



# OPENOFFICE BASE

## METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- OpenOffice Base Program

## WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Managers
- IT Personnel
- Administrative Personnel

## DURATION

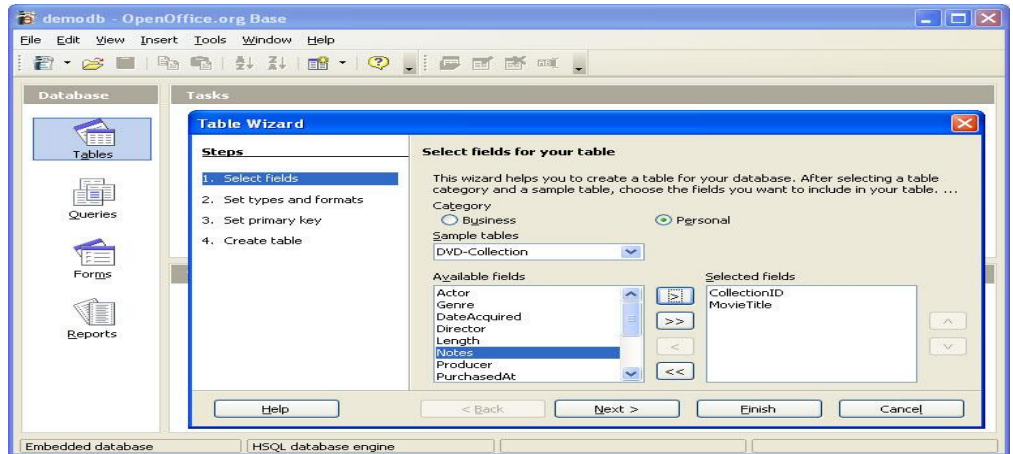
- 2 Days

## COURSE FEE

- RM520.00

Course fee is inclusive of  
GST @ 6%

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



## INTRODUCTION

OpenOffice Base allows you to create and modify tables of data, reports, forms and information queries. Additionally, you can create your own database from scratch or you can use the built-in database engine.

## OBJECTIVE

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

- Create table in a datasheet view
- Using queries to extract certain information
- Create interactive forms
- Import and export data from other application
- Generate report from a database

## COURSE CONTENTS

- Chapter 1 - Introduction to OpenOffice Base
- Chapter 2 - Getting started
- Chapter 3 - Working with Tables
- Chapter 4 - Datasheet view
- Chapter 5 - Working with Records
- Chapter 6 - Relationships
- Chapter 7 - Queries
- Chapter 8 - Working with Form
- Chapter 9 - Importing & Exporting Data
- Chapter 10 - Reports

## 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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