



Staff Development Centre

Union Complex, University of Jaffna, Jaffna

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2016.11.11

Announcement

Workshop on Advanced usage of Microsoft Access

- Aim**
- .. To improve advanced skills in using Microsoft Access
- Intended Learning Outcomes**
- ✓ Design database to improve data storage and to incorporate future needs
 - ✓ Create database for effective data management
 - ✓ Write advanced queries to extract required information
 - ✓ Backing up data base and repair files
 - ✓ Creating and working with Macros
- Resource Persons:**
- .. **Dr. E. Y. A. Charles**, Senior Lecturer in Computer Science
 - .. **Mr.K.Ananthakrishnan**, Lecturer, Computer Unit
- Target group:**
- .. Computer Application Assistants (CAAs), Clerical staff, Library Information Assistants, Academic and Administrative Staff. Priority will be given to CAAs.
- Method of application**
- .. Please fill the online form by visiting the website of SDC, www.jfn.ac.lk/sdc and submit same on or before 05.12.2016.
- Venue :**
- .. Computer Unit (1st floor), Library block
- Date & Time:**
- .. 09.12.2016 (Friday), 9.00 am – 4.00 pm, &
 - .. 10.12.2016 (Saturday), 9.00 am – 4.00 pm

Director/SDC