

Regional Training Institute, Allahabad
Course No: 06/L1/2019-20, LAB I
“Advance Course on MS - Access” (Level-II)
Level of Participation: Clerk/Actt / Ar/SAr/S.Actt/AAO/AO/SAOs
Period & Duration: 16.09.2019 to 24.09.2019 (08 working days)

Date	Session	Topics	Faculty S/Shri
Day1 16.09.2019 (Monday)	I	Inauguration Briefing about CAG's DPC Act	PD/CF-EDP, RTI ALD
	II & III	Introduction to DBMS and RDBMS. Concept of Database & Table. What is MS-Access. MS-Access Screen Components Loading of MS-Access and Quitting of MS Access. of Access Database, Opening Table – Design & Datasheet views. Moving from Design to Datasheet & vice versa. Exiting from Table including practice.	Shri Nitin Singh Faculty/EDP
	IV	Practical Exercise	Shri Nitin Singh Faculty/EDP
Day2 17.09.2019 (Tuesday)	I & II	Creating a simple Table through Datasheet view & Design view. Field Name, Data Type & Description be explained. Modify Adding & deleting fields. Field Properties of Design view. Testing validation rules. Primary key concept & indexes. Data entry through input mask, Validation, Adding, Editing & deleting Records. Copy Cutting & moving records, changing width, hiding column, freezing columns etc.	Shri Nitin Singh Faculty/EDP
	III& IV	Practical Exercise	Shri Anjay Kumar Faculty/EDP
Day 3 18.09.2019 (Wednesday)	I&II	Creating Relationship between Tables, Adding OLE objects Fields to a Table. Importing & Exporting data between other programs – dbase IV Text files, MS Excel. Data Entry Shortcuts	Shri Anjay Kumar Faculty/EDP
	III & IV	Practical Exercise	Shri V. K. Dwivedi Guest Faculty UPTEC , ALLD
Day 4 19.09.2019 (Thursday)	I & II	Creating Queries through Design and datasheet view. Design view Tool Bar, Simple Query wizard Sorting. Query Criteria. Query properties & Field Properties. Practical session	Shri Anjay Kumar Faculty/EDP
	III & IV	Queries using SQL commands and functions, cross tab query and duplicate query	Shri V. K. Dwivedi Guest Faculty UPTEC , ALLD
Day 5 20.09.2019 (Friday)	I&II	Form Design using Auto form – Columnar / Tabular / Datasheet view. Form Design through form wizard, Form Design without Form wizards Adding &Editing labels	Umesh Chandra Pandey Guest faculty NIMIT, ALLD
	III&IV	Practical Exercise	
Day 6 21.09.2019 (Saturday)	I&II	Bound Unbound and Calculated Controls in Forms. Text Box Controls, Combo box, List Box Controls. Creating a single Column Report & Group Data Report through Report Wizard, creation of switch board.	Shri Saroj Kumar Guest Faculty NIMIT , ALLD
	III&IV	Practical Exercise	

