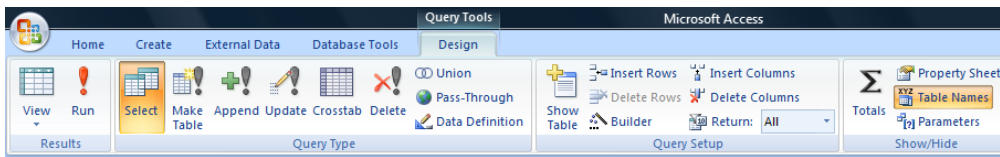


Microsoft Access 2007 Creating Queries

A database is a container for information. It might contain only a few records or thousands of records - stored in one table or multiple tables. A database that stores information in multiple related tables is referred to as a *relational database*. If the information in a relational database is organized correctly, you can treat these multiple tables as a single storage area and pull information from different tables in whatever order meets your needs.

A *query* is a question that searches a database for information matching specific criteria, or a set of conditions, that you define. You can save queries and run them later to generate updated results as data changes. You can also use a query as the source for a form or report.



No matter how much information a database contains, it is useful only if you can retrieve the information you need when you need it. As a database grows in size and complexity, analyzing information becomes more difficult. Using the query design tools in an Access database allows you to build questions, and then display the answers to those questions in a datasheet view.

If you would like to learn about how Access can easily extract data using the query design tools, please join us for this workshop!

Details:

Topics to be covered:

- Building queries
 - And/Or
 - Between And
 - Calculated
 - Grouping data

Dates & Times:

This is a 1-day, 2-hour session

- Wednesday, Nov. 18th
9:30 am - 11:30 am

Location:

- Basement of Eggers
Room 062
(Interactive Media Lab)

Registration:

Seating is limited, please reserve
your seat now by emailing:
icttraining@maxwell.syr.edu

