



MS Access Queries

Who Should Attend This Clinic: This will be beneficial for individuals who use MS Access and would like to improve their skills in using all types of queries. This session gives you the opportunity to target those areas which you specifically need. This workshop is intended for MS Access 2000, 2002 and 2003 users. Specific MS Office 2007 workshops are also available on these topic areas.

MCW Instructors: All sessions are run by qualified Microsoft Instructors and you will have the opportunity to ask questions during the session.

Duration: 2 Hours

Workshop Content:

- Design a query using the Query by Example form
- Create queries that combine data from multiple tables
- Create queries that update, append or delete the data, or create a new table
- Create cross-tab queries and parameter queries.

Other Courses Which MCW Offer in this format include:

- Excel
 - Working with Pivot Tables
 - IF Statements
 - Working with Filters
- Word
 - Working with Mail Merge
 - Working with Legal Documents
 - Working with Large Documents
- PowerPoint
 - Creating Dynamic Animation
- Access
 - Creating Reports
 - Creating Forms
- Photoshop
 - Working with Old Photographs
- Publisher
 - Mail Merge
 - Creating Flyers