



CenterPoint Solution, LLC

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MICROSOFT® ACCESS® - EXPERT LEVEL 2007

Course Description:

In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Who Should Take This Course:

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

Achieved Results:

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

Course Outline:

- 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 databases
- Share databases using a SharePoint® site