

# Access - Using action queries

Duration: 1 day

Audience: Pour tous

## Who is this training for?

Any user or database manager

## Training objectives

- Understand the distinction between Selection query and Action query
- Be able to globally define the possibilities offered by Action queries
- Be able to design and execute an Action query

## Summary

This course teaches you how to use action queries in Microsoft Access to efficiently manipulate and manage database data. You will learn how to distinguish between select and action queries, and how to design and run queries to add, delete, update, or create tables.

## Course outline

### Chapter 1 - Setting Up a Query

- Creating and Executing a Parameterized Query

### Chapter 2 - Manipulating Records with Action Queries

- Creating an Append Query
- Using the Deletion Query
- Creating a Query Creating Tables
- Creating an Update Query

### Chapter 3 - Customizing the Database

- Creating Object Groups
- Setting Operating Options
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## **Chapter 4 - Automating Object Management**

- Create a macro and learn about the macro editor
- Differentiate between command macros and built-in macros
- Run a macro
- Associate a macro with a command button
- Open and close a form with a macro
- Associate the macro with a trigger event

## **Chapter 5 - Automate printing**

- Print specific records
- Attach the print macro to the correct event

## **Chapter 6 - Interact with the user**

- Use message boxes
- Use macros

## **Chapter 7 - Automating the Search**

- Filtering Records
- Performing a Search

## **Chapter 8 - Working with Table Events**

- Choosing the Appropriate Table Event
- Creating a Table Event
- Deleting a Table Event

## **Chapter 9 - Setting Startup Options**

- Accessing Configuration Options
- Creating a Main Menu

- Using the AutoExec Macro

## **Approach and methodology**

Pragmatic and supervised approach, combining technical presentations, demonstrations and secure practical laboratories. Participants design and test action queries and macros based on real-world cases, with a focus on controlled, automated data management.

## **Prerequisites**

Have completed the training : Access - Data Structuring and Normalization or equivalent content

## **Recommendations**

Intermediate knowledge of Microsoft Access, including tables, relationships, and select queries.