



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



Commission for
Independent Education
Florida Department of Education

A Division of Moore Solutions inc

Access 2002: Level 4

Course Specifications

Course number: 084403
Software: A complete installation of Microsoft Office XP Professional.
Course length: 1.0 day(s)
Certification: Microsoft Office Specialist

Course Description

Your training in and experience with Microsoft Access has provided you with a solid foundation for working with this database software. In the previous course in this series, you began to implement some of the more specialized and advanced capabilities that Access offers. You are now ready to extend your knowledge base beyond the user level and into introductory-level administrator skill sets.

Course Objective: You will extend your Access skills to create and implement switchboard forms, to develop data access pages that include advanced controls, to protect that information using security protocols, and to make your data more accessible and portable. Then you will take the next step up to the world of VBA programming.

Target Student: Access 2002: Level 4 is for students who have a thorough understanding of the basic and advanced user features of the Access program, and are interested in developing introductory-level administrator skill sets. The course is also for the student that may be working in a multi-user environment and will need to adapt Access applications to the environment. It is also designed for students pursuing the Microsoft MOUS Expert Level Certification for Access 2002.

Prerequisites: The course is designed for the student who has mastered the basic Access 2002 user skills covered in Levels 1 through 3 of this training series, such as designing and creating relational databases, running queries to find information, creating customized forms and reports, understanding the principles of table relationships and referential integrity, integrating data with other applications, modifying a table design to control data entry, finding data with filters and queries, customizing forms and reports, and creating data access pages. In addition, the student should understand the advanced Access 2002 skills, including how to structure existing data, summarize data, simplify tasks with macros, and add interaction and automation with macros.

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities.

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



Commission for
Independent Education
Florida Department of Education

A Division of Moore Solutions inc

Certification

Access 2002: Level 4 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.

Hardware Requirements

- Pentium 133 MHz or higher processor.
- A minimum of 64 MB of RAM recommended for Windows 2000 Professional. In addition, you should have 8 MB of RAM for each application running simultaneously.
- Either a local CD-ROM drive or access to a networked CD-ROM drive for the installation of the software and course data files.
- A two-button mouse, an IntelliMouse, or a compatible pointing device.
- A VGA or higher resolution monitor (Super VGA recommended).

Platform Requirements

Software Requirements

- A complete installation of Microsoft Office XP Professional.
- Windows 2000 Professional.
- An installed local printer driver—a PostScript driver is recommended. (Printers are not required; however, each PC must have an installed local printer driver to use certain features.)
- Microsoft Internet Explorer 5.0 or higher (the latest version is recommended), along with a working Internet connection.

Performance-Based Objectives

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

- create and modify a database switchboard, and set and modify your startup options.
- develop a data access page and include in it a PivotTable and PivotChart.
- distribute a database and add security features to it.
- integrate Access more fully into your business operations.
- automate a business process using VBA.

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



Commission for
Independent Education
Florida Department of Education

A Division of Moore Solutions inc

Course Content

Lesson 1: Creating a Switchboard and Setting the Startup Options

- Topic 1A: Create a Database Switchboard
- Topic 1B: Modify a Database Switchboard
- Topic 1C: Set the Startup Options
- Topic 1D: Modify the Startup Options

Lesson 2: Developing a Data Access Page and Including a PivotTable and PivotChart

- Topic 2A: Create a Data Access Page in Design View
- Topic 2B: Incorporate a Combo Box Control in the Data Access Page
- Topic 2C: View Data Access Pages with the Browser
- Topic 2D: Add Records to a Database Using the Data Access Page
- Topic 2E: Plan a PivotTable
- Topic 2F: Develop a PivotTable with the Office PivotTable Tool
- Topic 2G: Develop a PivotChart from a PivotTable

Lesson 3: Distributing and Securing the Database

- Topic 3A: Split a Database
- Topic 3B: Implement Security
- Topic 3C: Set Passwords
- Topic 3D: Encrypt and Decrypt a Database
- Topic 3E: Convert an Access Database to an MDE File

Lesson 4: Integrating Access into Your Business

- Topic 4A: Link Tables to External Data Sources
- Topic 4B: Import XML Data into an Access Database
- Topic 4C: Export Access Data to XML Format
- Topic 4D: Replicate an Access Database

Lesson 5: Automating a Business Process with VBA

- Topic 5A: Create a Standard Module
- Topic 5B: Create and Insert a Procedure
- Topic 5C: Develop Procedure Code
- Topic 5D: Call a Procedure from a Form
- Topic 5E: Run the Procedure

Appendix A: Microsoft Office Specialist Program

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)