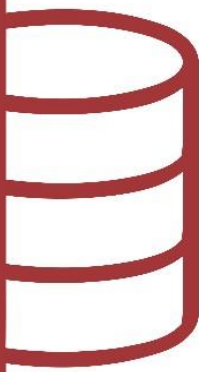


# A



# Microsoft Access 2016

# MS Access 2013/2016 Intermediate

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

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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