

**Microsoft  
Access  
Expert**

# Database Management

# Microsoft Access

# Master Class

**Md. Kamrul Hasan Molla**  
**Microsoft Access Instructor**  
**MS Access Expert**  
**15 Years of Work Experience**  
**Financial Industry**

**Md Shah Alam, MCT, MOS (Excel)**  
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# Snapshot of the Course

Section	Component
Section 1	Modify Database Structure
Section 2	Manage Table Relationships And Keys
Section 3	Print And Export Data
Section 4	Create Tables
Section 5	Manage Tables
Section 6	Manage Table Records
Section 7	Create And Modify Fields
Section 8	Create And Run Queries
Section 9	Modify Queries
Section 10	Configure Form Controls
Section 11	Format Forms
Section 12	Configure Report Controls
Section 13	Format reports

**Students Project Challenge (I)**

**Students Project Challenge (II)**

**Post Assessment**

# Course Planning

Lead	Component
Course Duration	1 Month and 1 Week
Total Classes	10
Total Hours	20 Hours
Class Hours Each Week	2 Hours
No of Class Each Week	2 Classes

# Total Investment

Lead	Component
Actual Course Fee	Tk.5,000/- (Five Thousands)
Discounted Course Fee	Tk.3,000/- (Three Thousands)

## Class Schedule

**Classes of all of our courses are held on Fridays and Saturdays, as well as after regular office hours on weekdays**

**Please get the information of your class schedule before admission**

# Profile



Md. Kamrul Hasan Molla  
MS Access Expert  
15 Years of Work Experience  
Financial Industry  
Unit Head, MIS and Regulatory  
Reporting



Md. Shah Alam, MCT, MOS (Excel)  
Microsoft Certified Trainer  
Microsoft Certified MS Excel Expert  
Chief Training Officer  
Dikkha: Training & Consultancy

# Our Specialities

**Extensive Hands-on Exercises**

**Individual Attention**

**Result Driven Coaching**

**Several Real-Life Projects**

**Project Challenge**



**DIKKHA**  
TRAINING & CONSULTANCY  
Distinct & Dynamic



# Microsoft Access Master Course

## Section 1: Modify Database Structure

- a. Import Objects Or Data From Other Sources
- b. Delete Database Objects
- c. Hide And Display Objects In The Navigation Pane

### Student Task-1

## Section 2: Manage Table Relationships And Keys

- a. Understand Relationships
- b. Display Relationships
- c. Set Primary Keys
- d. Enforce Referential Integrity
- e. Set Foreign Keys

### Student Task-2

## Section 3: Print And Export Data

- a. Configure Print Options For Records, Forms, And Reports
- b. Export Objects To Alternative Formats

### Student Task-3



## Section 4: Create Tables

- a. Import Data Into Tables
- b. Create Linked Tables From External Sources
- c. Import Tables From Other Databases

### Student Task-4

## Section 5: Manage Tables

- a. Hide Fields In Tables
- b. Add Total Rows
- c. Add Table Descriptions

### Student Task-5

## Students Project Challenge (I)

## Section 6: Manage Table Records

- a. Find And Replace Data
- b. Sort Records
- c. Filter Records

### Student Task-6

## Section 7: Create And Modify Fields

- a. Add And Remove Fields
- b. Add Validation Rules To Fields
- c. Change Field Captions
- d. Change Field Sizes
- e. Change Field Data Types
- f. Configure Fields To Auto-increment
- g. Set Default Values
- h. Apply Built-in Input Masks

### Student Task-7

## Section 8: Create And Run Queries

- a. Create Simple Queries
- b. Create Basic Crosstab Queries
- c. Create Basic Parameter Queries
- d. Create Basic Action Queries
- e. Create Basic Multi-table Queries
- f. Save Queries
- g. Run Queries

### Student Task-8

## Section 9: Modify Queries

- a. Add, Hide, And Remove Fields In Queries
- b. Sort Data Within Queries
- c. Filter Data Within Queries
- d. Format Fields Within Queries

### Student Task-9

## Section 10: Configure Form Controls

- a. Add, Move, And Remove Form Controls
- b. Set Form Control Properties
- c. Add And Modify Form Labels

### Student Task-10

## Section 11: Format Forms

- a. Modify Tab Order On Forms
- b. Sort Records By Form Field
- c. Modify Form Positioning
- d. Insert Information In Form Headers And Footers
- e. Insert Images On Forms

### Student Task-11

## Section 12: Configure Report Controls

- a. Group And Sort Fields On Reports
- b. Add Report Controls
- c. Add And Modify Labels On Reports

### Student Task-12

## Section 13: Format reports

- a. Format A Report Into Multiple Columns
- b. Modify Report Positioning
- c. Format Report Elements
- d. Change Report Orientation
- e. Insert Information In Report Headers And Footers
- f. Insert Images On Reports

### Student Task-12

## Students Project Challenge (II)

### Post Assessment

Certificate Will Be Awarded Only When You Pass the Post Assessment