ACCESS 2013

the real startup guide

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MICROSOFT ACCESS

"The Art Of Adventure For Lifelong Learning"

PROGRAM OVERVIEW

This Intermediate Microsoft Access training class is meant for anyone who want to advance their skill set by learning the database software that provides templates to help them get started and newly added web databases that make it easier to track, report, and share data with others.

OBJECTIVES

- ♦ **Easy to install and use** — Access gives data managers a fully functional, relational database management system in minutes. Like many other Microsoft applications, Access contains Wizards that walk you through each step of the way. The user interface is intuitive; accelerating data information retrieval.

- ♦ **Ease to integrate** – Access works well with many of the developing software programs based in Windows. It also can be used in the front-end as back-end tables with products like Microsoft SQL Server and non-Microsoft products like Oracle and Sybase.

- ♦ **Widely popular** — Microsoft Access is the most popular desktop database system in the world.

- ♦ **Convenient storage capacity** – A Microsoft Access database can hold up to 2 GB of data.

- ♦ **Multi-user support** – About ten users in a network can use an Access application.

- ♦ **Importing data** — Microsoft Access makes it easy to import data.

METHODOLOGY

- ♦ Adult learning approach: Course consists of interactive lectures, individual and group activities, role plays, and mini-case studies relating to real life practical situations

Program Schedule :

Registration	: 8.30am
Morning session	: 9.00am - 10.30am
Morning Tea	: 10.30am - 10.45am
Lunch	: 1.00pm - 2.00pm
Afternoon session	: 2.00pm - 3.30pm
Afternoon Tea	: 3.30pm - 3.45pm

Date:

Please refer to our WEBSITE

Duration:

2 days (9am - 5pm)

Medium:

English & Bahasa Malaysia

Venue:

Trainer:

Saiful Rizal Bin Lamit

CLICK HERE !
View Our Listing Program

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Course Outline

DAY 1 : BASIC

Unit 1: Getting started
- Topic A: Database Concepts
- Topic B: Exploring the Access environment

Unit 2: Databases and tables
- Topic A: Planning and designing databases
- Topic B: Exploring tab les
- Topic C: Creating tables

Unit 3: Fields and records
- Topic A: Changing the design of a table
- Topic B: Finding and editing records
- Topic C: Organizing records

Unit 4: Data Entry rules
- Topic A: Setting field properties
- Topic B: Working with input masks
- Topic C: Setting validation rules

Unit 5: Basic queries
- Topic A: Creating and using queries
- Topic B: Modifying query results and queries
- Topic C: Performing operations in queries

Unit 6: Using forms
- Topic A: Creating forms
- Topic B: Using Design view
- Topic C: Sorting and filtering records

Unit 7: Working with reports
- Topic A: Creating reports
- Topic B: Modifying and printing reports

DAY 2 : INTERMEDIATE

Unit 1: Relational databases
- Topic A: Database normalization
- Topic B: Table relationships
- Topic C: Referential integrity

Unit 2: Related tables
- Topic A: Creating lookup fields
- Topic B: Modifying lookup fields
- Topic C: Subdatasheets

Unit 3: Complex queries
- Topic A: Joining tables in queries
- Topic B: Using calculated fields
- Topic C: Summarizing and grouping values

Unit 4: Advanced form design
- Topic A: Adding unbound controls
- Topic B: Graphics
- Topic C: Adding calculated values
- Topic D: Adding combo boxes
- Topic E: Advanced form types

Unit 5: Reports and printing
- Topic A: Report formatting
- Topic B: Calculated values and subreports
- Topic C: Printing
- Topic D: Label printing

Unit 6: Charts
- Topic A: Charts in forms
- Topic B: Charts in reports

COURSE LEADER

Professional Profile

Eager to bring clients and organizations to the next higher level of productivity and efficiency, with much better precision in handling task. With experience more than 10 years in the training field, all the know-Ledge gauge in the industry in all sectors, has helped to ensure only the best is given.

♦ Hold Bachelor Degree in Computer Science (Hons) Information Technology from Uitm.
♦ Diploma in Computer Science ITM.
♦ Experienced in training locally and globally.

Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge and becoming more efficient staff in contributing back to the organization

Key Qualifications

♦ Microsoft Certified Trainer

♦ Plan and instruct each subject area using wide variety of teaching aids, motivational and implementation

♦ strategies to engage students in active learning.

♦ Incorporate learning modality principles into classroom and individual instruction.

♦ Implement technological approaches to subject material

Experienced Computer Educator

Designed and conducted various training courses Microsoft Office related in almost all versions. Able to train the trainers to becoming focal points for the organizations. Train staffs in becoming quality smart Ms Office users. Head of the consultation team for the Asia Pacific region with SHELL cum the ONLY Malaysian to train and placed in the Shell portal website. Delivering talks in seminars on behalf of Microsoft Malaysia and their vendors

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Registration Form

MICROSOFT ACCESS

DATE: Refer to our WEBSITE. | **VENUE:**

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

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Signature: _____Date: _____

This booking is invalid without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation

2. Fees are inclusive of program materials and refreshments.

3. Payment Terms - Following completion and return of the registration form, full payment is   required within Ten (10) working days upon the issuance of invoice or a letter of undertaking(LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4.*CLIENT'S CANCELLATION/SUBSTITUTION*   Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in . All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 4-days prior to the event Non-payment or non-attendance does not constitute cancellation.

(*However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing*)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

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8. All Payment should Be Made to :

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