

Access 2007 Getting Started with Basic Queries - Online

Audience	This course is intended for the person who has minimal or no experience with Microsoft Access or who has predominantly used the wizards with any version of Access. (Wizards allow quick and productive use of Access by new users. However, since the wizards create the database objects, the user can have difficulty customizing the objects to their needs.) Individuals should be familiar with the personal computer and Windows.
Description	<p>The course uses a combination of lecture and hands-on practice (with independent exercises after class) to begin an understanding of Access. The course emphasizes the use of Access through commands not wizards.</p> <p>The focus of this course is to learn how to use Access more efficiently and productively through commands and an awareness of multiple table database design. It is intended to not only show the student the wide range of problem solving that is available in Access, but to allow them to gain techniques that master database processes. Students learn to view, edit, and print data in the tabular "datasheet" format. They are shown how to sort and select specific rows and columns to view.</p>
Objectives	<p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none">■ Understand what a database is and why it is needed■ Open and close a database■ View and edit data in a datasheet■ Select columns to be viewed■ Sort data in one or more columns■ Select rows in a datasheet using logical, wildcard, null, and, and or criteria
Length	3 hours

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| I. Getting Started | |
| A. Why Use a Database? | G. Displaying Records with the Mouse/Keyboard |
| B. Opening a Database | H. Editing and Deleting Data in a Record |
| C. Understanding the Screen | I. Adding Data in a Table |
| D. Using the Navigation Pane | J. Deleting a Record from a Table |
| E. Opening a Table | |
| F. Closing a Table | |



II. Basic Query with Sorting

- A. What is a Query?
- B. Opening and Closing a Query
- C. Creating a Query
- D. Adding and Removing a Table from a Query
- E. Adding a Field in a Query
- F. Deleting a Field in a Query
- G. Saving a Query
- H. Sorting Data with Visible Columns
- I. Moving the Fields in a Query
- J. Adding/Deleting All Fields in a Query
- K. Sorting Data with Hidden Columns
- L. Quick Sort

III. Query with Single/Multiple Criterion

- A. Selecting the Records in a Query
- B. What is a Value?
- C. Clearing a Single Criterion
- D. Using Logical Criteria
- E. Using Wildcards in Criteria
- F. Searching for No Value (Nulls)
- G. Using Criteria with Hidden Columns
- H. Searching for a Range of Values
- I. Searching for Multiple Values in a Single Field
- J. Using "And" Criterion in Multiple Fields
- K. Using "Or" Criterion in Multiple Fields
- L. Deleting and Inserting Criteria Rows