

Microsoft  
**Access 2013**  
 Basic to Intermediate

**Course Code:** VTLOKABX3

**Duration:** 2 Days (14 Hours)

**SkillsConnect SDF** Approved Course

Eligible for: SkillsFuture Credit  
 SDF Grant ■ PIC Scheme



## Course Brief

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 normalised 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?

## 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 Relationships
- 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

## This Course Is For

Learners with zero to little knowledge of using Microsoft Access 2013.

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

## Course Fee

S\$380.00 before GST  
 S\$406.60 after GST

## Related Courses

- Microsoft Access 2013 Advanced

## 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.