Access Queries (Office 2010)

Application Support and Training

Office of Information Technology, West Virginia University

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oit.wvu.edu/training/classmat/db/

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Course Description

This is the third in a series of six workshops about Microsoft Access. It deals specifically with queries, plus some information about filters.

Many databases contain large, varied amounts of information. There are times when you will need to narrow the focus of the information in the database or combine information from multiple tables. This is done through the use of queries. Queries allow you to view, change, and analyze data in different ways. You can also use them as a source of records for forms and reports.

The purpose of this session is to familiarize you with some of the different types of queries and how they can be used. Our goal is to assist you to learn the software, understand some basic concepts and show you some tips and techniques so you can develop your database management/programming skills over time.

The six Access workshops are:

- Introduction to Access
- Access Database Design
- Access Queries
- Access Reports
- Access Form Design
- Access Macros and Database Utilities

Thank you,

The OIT Technical Support Services Trainers

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