Access 2013, Part 5: Groups, Joins and Action

page 1

Meet the expert: Our Creative Design courses are presented by experts from Wiley Publishing. Wiley is a global provider of knowledge and knowledge-enabled services that improve outcomes in areas of research, professional practice, and education. They are the publisher of award-winning journals, encyclopedias, books, and online products and services.

Prerequisites: This course assumes very little familiarity with Microsoft Access. This course is part of 8 courses; Access 2013: UI, Tables and Forms; Access 2013: Queries, Reports and Data; Access 2013: Navigation, View and Keys; Access 2013: Masks, Lookup and Queries; Access 2013: Groups, Joins and Action; Access 2013: Queries and Forms; Access 2013: Forms and Reports; and Access 2013: Reports, Macros and Importing. Please be sure to view the courses in order if you are new to the material.

Runtime: 01:03:30

Course description: In this eight parts leaning series you'll see how Access 2013 is Microsoft's database management software that allows users to enter, manage, and build reports on large amounts of data. Get to know the Access work environment, master tables, Data Fields, and Data Types; understand queries and create a simple select query; build a simple UI with forms; and learn how to create simple reports. Advanced topics include automating tasks with macros and Importing, linking, and exporting external data.

Course outline:

Grouping and Functions
- Introduction
- Grouping
- Using Expressions
- Using the Format Function
- Functions & Expressions
- Dissect an Expression
- Built-In Functions
- Expression Builder Details
- Summary

SQL JOINs
- Introduction
- The SQL JOIN
- The INNER JOIN in Access
- A Different JOIN
- Find Unmatched Query
- Summary

Action Queries
- Introduction
- Survey of Action Queries
- Action Query - Append
- Query Parameters
- Action Query - Delete
- Results of a Delete
- Safety Considerations
- Summary