Available on the Web**

Topic 1A: Create a Data Access Page by Using the Wizard  
Topic 1B: Improve the Presentation of the Data Access Page  
Topic 1C: Viewing Data Access Pages with the Browser  
Topic 1D: Edit Data Using the Data Access Page  
Topic 1E: Group Records in the Data Access Page

#### **Lesson 2: Developing a Data Access Page in Design View**

Topic 2A: Create a Data Access Page in Design View  
Topic 2B: Incorporate a Combo Box in the Data Access Page  
Topic 2C: Test the New Record Function of the Data Access Page

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Topic 2D: Develop a PivotTable with the Office PivotTable Tool

Topic 2E: Develop a PivotChart

### **Lesson 3: Integrating Access into Your Business**

Topic 3A: Import XML Data into an Access Database

Topic 3B: Export Access Data to XML Format

Topic 3C: Share Data with Other Office Applications

### **Lesson 4: Automating a Business Process with VBA**

Topic 4A: Create a Standard Module

Topic 4B: Develop Code

Topic 4C: Call a Procedure from a Form

Topic 4D: Run the Procedure

### **Lesson 5: Creating a Switchboard and Setting the Startup Options**

Topic 5A: Create a Database Switchboard

Topic 5B: Modify a Database Switchboard

Topic 5C: Set the Startup Options

Topic 5D: Modify the Startup Options

### **Lesson 6: Distributing and Securing the Database**

Topic 6A: Split a Database

Topic 6B: Implement Security

Topic 6C: Set Passwords

Topic 6D: Encode and Decode a Database

Topic 6E: Convert an Access Database to an MDE File

### **Appendix A: Microsoft Office Specialist Program**

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