



MICROSOFT ACCESS 2019 ADVANCED

Microsoft Access Advanced is suitable for experienced users for Microsoft Access. The 2 days course allows you to understand a collection of information that is related to a particular subject or purpose. You will also understand how to create information such as monitoring and maintaining data.

Pre-requisite:

Participants should have basic knowledge of Microsoft Access


SAINS – PPKS (Training Centre)

PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS),


New Admin Block PPKS, Level 1,


Jalan Canna, Off Jalan Wan Alwi,

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Claimable
Under
Scheme
SBL

Course Content

- Creating advanced queries
- Advanced form design
- Expertly designed forms
- Enhancing your report
- Advanced report
- Expertly designed reports
- Managing switchboard
- Database protection

Learning Outcomes

- Know how to apply advanced queries
- Learn to create sub forms
- Know how to create advanced report
- Know how to create a switchboard

WHO SHOULD ATTEND



- Manager
- IT Personnel
- Admin Personnel

SPECIAL FACILITIES



- LCD Projector
- Personal Computer
- Microsoft Access Program

METHODOLOGY



- Screen Projection
- Lecturing
- Practical

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 / 480912** 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.