

## Access – Queries

### Prerequisite

*Access Tables* course or equivalent

### Course Description

This course is designed for the students who have had some experience with data tables in Access. This course explores the many types of queries. Students will learn how to create select queries. They will learn how to design parameter queries and perform horizontal and vertical calculations in queries. Students will also review how to create relationships between two or more tables.

### Objectives

#### **Queries**

- Look at an Existing Query
- Create Select Queries
- Create Queries Using the *And* and *Or* Conditions
- Create More Advanced Select Queries
- Design Parameter Query
- Create Horizontal Calculations
- Create Vertical Calculations

#### **Action Queries**

- Create an Update Query
- Create a CrossTab Query
- Create an Append Query
- Create a Delete Query

### Class Length

90 minutes  
Instructor lead, hands-on course