



Training Solutions, Inc.

Microsoft Access 2010 Mini-Series: Queries Course Outline

Section 1 - Query Basics

- Queries
- Types of Queries
- Naming Conventions
- Duplicates Queries
- Select Queries
- Saving, Running and Updating Queries
- Or Statements
- And Statements
- Is Null Criteria
- Ranges

Section 2 - Parameter Queries

- Creating Parameter Queries
- Operands and Key Words
- Query Dates with Between Operator
- Calculations in Queries
- Adding Calculated Fields

Section 3 - Action Queries

- Make Table Queries
- Delete Queries
- Append Queries
- Update Queries

Section 4 - Crosstab Queries

- Creating Crosstab Queries
- Crosstabs in Design View
- Editing Crosstab Queries