



MS Access 2013/2016 Beginner

Date	Venue	Early Bird
25-26 th January 2018	Training Centre, Plaza Pantai KL 9-5pm	15 th January 2018
17-18 th April 2018		7 th April 2018

FEES	Pax	Before/On	After
	1	RM775	RM975

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PEMBANGUNAN SUMBER MANUSIA BERHAD

MS Access 2013/2016 Beginner

Opening and Closing Access

- Opening Access
- Using the Recent List and Opening Files
- Understanding Security Warnings
- Understanding the Ribbon and the Status Bar
- About Your Account
- Closing Files vs. Closing Access

An Introduction to Databases

- About Common Database Terms
- Using the Navigation Pane
- Understanding Tables and Table Relationships
- Understanding Queries
- Understanding Forms
- Understanding Reports
- Closing Database Objects

Sharing Data using Apps

- About Apps vs. Desktop Databases
- Creating a New App Using a Template
- Selecting a Table Template
- Launching the App
- Entering Data
- Understanding the App Layout
- Uploading Your Changes

Working in Your App

- Using the Search Box
- Using the Action Bar for Predefined Actions
- About Automatically Generated Controls
- Viewing Related Items
- Using AutoComplete to Look Up a Related Item
- Grouping and Summarizing Data

An Introduction to Desktop Databases

- Opening a Table in Datasheet View
- About Keys
- About Data Types
- Entering and Editing Data
- Selecting Records
- Deleting Records
- About Fields

Understanding Basic Table Tasks

- Entering a New Record
- Saving Records
- Using the Clipboard
- Formatting Text
- Adding a Field by Entering Data

Working With Fields

- Adding a Specific Type of Field
- Changing Field Name, Caption, or Description
- Changing the Data Type
- Changing Field Format
- Deleting a Field

Navigating Records

- Filtering Records
- Sorting Record
- Searching for Records Using Search Box
- Finding and Replacing Text
- Navigating Records

An Introduction to Queries, Forms, and Reports

- Types of Queries
- Creating a Query with the Wizard
- Executing a Query
- About the Different Form Views
- Viewing a Report
- Using Print Preview