

COURSE TITLE	INTRODUCTION COURSE ON DATABASE MANAGEMENT SYSTEM USING MICROSOFT ACCESS
DURATION	2 HARI
SPEAKER	ASSOCIATE PROFESSOR DR. RAYNER ALFRED
SYNOPSIS	
<p><i>Microsoft Access Training</i> provides a powerful set of tools that are sophisticated enough for professional data managers, yet easy to learn for new users interested in storing and accessing large amounts of data. This is often the next step in data management after <i>Microsoft Excel</i> has maximized its potential to connect information. While the entire first day of Access training focuses on tables, or how the data is stored. The introductory course also offers participants the opportunity to explore what a Database can do, how it may be applied and best practices to ensure the database scales up. During the second half of the class, many issues common to new database developers, such as relationships, are identified and resolved. This course is recommended for anyone new to <i>Microsoft Access</i>.</p>	
COURSE CONTENT	
DAY 1	
Module 1: Explore an Access 2010 Database	
Module 2 : Create Databases and Simple Tasks	
Module 3 : Create Simple Forms	
Module 4 : Display Data	
Module 5 : Create Simple Reports	
Module 6 : Maintain Data Integrity	
Module 7 : Create Custom Forms	
DAY 2	
Module 8: Create Queries	
Module 9 : Create Custom Forms	
Module 10 : Import and Export Data	
Module 11 : Make Databases USer Friendly	
Module 12 : Protect Databases	
Module 13 : Customize Access	
REFERENCES	
1. Microsoft Access 2016 Step by Step, 978-0-7356-9775-1	