NORTHWEST
computer learning center
The Professional's Choice since 1983 • Locally Owned & Operated

Microsoft Access Queries
Course Outline
1-Day   9:00 am – 4:00 pm

Course Description: This class is designed for individuals interested in unleashing the power of Access queries. Topics include using criteria, more advanced table links, queries on queries, action queries, calculations in queries, and an introduction to SQL.

Module 1 – Queries on More than One Table

- Creating Queries
- Working in Query Design View
- Understanding Dynasets
- Limiting Records by Setting Criteria
- AND and OR Conditions
- Sorting in Queries
- Why Link Tables?
- Linking in a Query
- Creating Permanent Table Relationships
- Join Types
- Querying Tables outside the Database
- Creating a Query from a Table Filter

Module 2 – Queries That Perform Actions

- Types of Action Queries
- Archiving Data with Queries
- Append Information to a Table
- Updating Data with Queries
- Updating Data using Multiple Tables
- Deleting Data with a Delete Query
- Understand Parameter Queries

Module 3 – Performing Calculations with Queries

- Basic Calculations
- Using Calculations in Updates
- Using Functions to Perform Calculations
- Formatting Calculated Fields
- Using Functions in the Criteria
- Calculating with Text
- Summarizing Data with a Query
- Finding Duplicate Records

Module 4 – Introduction to SQL

- What is SQL
- SQL vs. QBE
- Reading SQL
- Using a Query as Criteria
- Union Queries
- Subqueries