



## **Microsoft Access 2003: Visual Basic for Applications**

**Overview:** Students will learn remote database management, how to exchange data with XML and other applications, and how to automate business processes by using VBA code.

**Prerequisites:** Access 2003 Advanced or equivalent knowledge.

**Course Length:** One day

### **Course Content**

#### **Lesson 1: 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

#### **Lesson 2: 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

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

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

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

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

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

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

#### **Lesson 6: 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