

QUERYING DATA IN ACCESS - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



The Theory Behind a Query

- ▶ Navigating Table Data
- ▶ Sorting & Filtering Data in a Table
- ▶ Showing & Hiding Table Columns

Essential Query Skills

- ▶ Adding, Moving & Removing Fields
- ▶ Showing & Hiding Query Fields
- ▶ Sorting Queries by One or More Fields
- ▶ Entering a Simple Criteria Value

Extracting Data using Query Techniques

- ▶ Using Multiple Criteria in a Query
- ▶ Using AND & OR Criteria
- ▶ Entering Wild Card Criteria
- ▶ Creating a Parameter Query
- ▶ Querying Data from Related Tables
- ▶ Summarising Results in a Query
- ▶ Creating a Simple Calculated Field

Query Wizards

- ▶ Creating a Select Query with the Wizard
- ▶ Find Unmatched Data Query Wizard
- ▶ Find Duplicate Query Wizard
- ▶ Crosstab Query Wizard

Course Duration: 1/2 Day

Price Per Day: £695

(For any 2 Bite Sized courses)

Suitable For:

Those who are working with Microsoft Access and need to interrogate and interpret data in Flat or Related tables within an existing database using a variety of criteria.

Learning Outcomes:

By the end of the course delegates will be able to create, run and save queries; extract accurate data that matches criteria based on text, numbers, dates and expressions. They will also be able to summarise data using totals and simple calculations.

Prerequisite Skills:

Delegates attending this course should be able to open and close a database and understand the purpose of Tables, Queries, Forms and Reports.