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ACCESS



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Introduction

What is a database? Why use a database?

Understanding your Data

Designing a database, Data modelling

Overview of Access

Components, Creating a database

Creating Tables

Attributes, Datatypes

Adding/Editing Data

Manual editing, Importing data

Filtering/Exporting Tables

Filtering/sorting data

Exporting data





Table Relationships

Types of relationship, Referential Integrity.

SQL the Language

Types of queries, The SELECT statement.

Query Builder in Access

Building queries, Expressions.

Multiple-table Queries

The JOIN condition, Self joins.

Aggregate Queries

GROUP BY clause, Aggregate functions.

Advanced Topics

Database configuration. Advanced queries





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