

# Microsoft Access 365, Part 3 of 5: Queries

page 1

**Meet the expert:** I'm Kari Hoen. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I've helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training &ndash; you name it &ndash; I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

**Prerequisites:** Knowledge of data types, database structure and use of other Microsoft tools and interface ribbons is very useful, but not required.

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**Course description:** Microsoft Access is a database management system (DBMS) used to store and manage data allowing a user to create forms, query information and create reports. This course focus on a deep dive into Querying data as well as Advanced query features, action queries and parameter queries.

## Course outline:

### Basic Queries Part 1

- Introduction
- Basic Queries
- Query Overview
- Queries
- Edit Data
- Query types
- Select - Action - Crosstab
- Cross Tab Query
- Action vs. Select Query
- Create Select Query
- Sorting and Filtering
- Query Wizard
- Query Wizard Demo
- Sorting and Filtering in a Query
- Sorting
- Filters
- Summary

### Basic Queries Part 2

- Introduction
- Criteria in Query
- Using Criteria
- And and OR Queries
- Using AND and OR
- Common Query Operators
- Using Operators
- Wildcard

- Is Null
- Greater and Less Than
- Multi-Table Queries
- Multi-Table Query Demo
- Summary

### Advanced Query Features

- Introduction
- Advanced Query Features
- Create Calculated Fields
- Operators
- Using Operators
- Create Functions in Query
- Nested Queries
- Total Queries
- Summary

### Action Queries

- Introduction
- Action Queries
- Action Query Demo
- Append Query
- Delete Query
- Summary

### Parameter Queries

- Introduction
- Parameter Queries
- Parameter Query Demo
- No Product Code Example
- Between Operator
- Parameter Order Matters