Microsoft Access – Queries and Reports

The topics on this list go beyond the basic queries and reports given on the Access Basics list. These are topics that can help you to get more information from a database that has already been set up. Training sessions can use the particular database that you are working with or can use sample databases to illustrate the techniques and the range of available options.

- Understand the similarities and differences between queries and reports.
- Testing and documenting queries and reports.
- Widen the range of selection criteria in queries to include wildcards.
- Set up calculations in queries and format results – for example to express an answer correct to one decimal place.
- Make record selection more flexible by allowing the user to make choices when a query runs by using parameters.
- Use query totals to generate sub-totals across groups of records.
- Use queries to update records.
- Use queries to move selected records from one table to another.
- Use queries to delete selected records from a table.
- Write queries that take data from multiple linked tables.
- Using AutoLookup queries to automatically display information from a related table.
- Understand how join properties affect the output from any query or report which is based on more than one table.
- Customising the layout of reports.
- Understanding the role of grouping in reports.
- Use sorting and grouping features to organise a report's output based on category, to improve an output cosmetically and to include sub-totals.
- Add controls to a report to show calculated results for individual records and for summaries across groups of records.
- Different strategies for getting page breaks in report outputs.
- Explore the functions available in Access for calculating information in queries and reports – set up conditional calculations using the immediate if (IIF) function.