

Using SQL View in Microsoft Access 2007

Course Description

In this course you will learn to work with Design View and SQL View within Access 2007 to create queries. This course will also show how to calculate within the Access database using aggregate functions and operators for computation. This course is designed for moderate to intermediate users of databases.

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

Course Level: Overview. This program is appropriate for professionals at all organizational levels.

CPE Credits: 2 (CPA)

Category: Specialized Knowledge and Applications

Prerequisite: None.

Advanced Preparation: This training is for moderate to intermediate users of Access. An assumption is made that the user knows Access database terminology and processes, such as how to create tables with fields and records.

Course Learning Objectives

Module 1: Overview of Access 2007 and Using SQL View

1. Document similarities between Excel 2007 and Access 2007
2. Access and modify Datasheet and Design View options for a table
3. Use the Query Wizard to create queries
4. Access and modify Design and SQL View options of a query
5. Save a query using Save Object As
6. Create a JOIN statement
7. Use the WHERE clause and INTO statement.

Module 2: Calculations in SQL View

1. Recognize a mathematical operator in Access

2. Perform basic arithmetic in Design View query
3. Perform basic arithmetic in SQL View query
4. Recognize an aggregate function in Access
5. Use aggregate functions in SQL View query
6. Use GROUP BY and ORDER BY in SQL View query
7. Use Ascending and Descending command in a SQL View query