

Access Chapter 2

Sort and Query a Database

✓ Learning Outcomes

Project 2A Outcomes Sort and query a database

✓ Objectives

1. Open and Save an Existing Database
2. Create Table Relationships
3. Sort Records in a Table
4. Create a Query in Design View
5. Create a New Query From an Existing Query
6. Sort Query Results
7. Specify Criteria in a Query

Project 2B Outcomes Create complex queries

Objectives

8. Specify Numeric Criteria in a Query
9. Use Compound Criteria in a Query
10. Create a Query Based on More Than One Table
11. Use Wildcards in a Query
12. Create Calculated Fields in a Query
13. Calculate Statistics and Group Data in a Query
14. Create a Crosstab Query
15. Create a Parameter Query



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In This Chapter

Access 2: GO! to Work with Access

In this chapter, you will sort Access database tables and create and modify queries. To convert data into meaningful information, you must manipulate your data in a way that you can answer questions. One question might be: *Which students have a grade point average of 3.0 or higher?* With this information, you could send information about scholarships or internships to students who meet the grade point average criteria.

The projects in this chapter relate to **Texas Lakes Community College**, which is located in the Austin, Texas, area. Its four campuses serve over 30,000 students and offer more than 140 certificate programs and degrees. The college has a highly acclaimed Distance Education program and an extensive Workforce Development program. The college makes positive contributions to the community through cultural and athletic programs and has maintained partnerships with businesses and non-profit organizations.