



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

Discover your Potential

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MS Office 2013

STUDY LANGUAGE: English

MS Access 2013: Advanced

In the course MS Access 2013: Advanced, you will familiarise yourself with action queries. You will examine different types of queries in the SQL view and will get acquainted with the essential clauses of this language. You will learn to create and use macros to automate your work with databases. You will explore importing and exporting of objects and their data. You will examine the printing options of different objects in details and you will familiarise yourself with normalisation of data. You will also examine the options of navigation in a database.

List of lessons

- Update and append queries
- Other action queries
- SQL language and specific query types
- SQL - domain functions and subqueries
- Pick up parameters from forms
- Macro basics
- Assigning a macro to a button
- Data validation via macros
- Data evaluation via macros
- Data exporting
- Objects importing and splitting a database
- Programmatic import and export
- XML format
- Object dependencies and properties inheritance
- Navigation Pane
- Security and privacy in databases
- Database print and documentation
- Data normalization
- Navigation forms

Application language

MS Access 2013 - English version

Course content

Pre-assessment (optional)

19 lessons

Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

10 hours

Target audience

Office computer user



ABOUT ARNOLD MUSCAT

Obtained a B.Comm degree majoring in Business Management and Economics (UNISA). Arnold also obtained a First Class pass with IMM. Arnold has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and MD. Arnold began using spreadsheets in the 1980's and has been a continuous and progressive user of MS office and related programmes for the past 20 years. Arnold has been involved with training since 2005 and is the Managing Director and co-owner of College Africa Group, a national training company in South Africa.



ABOUT JENNY MUSCAT

Obtained a B.Comm degree majoring in Business Management and Industrial Psychology. Jenny also obtained a Diploma in PR and in Real Estate. Jenny has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director. Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa. Jenny joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in South Africa



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