

# Microsoft Access 2016

## Basic to Intermediate



A Division of GIL Consultancy Pte Ltd  
Building Foundations for Excellence

Notice how slow and ineffective it is to manage your bulky data in Excel. It's time to switch to a proper database software.

In this 2-days hand-on course, you will learn how to migrate your existing data and manage them in Microsoft Access 2016. This course is also designed for new and inexperienced users to appreciate the concept of database design through the process of normalisation. An essential approach which is a step that is often not taught to help you to build an effective and suitable database.

This course will guide you step by step to design a simple database system with its tables and their relationships that would enable you to retrieve data easily with queries and to generate professional looking reports.

### This Course is For

Learners with zero to little knowledge of using Microsoft Access 2016. 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)

### 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-0042890**



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: **VTLOKABX6** 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?
- What is Microsoft Access?
- Components of Access Database
- About Table and Usage of a Database

### Database Normalization

- Purpose of 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
- Create/Manipulate Table
- Manipulating Field

### Relationship

- Concept of Relational Database
- Define Relationships
- Types of Relationship
- What is Referential Integrity
- Create/Edit/Remove a Relationship

### Import Data

- From Excel to a New Table
- From Excel to an Existing Access Table
- From a CSV File an Existing Access Table

### 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
- Add Subdatasheet
- Data Manipulation

### Query Design

- Create a Query
- Different Queries 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 using Form Tool/Split Form Tool
- Create a Form using Multiple Items Tool / Datasheet Tool / Form Wizard
- Move Records
- Add/Edit/Delete Records
- Open/Close/Rename/Delete a Form

### Reports

- Working with Report
- Display an Entire Page
- Open/Close/Save/Rename/Delete a Report

### Export Data from Access Table to an Excel File

## Course Track

### Microsoft Access 2016

Basic to Intermediate

↓  
Advanced