



Course Code: C189

Database Training with Microsoft Access

COURSE INFORMATION

Sessions
1 day

Duration
7.5 hrs

Level
Beginner

Assessment
NA

VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

WHAT'S THIS COURSE ABOUT

Topic 1. Getting Started

Key database concepts

Launching Access and the backstage screen

Creating the database file

Understanding the Trust Center

Digging into Ribbon tabs

Using the Navigation pane

Using the Tell Me feature

Using the Quick Access Toolbar

Signing in to a Microsoft account

Making backups

Accessing Access help

Topic 2. Creating Tables

Understanding table structure and relationships

Creating a table and setting data types

Entering data

Understanding...

COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

CERTIFICATION

- **Certificate of Completion from Tertiary Infotech** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Infotech.

REGISTRATION

<https://www.tertiarycourses.com.sg/database-training-microsoft-access.html>



SCAN TO REGISTER

SUPPORT

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