

MS ACCESS

**WE ARE
COMMITTED
TO PROVIDE
100% QUALITY
TRAINING
TO ALL...**



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COURSE OVERVIEW

MS Access is a database management system (DBMS). A good database is efficient, quick accurate and easy to use. MS Access course will provide an overall idea on how to use Access to create databases to store and manage data. Students will also learn how to create tables; design forms for data input and create reports to summarise data. Students will also learn how to create queries to join, filter, and sort data. This course gives an overview of relational database system.

Entry Requirement : Basic Computer Knowledge
Course Duration : 15 hrs.
Mode of Training : Face to face Instructor led Training



COURSE CONTENT

Module 1 Get acquainted with access

Introduction to database
Relational database management system
Components of access user interface ribbon
Navigation pane, back stage view

Module 2 Access startup screen

Creating new blank database
Closing database
Creating database from template
Opening an existing database
Backing up database

Module 3 Using navigation pane

Viewing object, copying object
Renaming object, deleting object
Introduction to database objects

Module 4 Access tables

Planning tables
Planning fields
Creating tables in design view
Modifying tables in design view
Selecting a primary key
Importing data from excel into new table
Importing data as a linked table

Module 5

Table relationship

Relationship types
Creating relationship in database
Creating look up field
Viewing related data

Module 6

Creating queries

Creating query in design view
Creating query with query wizard
Modifying queries
Adjusting query field
Sorting query field
Hiding query field
Adding query criteria
Adding calculated field to query
Creating crosstab query

Module 7

Using forms

Form views
Creating form with form wizard
Working with forms in design view
Working with forms in layout view
Working with padding, margins & anchoring

Module 8

Creating reports

Report sections
Designing a report
Report views, print view and layout view
Using the report tool
Working with reports in layout view
Working with reports in design view
Creating blank report
The field list pane
Grouping and sorting report
Previewing and printing reports



FUNDING AVAILABLE

SkillsFuture Credit

The Singapore Government provides SkillsFuture Credits to all Singaporeans self sponsored (above 25 years) to enhance their knowledge and skills by attending training programs in Singapore.

The Skills Development Fund (SDF)

The Skills Development Fund support is used to support workforce upgrading programmes and to provide training grants to companies when they send their employees to attend training. The SDF is administrated by the SkillsFuture Singapore Agency (SSG).

STUDENT'S TESTIMONIAL

MS Office

"I will encourage everyone to come for the Ms Office Basic course as the lessons are relevant to work. Teachers are willing to teach until I understood my work".

**Odin Marine (Singapore) Pte Ltd,
Admin Assistant**

MS Word

"Next time I want to do another computer course I will definitely consider G-Tec".

Homemaker, Singapore

C#.NET Programming

"G-TEC provides a good trainer qualified. It was a good learning experience in G-TEC for C#.net".

**Software Test Engineer
Emerson Process Management**

Java/Java EE Programming

"The Java/J2ee course material was well presented and very helpful for my work.

I really got a great amount out of it. The one to one training was excellent. It met all my expectations. I can even try my hand at getting a SCJP cert now. Thanks to GTEC! "

Sylvia Lawrence , IBM , IT Professional

Since 2008

Corporate Clients 1200+

Professionals Trained 4500+



COMPANY PROFILE

What We do:

G-TEC Computer Education Centre is an Information Technology company in the field of Software Training, Technology Resourcing and Knowledge Consulting. We provide Corporate Training, Project Training, and Customized Training, One to One trainings for professionals, individuals and students.

Who are our Customers:

We have special teaching methodologies to train people in different categories ranging from corporate clients to school level students. Over 1.5 million students are certified by G-TEC all over the world. We have the privilege of working with some of the most well-known companies in the world.

Where we are :

G-TEC Computer Education Centre is the largest computer education networks with more than 510 centers all over the world and corporate office in Singapore. We are operating in Mexico, Qatar, India, Dubai, Singapore, Kuwait, Srilanka, Iran, Malaysia, Saudi Arabia, Bahrain and Ghana.

Our Goal and Focus :

Our aim is to make IT education affordable to all sections of society through various projects associating with government's quasigovernment public and private company to reach each corner. Our ultimate goal is to achieve cent percentage computer literacy. We are committed to provide 100% quality training to all; our focus is to provide Quality Education World Wide.

OUR POPULAR COURSES

Office Skills

MS Excel
Excel Advanced
MS Powerpoint
MS Access

Programming

Java - Java EE
.NET (C# & Asp)
C++
Python

Multimedia

Interior Design
Autocad
Web designing
Digital Architect

OUR SERVICE OFFERING

- ▶ Software Training
- ▶ Onsite Training
- ▶ Customised Corporate Training
- ▶ Knowledge Consulting
- ▶ Online Training
- ▶ Project Training

OUR LOCATION



Nearest MRT

Dhoby Ghaut-Exit A
Little India-Exit A
Bencoolen-Exit B

Bus Services

64, 65, 131, 139, 147,
166, 857

Nearest Bus Stop

Peace Centre: 07011

G-TEC COMPUTER EDUCATION CENTRE

"Registered with Committee for Private Education (CPE) is part of SkillsFuture Singapore (SSG)"

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