

# Access 2007/10 Advanced Queries - Online

<b>Audience</b>	<p>This course is intended for people who are familiar with any version of Microsoft Access. You should be familiar with creating tables and queries. You should be able to optimize table indexes and properties to make more efficient queries. Students should take Access Level 1 or have equivalent knowledge prior to taking this class.</p> <p>The information in this course is important to both users and developers. For users, queries are the gateway to reporting and transferring data to spreadsheets and word processors. For developers, queries replace many activities that are programmed in code by other database programs and programming languages.</p>
<b>Description</b>	<p>The course uses a combination of lecture and hands-on practice (with independent exercises after class) to teach you how to use Access queries more efficiently and productively. Students create expressions and parameters within queries and optimize table indexes and properties to make more efficient queries. You build queries based on other queries and create action queries including update, delete, and append queries. Designing and building totals and crosstab queries are also covered.</p>
<b>Objectives</b>	<p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none"><li>■ Create expressions in fields and criteria</li><li>■ Use functions within expressions</li><li>■ Use parameters in fields and criteria</li><li>■ Create totals or group by queries</li><li>■ Create crosstab queries</li><li>■ Create queries utilizing totals and crosstab queries</li><li>■ Create update, append, and delete queries</li></ul>
<b>Length</b>	3 hours

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## I. Expressions in Queries

- A. Introduction to the Expression Builder
- B. Building Numerical Expressions
- C. Building Formatting Expressions
- D. Creating Date and Time Expressions

- E. Creating Text Expressions
- F. Sorting and Creating Criteria in Expressions

## II. Functions in Queries

- A. Creating IIF Function
- B. Using Date and Time Functions
- C. Inserting Text Functions



### **III. Parameters in a Query**

- A. What is a Parameter?
- B. Creating Multiple Parameters
- C. Data Typing Parameters

### **IV. Totals Queries**

- A. What are Statistical Calculations?
- B. Using Statistical Calculations While Grouping
- C. Excluding Rows Before Grouping
- D. Excluding Results of Grouping

### **V. Crosstab Queries**

- A. What is a Crosstab Query?
- B. Column or Row Heading with Expression
- C. Multiple Row Headings

### **VI. Action Queries**

- A. Update Query
- B. Append Query
- D. Delete Query