



## **Microsoft Access 2007: Collaborative Database Features**

**Overview:** Students will learn how to master the advanced administrative and collaborative features of Access. They will learn how to exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

**Prerequisites:** Access 2007 Advanced training or equivalent knowledge.

**Course Length:** One day

### **Course Content**

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

- Import XML Data into an Access Database
- Export Access Data to XML Format
- Export Data to the Outlook Address Book
- Collect Data Through Email Messages

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

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

#### **Lesson 3: Managing Switchboards**

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

#### **Lesson 4: Distributing and Securing Databases**

- Split a Database
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

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

- Export a Table to a SharePoint List
- Import Data from a SharePoint List
- Publish a Database to a SharePoint Site
- Move a Database to a SharePoint Site
- Work Offline