



Powerful Queries Using MS Access 2010 / 2007

Course Duration:

7 Hours / 1 Day

1 Creating a Basic Query

- Introducing Access Queries
- Trying the Simple Query Wizard
- Using the Query Design Window
- Testing the Other Query Wizards
- Creating Other Types of Queries

2 Building Criteria Expressions

- Writing Expressions for Query Criteria and Data Validation
- Understanding the Elements of Expressions
- Operators
- Literals
- Identifiers
- Functions
- Intrinsic and Named Constants
- Creating Access Expressions

3 Working with Multiple-Table Queries

- Introducing Joins on Tables
- Joining Tables to Create Multitable Queries
- Using Lookup Fields in Tables
- Adding Subdatasheets to a Table or Query
- Outer, Self, and Theta Joins
- Updating Table Data with

Queries

- Making All Fields of Tables Accessible
- Making Calculations on Multiple Records
- Designing Parameter Queries
- Creating Crosstab Queries
- Writing UNION Queries and Subqueries

4 Creating Advanced Queries

- Getting Acquainted with Action Queries
- Creating New Tables with Make-Table Queries
- Creating Action Queries to Append Records to a Table
- Deleting Records from a Table with an Action Query
- Updating Values of Multiple Records in a Table
- Testing Cascading Deletion and Cascading Updates

5 Creating PivotTable Queries

- Understanding the Role of PivotTables and PivotCharts
- Slicing and Dicing Data with PivotTables
- Setting PivotTable Property Values
- Exporting the PivotTable to Excel
- Optimizing Performance of PivotTables
- Formatting and Manipulating PivotCharts

6 Querying with SQL Statements

- Understanding the Role of SQL in Access 2007
- Understanding SQL Grammar
- Writing SELECT Queries in

SQL

- Writing Action Queries and Stored Procedures