

## ACCESS 2003: BASIC QUERY DESIGN 8:30AM-12PM

Available Dates: **Request Dates**

Class Length: **Half day**

Cost:

[Email Computer Visions about this class](#)

### **Class Outline:**

Target Audience:

Data analysts and database designers

Prerequisites:

Students should have a solid grasp of the skills taught in Access Data Entry Skills.

Course Overview:

This course teaches students to design select queries,

Course Outline

Unit 1: Simple queries

Topic A: Creating and using queries

A-1: Planning a query

A-2: Using the Simple Query Wizard

A-3: Creating a query in Design view

A-4: Saving and running the query

A-5: Sorting query results

A-6: Filtering query results

Topic B: Modifying query results and queries

B-1: Editing query results

B-2: Adding fields to a query

B-3: Removing fields from a query

B-4: Finding records with empty fields

Topic C: Performing operations in

C-1: Using comparison operators

C-2: Using the OR condition

C-3: Using the AND condition

C-4: Using the \* wildcard

C-5: Using calculations in a query

C-6: Totaling a group of records

C-7: Using the Avg and Count functions

Unit 2: Complex queries

Topic A: Joining tables in queries

A-1: Creating a query by using the Simple Query Wizard

A-2: Creating a join in Design view

A-3: Creating an outer join

A-4: Creating a join with an intermediate table

A-5: Creating a self-join query

A-6: Finding records that do not match between tables

Topic B: Creating calculated fields

B-1: Creating a calculated field

B-2: Modifying the format of a displayed value

B-3: Using the Expression Builder

Topic C: Summarizing and grouping values

C-1: Creating a query to display summary values

C-2: Using queries to concatenate values