

Course Fee: \$129 + GST

Course Duration: 3 hrs (half day)

Course Objective

This course is a continuation of Microsoft Access Foundations and Access Design, in which you were introduced to the basics of Access and learned how to properly design a database. Upon successful completion of this course, you should be able to:

- Understand the concepts behind the use of queries
- Know how to create queries
- Know how to select fields that you wish to add to your query
- Know how to build queries in design view
- Know how to build queries which calculate totals
- Know how to use a query to append records to a table
- Know how to update data using a query
- Know how to make a new table using the output of a query

Prerequisites

The material in this class assumes that you have completed Microsoft Access Foundations and Access Design and have a good working knowledge of Microsoft Windows. It is not a suitable introduction for people who have little or no experience with Access.

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.