

## CHAPTER OVERVIEW

### 14: Microsoft Access Advanced Skills

#### Learning Objectives

- Import and export data
- Create and modify queries
- Use forms and reports
- Analyze data

14.1: Why It Matters- Microsoft Access Advanced Skills

14.2: Introduction to Importing and Exporting Data

14.3: External Data

14.4: Import and Export Options

14.5: Introduction to Queries

14.6: What Are Queries?

14.7: Adding Criteria to a Query

14.8: Saving Queries

14.9: Introduction to Forms and Reports

14.10: Understanding Forms

14.11: Creating Basic Forms

14.12: Form Controls and Views

14.13: Presenting Data on Reports

14.14: Introduction to Analyzing Data

14.15: Transforming Data

14.16: Understanding Calculations

14.17: Using Conditional Analysis

14.18: Using Subqueries

14.19: Understanding Domain Aggregation

14.20: Putting It Together- Microsoft Access Advanced Skills

14.21: Assignment- Create Queries for Access Database

14.22: Discussion- Ways to Manage Access Tables

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