

Brief of course on “MS Access”

Course Venue: EDP LAB-I

Course duration: 16.09.2019 to 24.09.2019 (08 working days).

Eligibility: For those who have already taken training in MS Office or having basic knowledge.

Slots allotment:

Level of Participants: Level-II(Clerk/ Acctt/ Sr Acctt/AR/ Sr Ar / SOs /AAOs/ AOs/ SAOs/ DEO/ CO/ SR CO/ DP/SDP)

Objective of the Course:

Today is the era of creation, maintenance and security of Database. MS Access is a Relational Data Base Management System developed by Microsoft. It is one of the packages of MS Office 2013. Hence the main objective of the course is to train the trainees to create a database in MS Access and to maintain it properly. In MS Access, we can create a database of any type, which can be used in our department.

The course is designed in such a way that a trainee can create tables applying required mask, validations and creating different relationship amongst the tables. MS Access provides to create different queries from tables using SQL commands and functions. Similarly, one can create reports of his choice in MS Access. The security aspects in MS Access have been included in the course module so that the trainees can understand the importance of security of database.

Impact of the training: The trainees can create database as per the requirement of the office. Hope the course will benefit the trainees and the user offices.