

Access 2010/2013 Getting Started with Queries-Online

Audience	This course is intended for the person who has little or no experience with Microsoft Access. Learners should be familiar with the personal computer and using an internet browser.
Description	<p>The course uses a combination of lecture, hands-on practice, and independent exercises to begin an understanding of Access. The course emphasizes the use of Access through commands not wizards.</p> <p>The focus of this course is to learn how to use Access more efficiently through commands and an awareness of multiple table database design. Students learn to view, edit, and print data in the tabular "datasheet" format; they are shown how to sort and select specific rows and columns to view; and they will design and create tables.</p>
Objectives	<p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none">■ Understand what a database is and why it is useful■ Open and close a database■ View and edit data in a datasheet■ Select columns to be viewed■ Sort data in one or more columns■ Select rows in a datasheet using logical, wildcard, null, and, and or criteria
Length	3 hours
Beyond this Level	When you have successfully completed this class, you should consider attending Access Creating Basic Tables. This course introduces all table properties; the value of indexing; and exporting and importing to other Office programs and ASCII file formats. Be sure to leave time for practice before your next class!

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- I. Getting Started MJ01**
- A. Why Use a Database?
 - B. Opening a Database
 - C. Understanding the Screen
 - D. Using the Navigation Pane
 - E. Opening a Table
 - F. Closing a Table
 - G. Displaying Records with the Mouse/Keyboard
 - H. Editing and Deleting Data in a Record

- I. Adding Data in a Table
- J. Deleting a Record from a Table

- II. Basic Query with Sorting**
- A. What is a Query?
 - B. Opening and Closing a Query
 - C. Creating a Query
 - D. Adding and Removing a Table from a Query
 - E. Adding a Field in a Query
 - F. Deleting a Field in a Query



- G. Saving a Query
- H. Sorting Data with Visible Columns
- I. Moving the Fields in a Query
- J. Adding All Fields in a Query
- K. Deleting All Fields in a Query
- L. Sorting Data with Hidden Columns
- M. Quick Sort

IV. Query with Single and Multiple Criterion

- A. Selecting the Records in a Query
- B. What is a Value?
- C. Clearing a Single Criterion
- D. Using Logical Criteria
- E. Using Wildcards in Criteria
- F. Searching for No Value (Nulls)
- G. Using Criteria with Hidden Columns
- H. Searching for a Range of Values
- I. Searching for Multiple Values in a Single Field
- J. Using "And" Criterion in Multiple Fields
- K. Using "Or" Criterion in Multiple Fields
- L. Deleting and Inserting Criteria Rows