

M S Access

Course Director: Richard Francis e mail: richard_francis50@yahoo.co.in

Department: Administration

Duration of the Course: 30 Hrs (Credit -1)

Course Fee: Rs. 5000/- (Rs. 6500 for outsiders)

Scope of the Course:

Microsoft Access is an information management tool that helps you store information for reference, reporting, and analysis. **Microsoft Access** helps you analyze large amounts of information, and manage related data more efficiently than **Microsoft Excel or other spreadsheet applications.**

SYLLABUS

Module 1 (3 Hrs)

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| Chapter 1 | MS Access - Overview |
| Chapter 2 | MS Access - RDBMS |
| Chapter 3 | MS Access - Objects |
| Chapter 4 | MS Access - Data Types |

Module 2 (8 hrs)

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| Chapter 5 | MS Access - Create Database |
| Chapter 6 | MS Access - Create Tables |
| Chapter 7 | MS Access - Adding Data |

Module 3 (9 Hrs)

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| Chapter 8 | MS Access - Query Data |
| Chapter 9 | MS Access - Query Criteria |
| Chapter 10 | MS Access - Action Queries |
| Chapter 11 | MS Access - Create Queries |
| Chapter 12 | MS Access - Parameter Queries |
| Chapter 13 | MS Access - Duplicates Query Wizard |

Module 4 (6 Hrs)

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| Chapter 14 | MS Access - Create Relationships |
| Chapter 15 | MS Access - One-To-One Relationship |
| Chapter 16 | MS Access - One-To-Many Relationship |
| Chapter 17 | MS Access - Many-To-Many Relationship |
| Chapter 18 | MS Access - Built-In Functions |

Module 4 (4 Hrs)

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| Chapter 19 | MS Access - SQL View |
| Chapter 20 | MS Access - Data Import |
| Chapter 21 | MS Access - Data Export |
| Chapter 22 | MS Access - Macros |