

## Intermediate Microsoft Access

### COURSE DESCRIPTION

This hands-on course focuses upon how to create, run, and save a variety of advanced queries that can be used to retrieve all types of data stored in Access databases.

### COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Create queries using the Design view
2. Include fields in the design grid
3. Save a query and use the saved query
4. Create and use parameter queries
5. Use compound criteria in queries
6. Sort data in queries
7. Join tables in queries
8. Create a report from a query
9. Create a form from a query
10. Export data from a query to another application
11. Perform calculations and calculate statistics in queries
12. Create crosstab queries

### COURSE INSTRUCTOR

Marsha Ann Tate, Ph.D.

[marsha@materesearch.com](mailto:marsha@materesearch.com)

Course handouts are available at

[https://mtateresearch.com/computer\\_courses\\_supplemental\\_resources](https://mtateresearch.com/computer_courses_supplemental_resources)

### COURSE OUTLINE

The course will cover the following topics:

#### Creating Queries in Design View

- Creating a query in Design View
- Adding fields to the design grid
- Determining what criteria to use in the query
- Using text data in a criterion
- Running a query
- Saving a query
- Using saved queries
- Using wildcards in queries
- Using criteria for a field not included in the query results

#### Creating and Using Parameter Queries

- Creating a parameter query
- Viewing a parameter query
- Using a parameter query

### Using Criteria

- Using a number in a criterion
- Using a comparison operator in a criterion
- Using compound criteria
  - Combining criteria with *AND*
  - Combining criteria with *OR*
- Using special criteria
- Selecting values in a range using the *BETWEEN* operator
- Selecting a list of values using the *IN* operator
- Using a calculated field in a query
- Using criteria in calculating statistics
  - Using grouping

### Sorting Records in Query Results

- Clearing the design grid
- Sorting data in a query
- Omitting duplicates in a query
- Sorting data on multiple keys
- Creating a top-values query

### Joining Tables

- Joining tables
- Changing join properties
- Adding criteria to a join query

### Creating and Printing Reports from Queries

- Creating a report from a query
- Printing a report from a query

### Creating Forms for Queries

- Creating a form for a query
- Using a form

### Exporting Access Data to Other Applications

- Exporting Access data to Excel
- Exporting Access data to Word
- Exporting Access data to text files

### Creating and Using Crosstab Queries

- Creating a crosstab query
- Using a crosstab query

### Using Action Queries

- Creating and using an update query
- Creating and using a delete query
- Creating and using an append query
- Creating and using a make-table query