



## Access 2003 – Level 4

### Full Day

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.

#### **Making Your Data Available on the Web**

- Create a Data Access page by Using the Wizard
- Improve the Presentation of the Data Access Page
- Viewing Data Access Pages with the Browser
- Edit Data Using the Data Access Page
- Group Records in the Data Access Page

#### **Developing a Data Access page in Design View**

- Create a Data Access Page in Design View
- Incorporate a ComboBox in the Data Access Page
- Test the New Record Function of the Data Access Page
- Develop a PivotTable with the Office PivotTable Tool
- Develop a PivotChart

#### **Integrating Access into Your Business**

- Import XML Data into an Access Database
- Export Access Data to XML Format
- Share Data with Other Office Applications

#### **Automating a Business Process with VBA**

- Create a Standard Module
- Develop Code
- Call a Procedure from a Form
- Run the Procedure

#### **Creating a Switchboard and Setting the Startup Options**

- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Startup Options
- Modify the Startup Options

#### **Distributing and Securing the Database**

- Split a Database
- Implement Security
- Set Passwords
- Encode and Decode a Database
- Convert an Access Database to an MDE File