

ON LINE SERVICES

Computer Training & Support

Analyze Product & Sales Data Using Access

Course Description

Overview: Students will learn how to use various features of Access to create effective and efficient summaries of large amounts of product and sales data.

Objectives: Upon successful completion of this course, students will be able to:

- Create and modify a crosstab query to summarize a large amount of data.
- Create a report and a chart based on a crosstab query to present the summary in an attractive and effective printed format.
- Create a Pivot form, and modify a PivotTable as another tool for summarizing data.
- Design crosstab queries and Pivot forms to save time and work in analyzing data.

Course Outline

Activity 1: Query it

- Begin with the data
- Create a crosstab query
- Anatomy of a crosstab query
- Refine the query design
- Try it on your own

Activity 2: Report and chart it

- Create a report of summary information
- Chart the data
- Make it easy to read
- What does the data mean?
- Explore changes to the chart

Activity 3: Pivot it

- Create a Pivot form
- Modify the PivotTable
- Do more with the PivotTable
- Try it on your own

Activity 4: Make it flexible and efficient

- Prompt for crosstab criteria
- Another way to use a parameter
- Build in flexibility
- Pivot forms can be flexible too