



White Horse Computer Training

Course Outline

enquiries@whitehorsect.co.uk
www.whitehorsect.co.uk

TRAINING • DEVELOPMENT • CONSULTANCY

Access Queries in Depth

Duration: 1/2 day **Pre requisites:** Basic familiarity with keyboard and mouse

- Query creation methods
- Types of criteria
- Parameter queries
- Creating calculated fields
- Summary queries
- Using Action queries for updating, deleting, adding data
- Using make table queries
- Relational queries
- Using queries in queries