

Summarize and analyze your database data with queries and reports. Learn how to create single and multiple-tabled query designs. Create select queries to focus on and target specific data based on various criteria. Use formulas and database functions to create new calculated fields. Use the query wizard to summarize data and aggregate records with totals. Create cross-tabulation queries that are like pivot tables. Create queries that fix mismatched data, appending, changing, updating, and removing duplicates. Generate a variety of reports based on queries.

CREATE SELECT QUERIES

- Learn How Queries Target Specific Data.
- Use Query Criteria to Narrow Down or Find Records Fitting That Specific Criteria.
- Learn How to Create a Query Without Having to Use Coding or SQL.
- Set Query Properties Such as Text, Numbers, Dates and More.
- Single and Multiple Criteria for Queries.
- Create Single and Multi-Table Queries.
- Comparison and Wildcards in Criteria.
- Sort the Criteria Results on Any Field.
- Use the SQL View to Edit a Query.
- Interactive Queries Using Parameters.
- Export Query Table Data to an Excel Spreadsheet and Create a Pivot Table.

SELECT QUERIES USING CALCULATED FIELDS

- Add New Fields or Missing Fields of Data Using Calculated Fields.
- Use Formulas and Function Formulas in a Query to Create Calculated Fields.
- Use the Totals Feature to Summarize Data and Aggregate Records with Totals.
- Use the Top Values Return Tool to Display Top and Bottom Values or Percentages.

OTHER QUERIES

- Use the Query Wizard Tool to Create Powerful Queries Very Easily.
- Create a Cross-Tabulation Query That Summarizes Data alike to Pivot Tables.
- Create an Append Query to Add Records of Data from a Different Data Table.
- Create Update Queries That Change Field Data Based on Criteria.
- Queries to Find Mismatched Table Data.
- Queries to Delete Data Based on Criteria.

DATA REPORTS

- Why Database Reporting is So Important.
- Learn How Reports Can Be Based on Single Tables or Based on Data Queries.
- Create Reports Based on Single Tables.
- Learn How to Apply On-The-Fly Filtering as an Alternative to Query-Based Reports.
- Why Use Queries as the Basis for Reports.
- Create Query-Based Reports Based.
- Create Reports from Scratch or Wizard.

REPORTING OPTIONS AND TOOLS

- Create Grouped Reports:
Control Page and Group Breaks.
- Add Totals and Subtotals.
- Create Snail-Mail Mailing Labels.
- Edit Reports with Layout and Design View.
- Add Conditional Formatting to Report Data Based on Certain Criteria.
- Troubleshooting Tips to Correct Reports That Have Gone Bad.