



# MICROSOFT ACCESS

(Advanced)

## METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

## WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Manager
- IT Personnel
- Administrative Personnel

**Pre-requisite: Participants should have basic knowledge of Microsoft Access**

## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Access Program

## DURATION

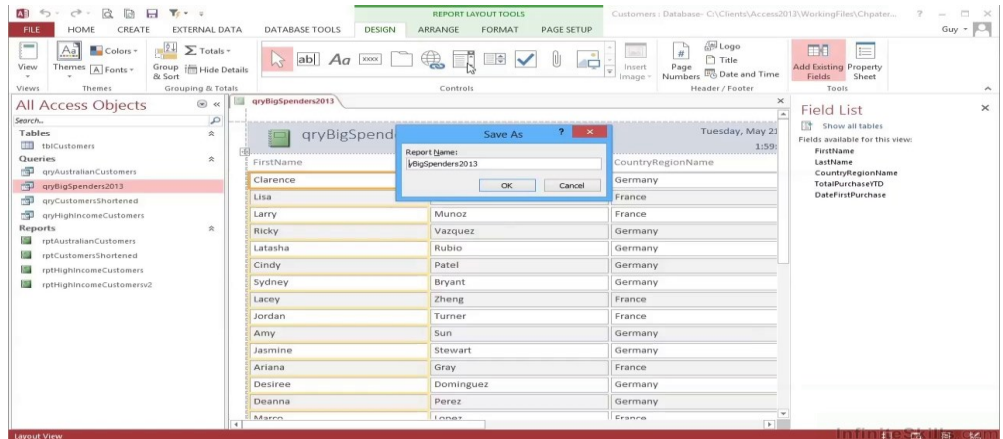
- 2 Days

## COURSE FEE

- RM 660.00

Course fee is inclusive of GST @ 6%

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



## INTRODUCTION

Microsoft Access Advanced is suitable for experienced users for Microsoft Access. The 3 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.

## OBJECTIVES

By the end of the course participants should be able to:

- Using advanced queries
- Create sub forms
- Create advanced report
- Using macro
- Create switchboard

## COURSE CONTENTS

- Chapter 1 – Creating advanced queries
- Chapter 2 – Advanced form design
- Chapter 3 – Expertly designed forms
- Chapter 4 – Enhancing your report
- Chapter 5 – Advanced report
- Chapter 6 – Expertly designed reports
- Chapter 7 – Macro
- Chapter 8 – Managing switchboard
- Chapter 9 – Database protection

## 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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