

**Module 1 – Basic Queries**

- Creating Queries
- Working in Query Design View
- Understanding Dynasets
- Limiting Records by Setting Criteria
- AND and OR Conditions
- Sorting in Queries

**Module 2 - Queries on More than One Table**

- Why Link Tables?
- Linking in a Query
- Creating Permanent Table Relationships
- Join Types
- Querying Tables outside the Database

**Module 3 – Queries That Perform Actions**

- Types of Action Queries
- Archiving Data with Queries
- Append Information to a Table
- Updating Data with Queries
- Updating Data using Multiple Tables
- Deleting Data with a Delete Query

**Module 4 – Performing Calculations with Queries**

- Basic Calculations
- Using Calculations in Updates
- Using Functions to Perform Calculations
- Formatting Calculated Fields
- Using Functions in the Criteria
- Calculating with Text
- Summarizing Data with a Query

**Appendix - Introduction to SQL**

- What is SQL
- SQL vs. QBE
- Reading SQL
- Using a Query as Criteria