

Access - Using queries to obtain statistical results

Duration: 1 day

Audience: Pour tous

Who is this training for?

Any user or database manager

Training objectives

- Be able to build simple queries to extract data from a table
- Be able to integrate several tables into a selection query

Summary

This course allows you to design queries in Microsoft Access in order to extract, analyze and structure data from one or more tables. You will learn how to build select queries, use calculated fields and produce statistical and analytical results.

Course outline

Chapter 1 - Querying Tables in a Database

- Building a Query Based on Multiple Tables
- Establishing Table Relationships
- Understanding Link Types
- Defining the Appropriate Join Type

Chapter 2 - Using Calculated Fields

- Defining a Calculated Field
- Inserting Calculated Fields into a Query
- Using the Expression Builder
- Concatenating Fields
- Using Pre-Programmed Functions
- Using Functions in the Text Category

- Using Math and Date/Time Category Functions
- Using Logical Functions

Chapter 3 - Obtaining Statistical Results

- Creating Statistical and Grouping Operations
- Creating Grouping Levels
- Creating Calculated Fields Using Statistical and Domain Functions

Chapter 4 - Checking Data Integrity

- Enforcing Referential Integrity
- Finding Duplicates
- Finding Mismatches

Chapter 5 - Performing Cross-Analyses

- Create a crosstab •
- Modify a crosstab query

Chapter 6 - Setting up a query

- Creating and running a soft query

Approach and methodology

Training oriented towards data analysis, alternating targeted presentations, demonstrations and practical exercises. Participants construct selection queries, calculated fields, and statistical groupings from scenarios representative of analytical needs.

Prerequisites

Have completed the training : Access - Data Structuring and Normalization or equivalent content

Recommendations

Intermediate knowledge of Microsoft Access, including tables, relationships, and select queries.