



Microsoft

Access 2013

Basic to Intermediate



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

Whether you're a novice or an expert wanting to refresh your skills on Microsoft Access, this 2-day course will guide you how to determine what fields are needed for the database/system, how many tables are needed and which fields and tables go together using essential normalization approach. You will also learn how to use the various data types, input masks to create an effective and relational table.

Once all the required normalized tables are properly created, you can use them to generate useful queries, forms and reports. You will also learn how to import data to the access table and export queries, forms and reports to other Microsoft applications.

Why spend weeks to create your reports manually, when you can save time creating a report by setting an effective and accurate database using Microsoft Access?

This Course is For

Learners with zero to little knowledge of using Microsoft Access 2013. Also suitable for those who want to refresh the MS Access skills from earlier versions.

Public Sector: Division 1, 2 & 3
Private Sector: Applicable to All

Duration

2 Days (14 hours)

2018 Dates

Jan : 16-17	May : 14-15	Sep : 03-04
Feb : 26-27	Jun : 04-05	Oct : 08-09
Mar : 12-13	Jul : 09-10	Nov : 19-20
Apr : 05-06	Aug : 14-15	Dec : 18-19

Course Fee (after GST)

\$\$406.60

Check the website for up-to-date course details and pricing

Eligible for

✓ SkillsFuture Credit ✓ SDF Grant

SkillsFuture/SDF ID: **CRS-N-0030182**



Refreshment will be provided for morning and afternoon tea break.



Certificate of Attendance will be given subject to 90% attendance.



No Exam with more hands on on improvised and up-to-date syllabus



Local native speaking Trainers with more than 20 years of experience

Register now:

E-mail/Fax with Registration form

Online Sign Up via our website here

Via HRMS-2 / ACE System*

Call Us 6423-1183

*For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKABX3** and Course Date. Be sure to inform them that the Training Provider is **Oaks Training**

Supported by:



SkillsConnect SDF Approved Course

Course Outline

Introduction to Database

- What is a Database?
- Components of Access Database
- About Table and Usage of a Database

Database Normalization

- Normalization Rules
- Walkthrough the Normalization Process

Getting Started

- Access Common File Types
- Start Screen
- Create a Blank Database
- Access Interface
- Opening/Closing a Database
- Quick Retrieval of Frequently Used Databases

Naming Conventions

- Why Use a Naming Convention?
- Basic Guide

Table Design

- Introduction to Table
- Introduction to Data Types & Field Properties
- Data Types, Field Properties & Primary Key
- Create/Manipulate Table
- About Input Mask
- Manipulating Field

Relationship

- Concept of Relational Database
- About Relationships in a Database
- How do Relationships work?
- Types of Relationship
- Defining Relationship
- Create/Edit/Remove a Relationship
- Referential Integrity

Import Data

- From Excel to a New Table
- From Excel to an Existing Access Table
- From a CSV File an Existing Access Table
- Subscript Out of Range Error

Working with Datasheet View

- Open and Navigate in Datasheet View
- Formatting the Datasheet
- Sorting, Filtering, Find & Replace
- Displaying/Removing the Total Row
- Adding Pictures
- Open/Close a Subdatasheet
- Changing Table for the Subdatasheet
- Data Manipulation

Query Design

- Viewing Queries
- Changing the Query View
- Sorting Records
- Setting Criteria
- Delete a Field and Delete All Fields
- Hiding a Field
- Rearranging Fields / Selecting All Fields
- Formatting the Calculated Field
- Setting Multiple Criteria
- Open/Close/Rename/Delete a Query
- Find Duplicate and Unmatched Records

Forms

- Create a Form
- Move Records
- Add/Edit/Delete Records
- Open/Close/Rename/Delete a Form

Reports

- Create a report using the Report Tool
- Report Wizard
- Create a Mailing Label
- Display an Entire Page
- Open/Close/Save/Rename/Delete a Report

Export Data from Access Table to an Excel File

Course Track

Microsoft Access 2013
Basic to Intermediate
↓
Advanced