



Office Productivity Training

Helping your employees work smarter, not harder

Access 2013 Level 2

Advanced Queries

Module 1

- Querying Tables
- Saving Opening a Query
- Using Wildcards in a Query
- Compound Queries
- Miscellaneous Operators

Module 2

- Creating Calculated Fields
- Using Summary Operators
- Querying Multiple Tables

Module 3

- Creating an Update Query
- Making a New Table
- Creating an Append Query
- Creating a Delete Query

Module 4

- Parameter Queries
- Crosstab Queries