



Date: To be Advised

Time: 9am-5pm

Duration: 2 days /14 Hours

Venue 1: [Bandar Puteri Puchong, Malaysia](#)

Venue 2: [Plaza Mahkota, Melaka, Malaysia](#)

Why and for who?

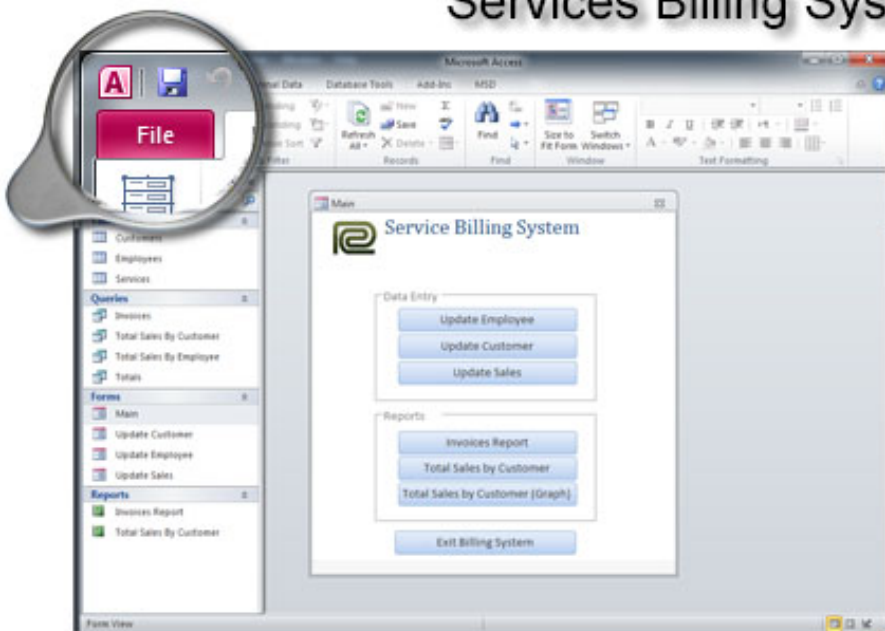
You have project in mind, but can't find a way to start?

Microsoft Access 2010 Level I Training can help you!

Microsoft Access 2010 Level I Training emphasize on Relationship and Relational Database Management System (RDMS). Explore various ways to create tables and fields. Structured Query Language SQL for Query Design will be covered in detailed to understand the Select Query and Action Query. In this Access Training, participants will be explored with Form Design and Report Design, and learn to use ActiveX controls in Form and Report Designs.

The trainer Liang Ee Hang, is an experience trainer, developer who can provide professional advices and skills starting from Table Design with Normalization Rule to build tables with fields, until the professional-looked Reports.

Services Billing System



Access 2010 Interface

Microsoft Access 2010 Level I workshop is intended for engineer, scientist, program developer, business owner who want to build a simple, but useful system for the organization.

Front end is a Navigation Forms, data-bound Form or Report, back-end is the relational database with tables, fields and records and queries.

**"Very good course and the leader helps trainees a lot to solve problem in Access."
--Rohayah Abu Bakar, Chemist - Genting Plantation Bhd, Melaka**

What will you learn?

During the workshop, we provide step-by-step instructions on :

Exploring Access 2010 Environment

- ~ Exploring Interfaces
- ~ Working in Access 2010
- ~ Getting Started
- ~ Understanding Database Concepts
- ~ Exploring Tables
- ~ Exploring Forms
- ~ Exploring Queries
- ~ Exploring Reports
- ~ Previewing and Printing Access Objects

Creating Database and Simple Tables

- ~ Creating Databases from Templates
- ~ Creating Databases and Tables manually
- ~ Manipulating Table Columns and Rows
- ~ Refining Table Structure
- ~ Creating Relationships between tables

Creating Simple Forms

- ~ Creating Forms by Using the Form Tool
- ~ Changing the Look of Forms
- ~ Changing the Arrangement of Forms

Displaying Data

- ~ Sorting Information in Tables
- ~ Filtering Information in Tables
- ~ Filtering Information by Using Forms
- ~ Locating Information That Matches Multiple Criteria

Creating Simple Reports

- ~ Creating Reports by Using a Wizard
- ~ Modifying Report Design
- ~ Previewing and Printing Reports

Maintaining Data Integrity

- ~ Restricting the Type of Data
- ~ Restricting the Amount of Data
- ~ Restricting the Format of Data
- ~ Creating Custom Formats
- ~ Restricting Data by Using Validation Rules
- ~ Restricting Data to Values in Lists
- ~ Restricting Data to Values in Other Tables

Creating Custom Form

- ~ Modifying Forms Created by Using a Wizard
- ~ Adding Controls
- ~ Adding Subforms

Creating Queries

- ~ Creating Queries by Using a Wizard
- ~ Creating Queries Manually
- ~ Using Queries to Summarize Data
- ~ Using Queries to Perform Calculations
- ~ Using Queries to Update Records
- ~ Using Queries to Delete Records

Creating Custom Reports

- ~ Creating Reports Manually
- ~ Modifying Report Content
- ~ Adding Subreports

Exercise : Building a Services Billing System

- ~ Quickly produce tables with fields, relationship
- ~ Quickly extract data with Queries
- ~ Quickly produce PivotChart view and PivotTable View
- ~ Quickly produce data entry forms and main navigation form (see above)
- ~ Quickly produce reports

Workshop Projects

Table Design

Relationship, Normalization Rule

Tables Design - Views

PivotChart, PivotTable



Table Design

Sorting and Filtering



Query Design

Select Queries



Table Design

Sorting and Filtering



Query Design

Action Queries (Delete, Append, Make Table, Update)



Query Design

Parameter Queries



Forms Design

Layout and Subform



Query Design

Criteria with Expressions



Report Design

Grouping and Sorting



Report Design

AutoFormat





What will you receive?

During the Microsoft Access 2010 Level I course, you will be given training manual and a CD containing the following:

- ~ Sample Files
- ~ Projects Files Lesson 1 to Lesson 9



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