An Introduction to Access Queries

Microsoft Access A103
90 Minutes

Course Content

This 90-minute class focuses on creating queries in Access. Queries are questions you ask of your data. A select query is the most common type of query. It can retrieve data from one or more tables and displays the results in a datasheet. Queries can be built from scratch or you can get help from the query wizard. Criteria can be added to further refine your results.

By the end of this class, attendees will have an understanding of how to create and modify queries in Access.

Lessons include the following:

- Create a simple query using the Wizard

- Create a query in using design view

- Modify a query

- Use operators in queries

- Use the AND condition in queries

- Use the OR condition in queries

- Edit values in a query datasheet