



# MICROSOFT ACCESS

(Elementary & Intermediate)

## METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

## WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Managers
- IT Personnel
- Administrative Personnel

## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Access Program

## DURATION

- 2 Days

## COURSE FEE

- RM 510.00

Course fee is inclusive of GST @ 6%

**SBL Scheme Claimable**  
(Subject to HRDF approval)



| PeopleN | LastName | FirstName | Titl | Address              | City      | ProvStat | Telephon   |
|---------|----------|-----------|------|----------------------|-----------|----------|------------|
| 1       | Fontana  | Frank     | 1    | 12 Wigwam Way        | Washingt  | DC       | (404) 356- |
| 4       | Petrie   | Rob       | 1    | 24 Ritchie Blvd      | New We:   | BC       | (604) 521- |
| 5       | Haywood  | Eileen    | 2    | 3 Medical Ave        | Twin Pea  | WA       | (216) 998- |
| 7       | Gravas   | Latka     | 1    | 45 Ibida Path        | New Yorl  | NY       | (403) 334- |
| 8       | Crane    | Maris     | 4    | 44 Neurosis Ave.     | Seattle   | WA       | (409) 254- |
| 9       | Howe     | Rebecca   | 4    | Suite 204 23 Howe St | Boston    | MA       | (205) 875- |
| 10      | Crane    | Niles     | 5    | 44 Neurosis Ave.     | Seattle   | WA       | (409) 254- |
| 11      | Connor   | Dan       | 1    | 768 Delaware Ave.    | Lanford   | IL       | (222) 213- |
| 13      | Simpson  | Homer     | 1    | 454 Subdivision St   | Surrey    | BC       | (604) 520- |
| 14      | Connor   | Becky     | 4    | 768 Delaware Ave.    | Lanford   | IL       | (222) 213- |
| 15      | Brennan  | Andy      | 10   | 6 Dim Lit Way        | Twin Pea  | WA       | (216) 999- |
| 16      | Matlock  | Benjamin  | 1    | 100000 Fee St        | Atlanta   | GA       | (513) 212- |
| 17      | Crusher  | Beverly   | 5    | Sick Bay             | Enterpris | SP       | (111) 111- |
| 18      | Drake    | Paul      | 1    | 2 Investigative Row  | Yaletowr  | BC       | (604) 687- |
| 19      | Jennings | Norma     | 2    | 17 Hospitality Ave.  | Twin Pea  | WA       | (216) 998- |
| 20      | Thomas   | Michelle  | 4    | 23 Evenmore St       | Atlanta   | GA       | (513) 222- |

## INTRODUCTION

Microsoft Access is a powerful database solution product. 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.

## OBJECTIVE

Upon completion of the course, participants will be able to:

- 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

## COURSE CONTENTS

- Chapter 1 – Getting Started
- Chapter 2 – Building & modifying tables
- Chapter 3 – Working with Datasheet view
- Chapter 4 – Relationships
- Chapter 5 – Queries
- Chapter 6 – Forms
- Chapter 7 – Sorting & Filtering
- Chapter 8 – Report
- Chapter 9 – Printing Database Object
- Chapter 10 – Importing and Exporting Data

## ABOUT SAINS

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our Centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **SAINS won the Human Resources Development Fund Award 2013** in the Training Provider category.

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