



# 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 660.00

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.

## OBJECTIVES

By the end of the course participants should 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.

Sarawak Information Systems Sdn. Bhd. (213181-W)  
Level 3, Wisma Bapa Malaysia, Petra Jaya, 93502 Kuching, Sarawak, MALAYSIA  
Tel: (60) 82-444199 | Fax: (60) 82-444211  
Email: [service@sains.com.my](mailto:service@sains.com.my)  
Website: [www.sains.com.my](http://www.sains.com.my)

Pusat Latihan Teknologi Maklumat Sarawak  
Ground Floor, Lot 250  
Kuching-Kota Samarahan Expressway  
Kota Samarahan 93010, Samarahan  
Tel: (60) 82-668668 | Fax: (60) 82-668699

Contact Person:  
Jean Sim / Silvia Philip  
Email: [training@sains.com.my](mailto:training@sains.com.my)  
Website: [www.sains.com.my](http://www.sains.com.my)