Microsoft Access 2016

MS Access 2013/2016 Intermediate

Date	Venue	Early Bird
5-6th February 2018	Training Centre, Plaza Pantai KL 9-5pm	26th January 2018
21-22nd May 2018		11th May 2018

FEES	Pax	Before/On	After
	1	RM875	RM1075

Subject to 6% GST

BUY 2 GET 1 FREE

OR Register 1 & 2nd person gets 20% discount

COMSYSTEM SOLUTIONS SDN BHD (1053364-U)
Suite C-08-06, Wisma Goshen (Tower C)
No 5, Jalan 4/83A, Off Jalan Pantai Baru
59200 Kuala Lumpur
Tel: 03-51628254/ 03-22014622
Fax: 03-21784448
Email: comsystem@comsystemsolutions.com
Website: www.compextrg.com

HRDF CLAIMABLE

PEMBANGUNAN SUMBER MANUSIA BERHAD

MS Access 2013/2016 Intermediate

Using App Views
- Understanding Views
- Adding a New View
- Editing a View
- Deleting a View
- Adding a Popup View

Customizing Apps (I)
- Checking Your Database Name or Server Location
- Modifying the Action Bar
- Opening a Table for Editing
- Moving, Resizing, or Deleting Controls

Apps (II)
- Adding Controls from the Ribbon
- Adding Controls from the Field List
- Changing Control Properties

Advanced Record Tasks
- Showing Totals
- Adding from Outlook
- Saving a Record as an Outlook Contact
- Adjust Row Height
- Hiding and Un-hiding Fields
- Freezing and Unfreezing Fields
- Formatting Text

Adding Other Types of Fields
- Adding Rich Text and Long Text Fields
- Adding Attachment Fields
- Adding Hyperlink Fields
- Adding Lookup & Relationship Fields
- Adding Calculated Fields

Advanced Field Tasks
- Adjusting the Field Size/Width
- Setting Field Default Value
- Working with More Fields
- Working with Field Validation Options
- Using the Field List

Working in Table Design View
- Opening Design View
- Working with Field Properties
- Setting the Primary Key
- Using the Properties Sheet
- Working with Table Properties
- Viewing Table Relationships
- Using Relationship Tools
- Viewing Object Dependencies

Working with External Data
- Linking Data
- Importing Data
- Using the Table Analyzer
- Refreshing Data
- Exporting Data

Module Ten: Creating Queries
- Creating a Select Query
- Creating a Make Table Query
- Creating an Append Query
- Creating a Cross tab Query
- Showing and Removing Tables

Creating Forms and Reports
- Creating a Form with the Form Wizard
- Creating a Report with the Report Wizard
- Modifying Form Layout
- Navigating the Field List
- Key Features on the Form Tools Tabs
- Key Features on the Report Tools Tabs