

ACCESS 2003: ADVANCED QUERY DESIGN 1:00PM-4:30PM

Available Dates: **Request Dates**

Class Length: **Half day**

Cost:

[Email Computer Visions about this class](#)

Class Outline:

Target Audience

Data analysts and database designers

Course Overview

Course Outline

Unit 1: Advanced queries

Topic A: Creating crosstab queries

A-1: Viewing a crosstab query

A-2: Using the Crosstab Query Wizard

Topic B: Creating parameter queries

B-1: Creating a single criterion parameter query

B-2: Creating a query with multiple parameters

B-3: Using a wildcard in a parameter query

Topic C: Using action queries

C-1: Adding records to a table with an append query

C-2: Deleting records with a delete query

C-3: Modifying records with an update query

C-4: Creating a make-table query

Unit 2: Querying with SQL

Topic A: SQL and Access

A-1: Discussing Structured Query Language

A-2: Examining an SQL statement in Access

Topic B: Writing SQL statements

B-1: Writing an SQL SELECT statement

B-2: Using the WHERE clause

B-3: Displaying matching records from related tables

B-4: Finding unmatched records

B-5: Getting context-sensitive help in SQL

Topic C: Attaching SQL queries to controls

C-1: Assigning an SQL-specific query to a command button

Unit 3: PivotTables and PivotCharts

Topic A: PivotTables

A-1: Examining PivotTable view

A-2: Adding fields to a PivotTable

Topic B: Modifying PivotTables

B-1: Creating totals

B-2: Moving fields in a PivotTable

B-3: Showing and hiding details in a PivotTable

B-4: Formatting fields

Topic C: PivotCharts

C-1: Creating a PivotChart