

"I have travelled the length and breadth of this country and talked with the best people, and I can assure you that data processing is a fad that won't last out the year." The editor in charge of business books for Prentice Hall, 1957.

What this course will do for you:

If you want to use Microsoft Access as your database query tool, linking into external databases and extracting data to analyse, this is the course for you.

To get the most out of this course:

You don't need any previous experience of using Microsoft Access or database manipulation but you should be reasonably confident in general computer use.

Course Topics and Objectives

🔥 Relational Database Concepts

You will be able to:
Explain the use of table relationships correctly.

🔥 ODBC Connections

You will be able to:
Identify and connect to an ODBC data source.
The use of pass-through queries to send commands directly to an ODBC database server.

🔥 Constructing Criteria

You will be able to:
Find records in tables based on single criteria.
Find records in tables based on multiple criteria.
Find records where you enter the criteria when you run the query.
Use Queries to find data across linked tables.

🔥 Constructing Expressions

You will be able to:
Create calculated expressions in queries.
Use queries to find totals, averages and how many.
Use the Where expression.
Construct the IIF function correctly to return values into a query based on the result of a test.
Use other functions in a query.

🔥 Changing Join Types

You will be able to:
Explain the correct use of an Equi-Join.
Explain the correct use of Inner Joins.
Change the join type to find where there are no related records.

🔥 Crosstab Queries

You will be able to:
Use the Crosstab query to analyse totals.

🔥 Action Queries

You will be able to:
Delete all or specific records from tables.
Update all or specific record from tables.
Use queries to create new tables of data.
Append all or specific records from one table to another.

🔥 Using Sub-Queries and Nested Queries

You will be able to:
Design nested queries.
Design a sub-query to construct more complex criteria.

🔥 Using Structured Query Language (SQL)

You will be able to:
Use the SQL view to edit queries.
Use the SQL view to create Union Queries.