



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Access® 2010: Part 4

Duration: 2 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist (MOS) Access 2010 —
Exam: 77-885

Course Description

This course will teach participants how to exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Target Audience

This course is intended for:

- Persons who have a thorough understanding of the basic and advanced user features of the Microsoft Office Access application, and are interested in learning administrator skill sets.
- Persons who may be working in a web-based environment and may need to adapt Access applications to the environment.

Prerequisites

To attend this course, candidates must have:

- Completed the following courses, or equivalent knowledge:
 - Microsoft Office Access 2010: Level 1
 - Microsoft Office Access 2010: Level 2
 - Microsoft Office Access 2010: Level 3



Exam Details

Exam Code:	• 77-885
Length of Exam:	• 90 Minutes
Number of Questions:	• 50
Passing Score:	• 70%
Question Format:	• Multiple Choice/Build a Tree, Reorder, and Simulation

Course Objectives

Upon successful completion of this course, attendees 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 start-up options.
- Secure and distribute databases.
- Share databases using a SharePoint site.

Course Topics

Lesson 1: Integrating Access into Your Business

- Import XML Data into an Access Database
- Export Access Data to the XML Format
- Export Data to an Outlook Address Book
- Collect Data Through Email Messages

Lesson 2: Automating a Business Process with VBA

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



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Course Topics *Continued*

Lesson 3: Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Start-up Options

Lesson 4: Distributing and Securing Databases

- Split a Database
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

Lesson 5: Sharing Databases Using a SharePoint Site

- Export a Table to a SharePoint List
- Import Data from a SharePoint List
- Publish a Database to a SharePoint Site
- Move a Database to a SharePoint Site
- Work Offline

ACTIVITIES INCLUDED