

Course Code: VTLOKAAX3**Duration:** 3 Days (21 Hours)**SkillsConnect SDF** Approved Course
 Eligible for: SkillsFuture Credit
 SDF Grant ■ PIC Scheme


Course Brief

A 3-day hands-on follow on course designed to equip user with the ability to construct advanced queries, design forms using pivot table and pivot chart for more complex data retrieval and record handling. Add controls to reports for more targeted results and layouts to suit your needs.

Learn how to automate your tasks in Access with macros and connecting macros to your forms and tables. Jump into screens and panels quickly with Access' switchboard features to save time. Receive valuable insights and tips to data handling and get the most out from Access.

This course is designed with appropriate hands-on exercises to allow you to practice key lessons taught to help you understand and become familiar with the components and features in Access.

Course Outline

QUERIES

- Simple Query Wizard
- Summarise Data (For One Field)
- Summarise Data (For Grouped Records)
- Summarise Data (Using Where To Limit Records)

ACTION QUERIES

- Make-Table Query
- Append Query
- Delete Query
- Update Query
- Crosstab Query

FORM DESIGN

- What is Microsoft Access Form?
- Types of Form Layout
- Create a Standard Form
- Other Types of Forms
- What is Form Wizard?
- Manipulating Layouts
- Modifying and Formatting Forms
- Working with Form Template
- Form Control Essentials
- Add Date and Time
- Add a Logo
- Add a Text Box (Expression)
- Add Option Groups with the Wizard
- Add Combo and List Box
- Add Button
- Add Tab Control

REPORT DESIGN

- Working with Controls
- Move/Resize/Delete a Control
- Add Field
- Page Break
- Creating Serial Number on a Report
- Adding the Calculated Control

MACRO

- What is a Macro?
- Handling Databases That Contain Macros
- Macro Designer Interface
- If...then...Else Macro Block
- Adding Comments
- Submacros
- Group Macro
- Built-in Functions
- Standalone Macro
- Embed Macro to Form Control
- Connect Macro to Table

NAVIGATION SYSTEM

- Understanding the Navigation Pane
- Build Forms with Navigation
- Showing Forms in a List
- Using MSysObjects
- Create Navigation Forms
- Designating a Startup Form

This Course Is For

Learners who have attended our Microsoft Access 2013 Basic to Intermediate course or for users with good working knowledge and experience in using Microsoft Access 2013.

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

Course Fee

S\$450.00 before GST
 S\$481.50 after GST

Related Courses

- Microsoft Access 2013 Basic to Intermediate

Four Ways to Register

- 1) By e-mail/Fax
 Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System
 For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.