
Dhitos (A unit of Dhitos Digate Private Limited) is a training, development and consulting organization where we conduct various Job Oriented Practical Training Programs for MIS / Business Analysis / Data Analyst / Business Analytics / Data Scientist / Data Visualization / Data Validation and more on various tools by Industry Experts.

Access & SQL: Topics Covered

- **Environment & Tools of Access**
Introduction to Access Database? Database Concept, Security & Setup, How to Compact & Repair Database, Common Shortcuts
- **Database (RDBMS) Design & Terminology**
Database Creation, Database Split, Backup Database, Data Types for Access
- **Tables & Dataset Design**
How to design a Table?, What are the attributes of a Table?, Creating a Lookup Table, Adding, Updating & Modifying data in a Table, Creating Input Mask
- **Data Migration & Manipulation**
Import data from CSV to Access, Export data table from Access to CSV or Excel, SharePoint Integration
- **Mathematical & Logical Functions**
Expression Builder, Common Functions, Asc, Left, Chr, Concat, LTrim, Mid, RTrim, Rnd, IIF, Or, And, First, Last, IsDate, DCount, DMax, DSum, CLng, CInt, CBool, CDate, CVar, Application of functions
- **Relationship & Joins (Design & SQL)**
Types of Relationship & Significance, How to define Relationship between Tables? Difference between Design View & SQL View, How to define Joins in SQL, Cross Joins, CrossTabs, Joins Properties, Join Tables & Queries SQL Statements & Clause (Select, From, Where, Order By, Group By, Having, Distinct, Create, Drop, Delete, First, Last, In, Not, Wildcards etc.)
- **Creating Reports on Organized Data**
Report Builder, How to create and manage Pivot table in Access?
- **Designing Forms & Sub-Forms**
How to trigger macros on certain events?, How to assign macros to a keyboard shortcut, Object wise events invoking using Forms
- **Code Builder & Expression Builder**
Code Builder for VBA applications, DoCmd Object, Properties and Methods, ByVal & ByRef concepts and applications, Code Branching, If-then-else, Or, And, Nested If, Select Case, How to do flagging for execution controls, (>, <, >=, <=, <>)

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Access & SQL: Topics Covered

- **Designing & Creating Macros**
Automated Data Input, Error Handling, Report Automation, Looping Forms, Data Summary visualizer
- **Building Business Dashboards**
Calculated field in Report, Creating Sub-reports, Report Formatting, Creating Login Forms, Sub Forms, Navigation Controls, and Dashboards etc.
- **Interview Questions & Doubts**
Doubt Clearance, Mock Interviews, Interview Question-sets

Course Duration & Fee Structure

Days	Course Duration	Class Duration	Fee (INR)*
Monday to Friday	30 to 35 (Hrs.) / 3 Weeks	2 Hours / Day	9,000/-
Saturday & Sunday	30 to 35 (Hrs.) / 1.5 Months	3 Hours / Day	9,000/-
Sunday Only	30 to 35 (Hrs.) / 2 Months	4 Hours / Day	9,000/-

Go for a combo to avail 10% discount on total fee: (*GST Applicable)

People are creating huge Excel spreadsheets that really should be Databases. Access offers the next level up that end-users and power-users can leverage. Access has Ability to get to data in other platforms like SQL Server, SharePoint, ODBC and other Access databases.

This lets multiple people edit the same data without any collisions. Access databases can contain up to 4 GB of data which is much more than people can type. Access can also connect to SQL Server databases for unlimited database sizes. Someone skilled with Access can take an existing solution and transform it to a very professional one. Now Access & SQL skills are must for an Analytics Career.

Best Regards,

Dhitos Consulting Team