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MICROSOFT ACCESS TRAINING

COURSE INFORMATION

COURSE TITLE : MICROSOFT ACCESS TRAINING
COURSE DURATION : 2 DAYS
COURSE LEVEL : BASIC/INTERMEDIATE/ADVANCED
APPLICATION NAME : ACCESS 2013/2016

COURSE INTRODUCTION

Microsoft Access is an Information Management Software which helps to save, connect, analyze and create reports from data. This powerful software is used to handle big database from Excel or other spreadsheets.

In this training, the participants will learn how to use Microsoft Access from basic to advanced level and the trainer will answer all questions related to Microsoft Access.

- Data Storage-Storing or pull multiple data from one database.
- Data Entry Forms-Perform data entry by using Forms.
- Data Analysis + Query-Perform Query to connect multiple data or to get an interactive report design.
- Excel, Word DLL-Import or export data to excel format. Print certificate or document using Word Merge from database.

COURSE OBJECTIVES

The objectives of this course are: -

➤ Identify the components of the Microsoft Access 2010 environment.

➤ Identify the components of a database.

➤ Organize data in tables.

➤ View data in tables.

➤ Query a database.

➤ Design forms.

➤ Generate reports.

⚙ TARGET GROUP

This course is suitable for: -

- Government / IT Officers
- Webmasters
- Students
- Freelancers
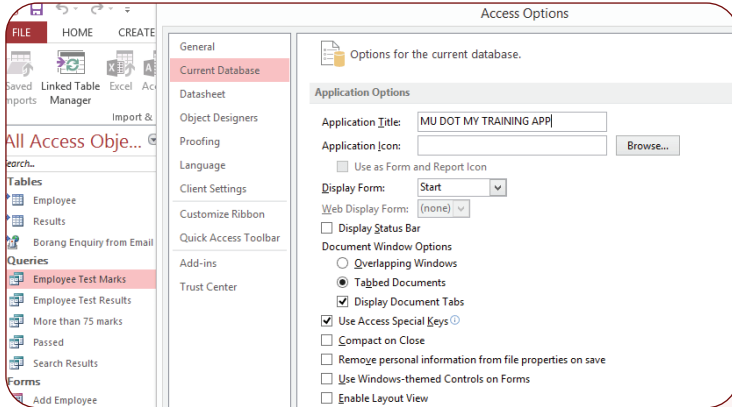- And for those who want to learn Microsoft Access

⚙ KEY TAKE AWAYS

At the end of this course, participants will be able to:

- Gain an understanding of database concepts and terminology
- Able to plan a database
- Understand about the Access interface and controls
- Able to work with table views, queries, forms, reports, and macros and modules
- Database design fundamentals
- Able to work with forms and the Form Wizard
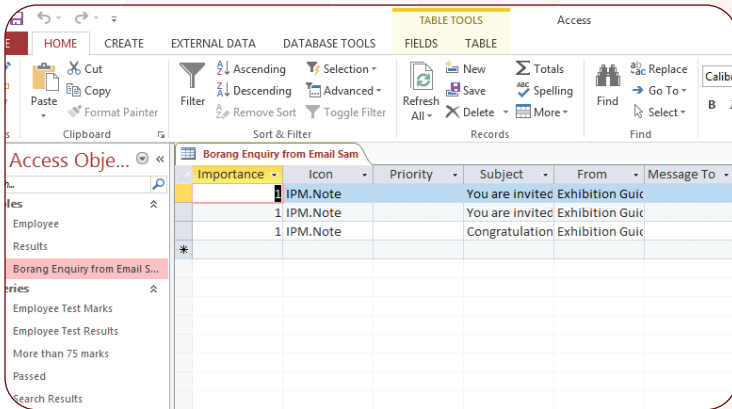- Able to work with reports and the Report Wizard
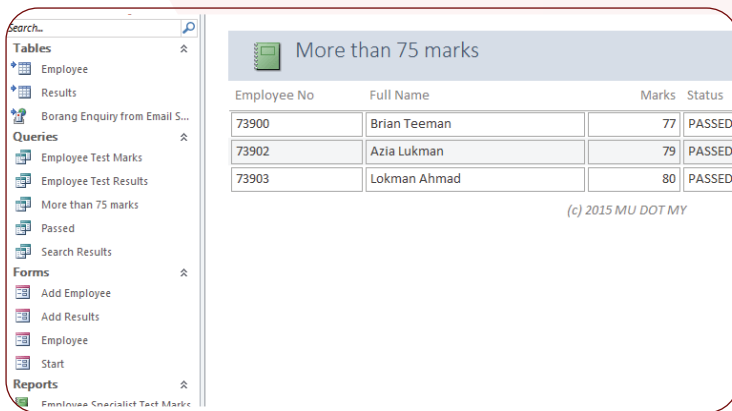
Convert your database into application

