



BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

**Number of Days:** 1

**Format:** Instructor-Led

**Class Code** AC10-4

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

**Course Description:**

You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

**Target Student:**

This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access® 2007 application, and are interested in learning introductory level administrator skill sets. The course is also for students who may be working in a web-based environment and may need to adapt Access applications to the environment.

**Prerequisites:**

To ensure the successful completion of Microsoft® Office Access® 2010: Level 4, the following Element K courses or equivalent knowledge is recommended:

- Microsoft® Office Access® 2010: Level 1
- Microsoft® Office Access® 2010: Level 2
- Microsoft® Office Access® 2010: Level 3

**Delivery Method:**

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Performance-Based Objectives:**

Upon successful completion of this course, students will be able to:

- Share Access data with other applications.
- Use VBA to automate a business process.
- Create and modify a database switchboard and set the startup options.
- Secure and distribute databases.
- Share databases using a SharePoint site.

## Course Outline

<b>Lesson 1: Integrating Access into Your Business</b>
■ Topic 1A: Import XML Data into an Access Database
■ Topic 1B: Export Access Data to the XML Format
■ Topic 1C: Export Data to an Outlook Address Book
■ Topic 1D: Collect Data Through Email Messages
<b>Lesson 2: Automating a Business Process with VBA</b>
■ Topic 2A: Create a Standard Module

## Microsoft Office Access 2010 Level 4

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<ul style="list-style-type: none"><li>■ Topic 2B: Develop Code</li><li>■ Topic 2C: Call a Procedure from a Form</li><li>■ Topic 2D: Run a Procedure</li></ul>
<b>Lesson 3: Managing Switchboards</b>
<ul style="list-style-type: none"><li>■ Topic 3A: Create a Database Switchboard</li><li>■ Topic 3B: Modify a Database Switchboard</li><li>■ Topic 3C: Set the Startup Options</li></ul>
<b>Lesson 4: Distributing and Securing Databases</b>
<ul style="list-style-type: none"><li>■ Topic 4A: Split a Database</li><li>■ Topic 4B: Implement Security</li><li>■ Topic 4C: Set Passwords</li><li>■ Topic 4D: Convert an Access Database to an ACCDE File</li><li>■ Topic 4E: Package a Database with a Digital Signature</li></ul>
<b>Lesson 5: Sharing Databases Using a SharePoint Site</b>
<ul style="list-style-type: none"><li>■ Topic 5A: Export a Table to a SharePoint List</li><li>■ Topic 5B: Import Data from a SharePoint List</li><li>■ Topic 5C: Publish a Database to a SharePoint Site</li><li>■ Topic 5D: Move a Database to a SharePoint Site</li><li>■ Topic 5E: Work Offline</li></ul>