

Access

Advanced Querying Techniques

Duration: 1 Day

Description

This course introduces students to a variety of specialised queries to increase their ability to extract and manipulate data from a Microsoft Access database. Students will learn how to work with the advanced query wizards, create action queries and use specialised queries. They will also learn how to use the Database Documenter to document how a database is constructed.

Prerequisites

Access Introduction

Who Should Take This Course?

Users of Access who require a wider range of tools to use when extracting information from databases.

Objectives

- ✓ Create crosstab, parameter and AutoLookup queries.
- ✓ Find duplicate values and unmatched records.
- ✓ Create a make-table action query.
- ✓ Update, append and delete records using an action query.
- ✓ Use queries to create forms and reports.
- ✓ Create total queries.
- ✓ Use joins in queries.
- ✓ Copy and delete database objects.
- ✓ Compact and repair a database file.
- ✓ Use the Database Documenter.
- ✓ Change the properties and field properties of queries.

Outline

Using Advanced Query Wizards

- Creating Crosstab Queries
- Using Advanced Query Wizards

Working with Action Queries

- Creating a New Table from Query Results
- Updating Records Using an Action Query
- Appending Records Using an Action Query
- Deleting Records Using an Action Query

Working with Specialised Queries

- Working with Parameter Queries
- Creating Advanced Parameter Queries
- Creating Total Queries
- Creating an AutoLookup Query
- Using Joins in Queries

Using Access Tools for Database Management

- Managing Database Objects
- Compacting and Repairing a Database File
- Using the Database Documenter

Working with Properties in Queries

- Working with Query Properties
- Working with Field Properties in Queries