Application like custom startup page
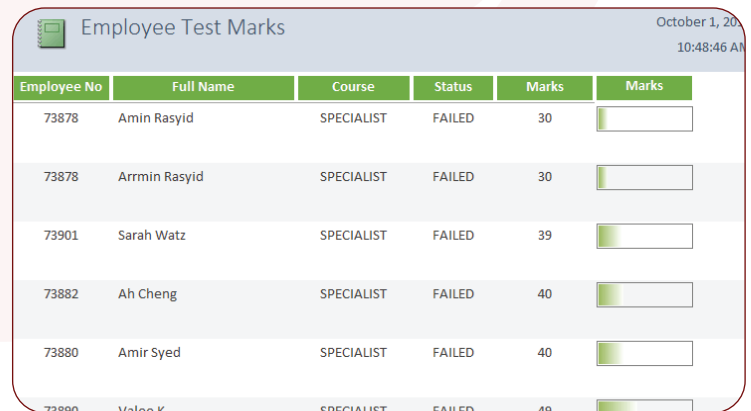

Data from Microsoft Outlook folder

Form to insert data

Filtered records report

Generate beautiful Report from table in one click

COURSE CONTENT

	Day 1	Day 2
9.00 a.m - 10.45 a.m	Introduction to Microsoft Access and Database Terms	Creating Forms
10.45 a.m - 11.00 a.m	Break	
11.00 a.m - 12.30 p.m	Creating Database Using Wizard And Manually	Creating Advanced Forms & sub Forms with Dependant fills
12.30 p.m- 2.00 p.m	Break	
2.00 p.m - 3.45 p.m	Creating Queries	Creating Reports
3.45 p.m- 4.00 p.m	Break	
4.00 p.m - 5.00 p.m	Advanced Queries, wild cut Queries & Other Calculative Queries	Creating Macros & Application View

* This course syllabus has been revised for 16th time since first course on 2006 for effective learning experience

COURSE PACKAGES

In House Training (Training at your venue)

MU DOT MY PLT provide in house training package
The training will be at your preferred place.

- ☑ Fees according to the number of days
- ☑ Unlimited participants (recommend 40 pax / below)
- ☑ Training kit and material will be provided
- ☑ Quickstart guidebook provided
- ☑ Support & assistance after training

* Price from RM 200/Pax
SAVE BIG ON IN-HOUSE TRAINING
Prices are based on number of days! UNLIMITED PARTICIPANTS ALLOWED.

Public Training (Training at our lab)

For more info on public training schedule please click link below or scan the QR Code http://mu.my/en/events

Price:
2 DAYS RM 950/PAX

2008
MU DOT MY PLT was established on November 2008. In the early stages, we offer Website Design Training (Joomla! CMS and others).

2010
MU DOT MY PLT is the leading training provider appointed by government agencies for Joomla! training. We also introduced new LMS practical training.

2011
MU DOT MY PLT also registered with the Ministry of finance(MOF) with the addition of new areas. We have also acquired the status of "Registered training provider" from Human Resource Development-Ministry of Human Resources.

2012
Pusat Internet 1 Malaysia(PI1M) was one of the government initiatives that enables poor people to access high speed internet services and provide training in ICT for them. We trained the PI1M managers.

2012
Joomla! Community Malaysia is a community project established by MU MY DOT PLT .

2013
MU DOT MY PLT conducted Maxis CSR Programme in 2013 which is participated by 6 schools.

2014
Moved to Regalia Business Park. Comfortable training facilities equipped new lab and new equipments.

2014
Malaysia Open Source Conference or MOSCMY 2014 was held on 24-25 September 2014 at Menara SSM @ central Kuala Lumpur. We participated and contributed to MOSCMY.

2015
After 6 year MU DOT MY become a Limited Liability Partnership (LLP) and started business as MU DOT MY PLT.

2015
MU DOT MY PLT main HQ inaugurated by the President of the Joomla! OSM Sarah Watz.

2015
MU DOT MY PLT organized the largest Joomla! event JoomlaDay Malaysia 2015.

2015
Joomla! World Conference in Bangalore, India.

YOUR
ORGANIZATION
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CONTACT US

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