

SAMPARK- A SOCIAL INITIATIVE BY KUMAUN  
UNIVERSITY NAINITAL



Department of Information Technology, SSJ  
Campus , Almora

**Organizing**

Online Course

**On**

**Basics of MS –Access**

Starting From-  
22<sup>nd</sup> June 2020

Duration-  
3-5 Days  
Time : 3 PM



Register yourself at earliest by visiting the link :  
<https://forms.gle/iYcYfMa5nCUPvvVm8>

**Free Registration for all the participants**

## Course Objectives :

1. Introduction to M-S Access
2. Understanding Datasheet View and Design View
3. Understanding Form Wizard, Report Wizard and Query Wizard

## Learning Outcomes:

The program will help the participant to understand the basics of MS-Access and to create the database for various purpose.

*An e-certificate will be provided to all the participants.*

Mrs. Umang Saini  
HOD

Ms. Prachi Joshi  
Convener