

# Access 2007 Level 4

---

GWEACC104  
1 day

## Table of Contents

[Course Summary](#)

[Course Objective](#)

[Prerequisites](#)

[Certifications](#)

[Course Lessons](#)

## Course Summary

In previous levels, you were introduced to the various features of Microsoft® Office Access™ 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

## Course Objective

You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

## Prerequisites

To ensure the successful completion of Microsoft® Office Access™ 2007: Level 4, the following Element K courses or equivalent knowledge is recommended:

- Microsoft® Office Access™ 2007:Level 1
- Microsoft® Office Access™ 2007: Level 2
- Microsoft® Office Access™ 2007: Level 3

## Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Applications Specialist (MCAS) skill sets. The MCAS 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 proficiency exams in order to earn Microsoft Certified Applications Specialist certification.

## Lessons

### Lesson 1

Topic 1A: Import XML Data into an Access Database

Topic 1B: Export Access Data to XML Format

Topic 1C: Export Data to the Outlook Address Book

Topic 1D: Collect Data Through Email Messages

## **Lesson 2**

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**

Topic 3A: Create a Database Switchboard

Topic 3B: Modify a Database Switchboard

Topic 3C: Set the Startup Options

## **Lesson 4**

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**

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