

Microsoft® Access – The Next Step with Queries

Duration: ½ day

Delegates will learn how to create queries to filter information and how to produce output reports in a variety of formats.

Who should attend this course?

Individuals already familiar with the basics of Access and can create databases and work with tables

Course Objectives

Upon completion of this course participants will be able to:

- Design select queries with multiple criteria
- Produce queries with calculations
- Display data in an effective manner (reports)
- Edit and format reports
- Produce charts from data
- Produce labels

Course Outline

- Writing Queries
- Producing Reports
- Editing Reports
- Chart Wizard
- Label Wizard