



CORPORATE & CAREER TRAINING

ACCESS 2007 – ADVANCED QUERIES

TRAINING OUTLINE

6 HOURS

I. USING OPERATORS IN QUERIES

- Using Comparison Operators
- Using an And Condition
- Using an Or Condition
- Using the Between And Operator
- Using the Expression Builder
- Using a Wildcard Character

II. DESIGNING ADVANCED QUERIES

- Setting Top Values in a Query
- Creating a Calculated Field
- Formatting a Calculated Field
- Displaying a Totals Row in a Query
- Creating a Function Query
- Creating a Parameter Query
- Using Multivalued Fields
- Creating a Concatenation in a Query
- Filtering a Query

III. CREATING ACTION QUERIES

- Creating a Make-table Query
- Creating an Update Query
- Creating an Append Query
- Creating a Delete Query

IV. USING ADVANCED QUERY

WIZARDS

- Using the Crosstab Query Wizard
- Using the Find Duplicates Query Wizard
- Using the Find Unmatched Query Wizard

V. ACCESS DATABASE SECURITY

- Encrypting a Database with a Password
- Opening and Decrypting a Database
- Removing a Database Password

VI. EXPORTING DATA

- Exporting Data to an Excel Workbook
- Saving Export Setup
- Dragging and Dropping Data into Excel