


MICROSOFT ACCESS 2019

ELEMENTARY & INTERMEDIATE


Microsoft Access is an information management tool that helps you store information for reference, reporting and analysis. Microsoft Access helps you analyze large amounts of information and manage related data more efficiently. This introductory series will give you the basics you need to start putting that power to work for you. We also have an advanced skills series available.

SAINS – PPKS (Training Centre)

PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS),
New Admin Block PPKS, Level 1,
Jalan Canna, Off Jalan Wan Alwi,
Tabuan Jaya, 93350 Kuching. Sarawak.

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Claimable
Under
Scheme
SBL

Course Content

- Getting Started
- Building & modifying tables
- Working with Datasheet view
- Relationships
- Queries
- Forms
- Sorting & Filtering
- Report
- Printing Database Object
- Importing and Exporting Data

Learning Outcomes

- Understand the concept of a database
- Create a good database
- Know how to create tables, forms, queries and reports
- Determine the relationships between tables
- Identify fields with unique value

WHO SHOULD ATTEND



- Manager
- IT Personnel
- Admin Personnel

METHODOLOGY



- Screen Projection
- Lecturing
- Practical

SPECIAL FACILITIES



- LCD Projector
- Personal Computer
- Microsoft Access Program

COURSE DURATION



- 2 Days

COURSE FEE



- RM660.00

IN-HOUSE TRAINING ADVANTAGE

If you have a number of staffs with similar training needs, then you may wish to consider an In-house Training solution delivered locally on-site.

Course can be tailored to specific requirements.

Please contact agnes@sains.com.my or **082-366499** for further discussion.

TERMS & CONDITIONS :

- Course fee is **INCLUSIVE** of refreshment, lunch, course materials & certificate of attendance.
- Course fee **EXCLUDE** SST @ 6%
- The rate of the Service Tax is subject to changes according to the current rate or at other statutory prevailing at the time when such tax is chargeable or payable.