

Microsoft Access 2016 Advanced



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

A 3-day hands-on follow on course designed to equip user with the ability to construct different types of actions queries and its SQL. Adding controls and events on the form design to enable data retrieval and handling records from the tables. Design and customise report to produce result and layout of your preference.

Learn how to automate your tasks in Access with macros coding and connecting macros to your forms and tables. Jump into screens and panels quickly with Access' navigation 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.

This Course is For

Learners who have attended our Microsoft Access 2016 Basic to Intermediate course or for users with good working knowledge and experience in using Microsoft Access 2016.

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

Duration

3 Days (21 hours)

Course Fee (after GST)

\$\$\$481.50

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

Eligible for

✓ SkillsFuture Credit ✓ SDF Grant

SkillsFuture/SDF ID: **CRS-N-0042888**



Complimentary refreshment will be provided for morning and afternoon tea break.



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



No Exam! Ample hands on practice to master lessons taught.



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: **VTLOKAAX6 and Course Date. Be sure to inform them that the Training Provider is **Oaks Training***

Supported by:



SkillsConnect SDF Approved Course

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 Function
- 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
- Create Navigation Forms
- Designating a Startup Form

Course Track

Microsoft Access 2016

Basic to Intermediate

↓
Advanced