



# OPENOFFICE BASE

## METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

## WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Managers
- IT Personnel
- Administrative Personnel

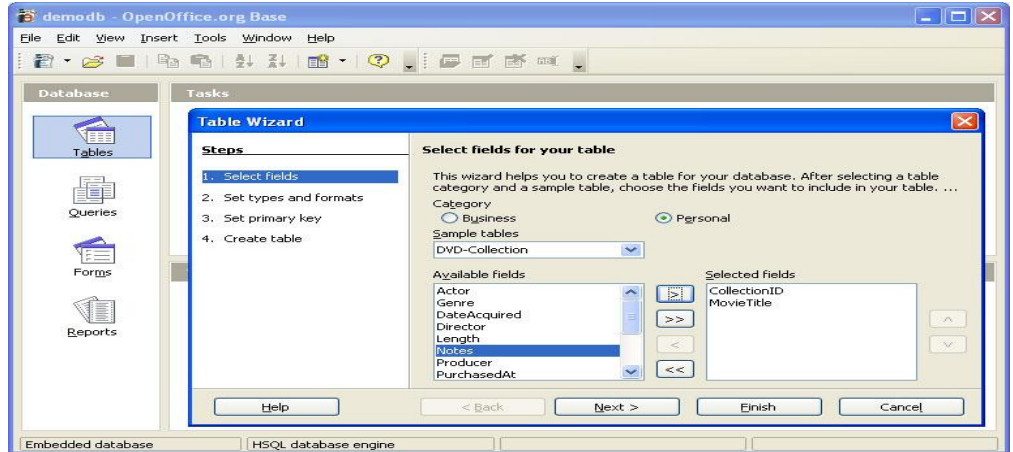
## DURATION

- 2 Days

## COURSE FEE

- RM622.00

**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.

## OBJECTIVES

By the end of the course participants should 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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