Microsoft Access Training
Queries and Reports

Course Objectives

- Create Calculated Fields within Queries
- Create and use Action Queries
- Create and use Multi-Table Queries
- Build Advanced Queries and increase Query performance
- Create complex Reports, incorporating sub reports and calculated controls

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

Introduction to Microsoft Access or have a good understanding of Microsoft Access.

Course Outline

Building Simple Queries
- Creating a Query
- Design View
- Adding Fields
- Datasheet View
- The QBE Grid
- Sorting
- Criteria
- Logical Operators
- Relational Operators

Applied Queries
- Creating and Formatting Calculated Fields
- Using Calculated fields in Combo Boxes

Action Queries
- Make-Table
- Append
- Update
- Delete
- Multi-Table Queries

Introductory Reports
- Creating a Report
- AutoReport
- Using Wizards to Create Reports
- Grouping and Subtotalling in a Report
- Creating Mailing Labels
- Mail Merge using Microsoft Word

Report Design
- Design View
- Formatting
- Aligning Controls
- Performing Calculations in Reports
- Dates and Times
- Combining Text Values
- Page Numbers
- Summary Calculations
- Sorting and Grouping in a Report
- Formatting a Report
- Embedding Images
- White Space