

MS OFFICE ACCESS (Expert)

OVERVIEW

In this course, students will create complex Access databases by structuring existing data, writing advance queries, working with macros, making effective use forms and reports, and also by performing database maintenance. (Second Edition) Student will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. (Second Edition)

COURSE CONTENTS

- Structuring Existing Data
- Writing Advance Queries
- Simplify Tasks with Macros
- Making Effective Use of Forms
- Making Reports More Effective
- Maintaining an Access Database
- Integrating Access into Your Business
- Automating a Business Process with VBA
- Managing Switchboards
- Distributing and Securing Databases
- Sharing a Database Using a SharePoint Site

RESOURCE PERSON

Wilhelmina Deancy William obtained her degree in Information Technology (E-Commerce) with University Malaysia Sabah. Since then, she has gain experience in training Microsoft programs and is also a certified Microsoft Technical Specialist and Systems Engineer (MCSE) on Microsoft Windows Server 2003.

Duration
3 days

SSTC Member
RM 795.00

Non SSTC
Member
RM 848.00

SME
Training Grant
RM 254.40

*all rates are inclusive
of 6% GST

For more information or registration, contact:

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