



Access 2003 Advanced Tables & Queries

6 Hours

Objectives:

Access 2003 Advanced Tables & Queries is the third in a series of seminars in Access 2003 training. It covers Access advanced functionality featuring Access tables and building and running queries. Trainees will learn to:

- Link and import data to improve efficiency
- Modify tables to validate data and facilitate data entry
- Index fields to increase the speed of sorting and searching
- Design sophisticated queries to increase precision of results
- Create custom fields that combine or calculate data
- Create action queries to automate data changes
- Use advanced query wizards to gather specialized data
- Export data to Excel and Word to more efficiently present and analyze information

Outline:

- Working with Tables: using the LookUp function, inserting Hyperlink columns, and creating input masks, both manually and via a Wizard.
- Designing Advanced Queries: using the Expression Builder, creating and formatting calculated fields, creating function, parameter, concatenation, and AutoLookup queries.
- Creating Action Queries: creating make-table, update, append, and delete queries.
- Using Advanced Query Wizards: using crosstab, find duplicates, and find unmatched query wizards.
- Importing and Exporting Data: importing and exporting data, linking data to an Access table, using the Linked Table Manager, exporting to an Excel workbook, creating Excel workbooks and Word documents.
- Appendix: Working with Indexes