

## ES WSQ – 3 Days – Perform Advanced Databases Functions (Ms Advanced Access 2013) (ICDL Certification Module 5: Advanced Databases)

<b>Course Duration</b>	24 Hours	<b>Course Fee</b>	<b>Subsidy</b>	<b>Training Method</b>
		Full Fee: <b>\$420</b>	Please refer to page 2	Instructor-led learning

**Certification** Successful trainees will receive the internationally recognized ICDL Certificate upon completion of the course. This certificate is administered by ICDL Singapore. This is a joint certification between WDA and ICDL Singapore. Student must take a 60 min online assessment at the end of the course.

**Pre-requisites** Need to possess the basic knowledge of Ms Access 2013

**Course Objective** ICDL Advanced Database is a high level certification program which enables candidates gets more from the database application by giving them the skills to use the many advanced tools available in database applications to better manage and organize structured information.

Individuals with ICDL Advanced Database certified skills can:

- Produce better reports with deeper data analysis
- Produce higher quality management information
- Use advanced features in table, query, form and report design
- Use macros within the database application
- Import, export and link data

<b>Course Outline</b>	<b>Section 1 - Fundamentals</b> Understand Database Concepts Understand SQL Create a Database Design a Table	<b>Section 4 - Relationships</b> Apply Primary Keys Apply and Modify Different Types of Relationship Query Related Tables Understand Joins Apply Referential Integrity Update and Delete Related Records Work with Subdatasheets
	<b>Section 2 – Field Properties</b> Create Lookup Fields Set and Modify Default Values Set Mandatory Fields Create Validation Rules and Text Create Input Masks  <b>Section 3 - Queries</b> Create Sum and Count Queries Use Group By in Queries Show Average, Maximum and Minimum Values Create Calculated Fields Create Parameter Queries Use Wildcards	<b>Section 5 - Forms</b> Create Main Forms and Sub Forms Link Forms Create Forms from Multiple Tables

**Call: 6339 7588 or Email: enquiry@genetic.edu.sg**

#### Section 6 - Form Controls

Create the following controls:  
Calculated Fields on Forms  
Command Buttons  
Combo Boxes  
List Boxes and Check Boxes  
Option Groups  
Add Data Fields to Headers and Footers

#### Section 7 - Reports

Create Grouped Reports  
Create Sub reports  
Insert Page Breaks  
Create Calculated Fields in Reports  
Calculate Percentages  
Insert Data Fields in Headers and Footers  
Print Reports

#### Section 8 - Import and Link Data

Import Data from Spreadsheets  
Import Data from Text Files  
Import Data from Tables  
Link a Database to External Data

#### Section 9 - Action Queries

Create Append Queries  
Create Delete Queries  
Make a Table from a Query  
Create an Update Query

#### Section 10 - Query Wizards

Create a Crosstab Query  
Create a Find Duplicates Query  
Create a Find Unmatched Query

#### Section 11 - Macros

Understand Macro Actions  
Create a Macro  
Attach a Macro to a Control or Object  
Create Macros from Controls  
Create Command Button Macros

#### *Subsidy and Nett Payable Amount*

Subsidy Categories	Amount Payable	Subsidy Amount
<b>SME Company / MCES (Above 40 yrs)</b>	<b>\$46/-</b>	<b>\$414/-</b>
<b>Non-SME Company / Individuals (21 – 39 yrs)</b>	<b>\$92/-</b>	<b>\$368/-</b>
<b>WTS (35 yrs and above - salary less than \$1900)</b>	<b>\$23/-</b>	<b>\$437/-</b>
<b>Non-Singaporean / Non-Singapore PR (Foreigner and work pass holders – WP, SPass, EPass)</b>	<b>\$460/-</b>	<b>N.A</b>

*SME: Small and Medium Enterprise*

*MCES: Mid Career Enhanced Subsidy*

*WTS: Workfare Training Support*

*Participant need to pass the test to get subsidy.*

For more information on funding, please call 6883 5885. Or visit [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg)

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