

Advanced Business Integration, Automation and Security

with Microsoft® Access

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 macros and VBA code, and secure databases.

You will also receive real-world examples and strategies on how to use XML effectively for your business processes, along with numerous practical examples of Macro and VBA code examples for your Microsoft Access forms and reports. The training in this course includes techniques and features of previous versions.

Audience

Experienced and Intermediate-Level Database and Microsoft Excel and Access Users, General Managers, Database Managers, Database Developers and Programmers.

This course requires the following prerequisites:

- User Knowledge of Microsoft Windows XP or Vista.
- Intermediate Knowledge of Microsoft Access.

Topics

Module 1: Managing Data

Module 2: Advanced Table Tasks

Module 3: Managing Data Entry in Tables

Module 4: Creating Subforms

Module 5: Creating Navigation Forms

Module 6: Advanced Query Tasks

Module 7: Creating Modal Dialog Boxes

Module 8: Splitting the Database

Module 9: Using Access with SharePoint Server

Module 10: Creating Basic Macros

Module 11: Advanced Macro Tasks

Module 12: Using Visual Basic for Applications