



Advanced Access 2003/2007

Course Outline

Duration: 1 Days

Making Your Data Available on the Web

Creating a Data Access Page by Using the Wizard
Improving the Presentation of the Data Access Page
Viewing Data Access Pages with the Browser
Edit Data Using the Data Access Page
Grouping Records in the Data Access Page

Developing a Data Access Page in Design View

Creating a Data Access Page in Design View
Incorporating a ComboBox in the Data Access Page
Testing the New Record Function of the Data Access Page
Developing a PivotTable with the Office PivotTable Tool
Developing a PivotChart

Integrating Access into Your Business

Importing XML Data into an Access Database
Export Access Data to XML Format
Sharing Data with Other Office Applications

Automating a Business Process with VBA

Creating a Standard Module
Developing Code
Calling a Procedure from a Form
Running the Procedure

Creating a Switchboard and Setting the Startup Options

Creating a Database Switchboard
Modifying a Database Switchboard
Setting the Start-up Options
Modifying the Start-up Options

Distributing and Securing the Database

Splitting a Database
Implementing Security
Setting Passwords
Encoding and Decode a Database
Converting an Access Database to an MDE File