

## MS OFFICE ACCESS (Basic)

### OVERVIEW

In the course, students create and modify new databases and their various objects. They learn how to maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Access™ 2007 with other applications. (Second Edition)

### COURSE CONTENTS

- Exploring the Microsoft® Office Access™ 2007 Environment
- Designing a Database
- Building a Database
- Managing Data in a Table
- Querying a Database
- Designing Forms
- Generating Reports
- Controlling Data Entry
- Controlling Data Entry
- Joining Tables
- Creating Flexible Queries
- Improving Forms
- Customizing Reports
- Sharing Data Across Applications

### RESOURCE PERSON

**Fidelia Dolores Dato Balanjiu** obtained her degree in Computing and Software Engineering from Oxford Brookes University, UK. She is also a certified Office Use Specialist (MOUS) and MOS (Powerpoint 2010). Fidelia has vast experience in teaching computer software having also worked as a Master Trainer with the Malaysian Ministry of Education in training teachers on using IT in classroom teaching.

Duration  
2 days

SSTC Member  
RM 583.00

Non SSTC  
Member  
RM 636.00

SME  
Training Grant  
RM 190.80

\*all rates are inclusive of 6%  
GST

For more information or registration, contact:

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