



## MS ACCESS COURSE



[www.gteceducation.com.sg](http://www.gteceducation.com.sg)

### Course Overview

A successful database is efficient quick accurate and easy to use. This course teaches the students to create a successful database using Microsoft Access database management system .The course gives an overview of relational database system and train students to create tables, queries, forms and reports etc using MS Access.

<b>Entry Requirement</b>	: Basic Computer Knowledge
<b>Course Duration</b>	: 15 hrs.
<b>Mode of Training</b>	: Face to face Instructor led Training
<b>Materials</b>	: Course books will be provided to each participant

### Course Content

#### Module 1: Get Acquainted with Access

- What is 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

1 Sophia Road, #02-03, Peace Centre, Singapore 228149.

Phone: 63360244, 9650 3505, Email: [Info.sg@gteceducation.com](mailto:Info.sg@gteceducation.com)

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#### **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

## 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**

**MOS Excel core-**"The instructor is **friendly and approachable**. The course is taught in a detailed and structured way".**Assistant Engineer, Singapore**

**Java/J2EE Programming Course-** "This is the **best institution I found in Singapore**. Because here the trainer as well as training was good. The **trainers are very good** because if we have any doubts they are giving clarification through mail even after the course completed (Java/J2EE)".

**Comdo 2000 Pte Ltd, Software Engineer**

**Java/J2EE Programming Course-**"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.**

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

**Emerson Process Management, Software Test Engineer.**

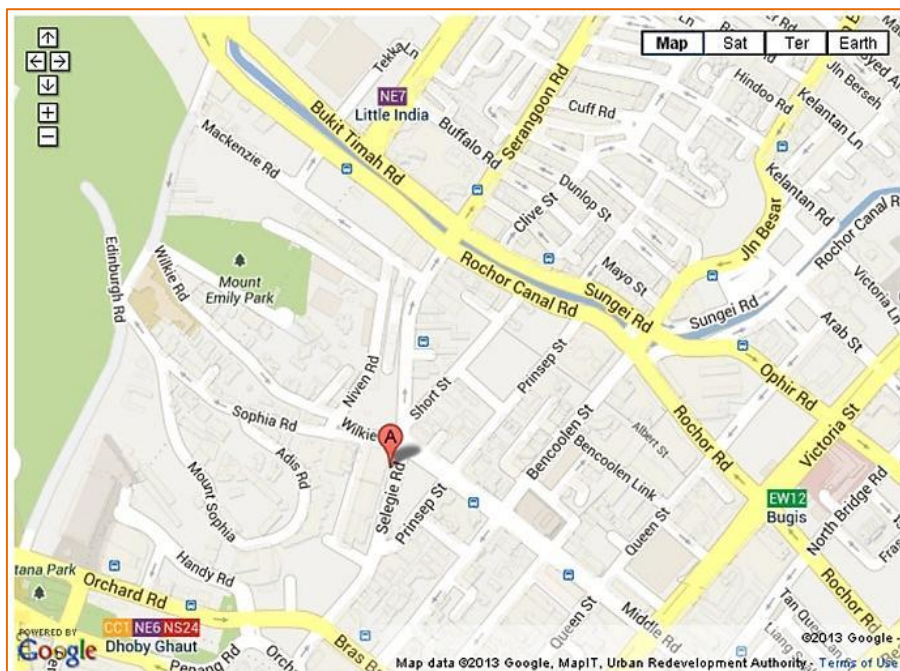
### Our Clients

Singapore Airlines, Bosch, Ministry of Home Affairs, Seagate, Land Transport Authority, NETS , Inland Revenue Authority of Singapore, Tiger Airways, DSO Laboratories, DHL, Changi Airport Group, DB Schenker, National University Hospital, Gemalto, Thales, Housing Development Board, Philips , Micron, Surbana International Consultants Pte. Ltd., Singapore Polytechnic, ING Bank, Nanyang Polytechnic, Nanyang Technological University, Genetic Technologies Solutions, Singapore Chemical Industry Council (SCIC), State Bank of India , ST Engineering, Emerson Process Management, Keppel FELS , ST Aerospace, MCI

## Company Profile

<p><b>What We do :</b></p>	<p>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.</p>
<p><b>Who are our Customers :</b></p>	<p>We have special teaching methodologies to train people in different categories ranging from corporate clients to school level students. Over 900000 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.</p>
<p><b>Where we are :</b></p>	<p>G-TEC Computer Education Centres 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 and Iran.</p>
<p><b>Our Goal and Focus :</b></p>	<p>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 and every 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.</p>

## Our Location



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