

Access 2010/2013 Getting Started with Queries

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 Windows.
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 and edit the tabular "datasheet" format; sort and query specific rows and columns to view using single criterion.</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 needed■ Open and close a database■ View and edit data in a datasheet■ Designing a simple query■ Sort data in one or more columns■ Query using logical, wildcard, null, and, and or criteria.
Length	1 day

I. Getting Started

- A. Why Use a Database?
- B. What Does a Database Consist of?
- C. Starting Access
- D. Opening a Database
- E. Understanding the Screen
- F. Using the Navigation Pane
- G. Giving Commands
- H. Closing a Database and the Application
- I. Opening a Table
- J. Closing a Table
- K. Displaying Records with the Mouse/Keyboard
- L. Editing and Deleting Data in a Record

M. Adding Data in a Table

- M. Deleting a Record from a Table
- N. Finding Data

II. Basic Query

- A. What is a Query?
- B. Opening and Closing a Query
- C. Designing a Query
- D. Switching Between Design and Datasheet View
- E. Creating a Query
- F. Adding and Removing a Table from a Query
- G. Adding a Field in a Query
- H. Deleting a Field in a Query
- I. Saving a Query



III. Sorting in a Query

- A. Sorting Data with Visible Columns
- B. Moving the Fields in a Query
- C. Adding All Fields in a Query
- D. Deleting All Fields in a Query
- E. Sorting Data with Hidden Columns
- F. Quick Sort

IV. Query with Single 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