Microsoft® Office Access: Level 5 - Introduction to SQL in Access and VBA

Course Summary: Learn basic SQL syntax and enhance your Access databases by using SQL in Access queries, form filters, and VBA code. This is an essential skill set for any Access Power User.

Course Prerequisite: Due to the advanced nature of this course's content, we require students to have taken Access level 4 prior to enrolling. If you have any questions, feel free to contact us to discuss if this course is right for you.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

- Our standard class is currently taught using Access version 2013. Advanced Users on previous versions should not have difficulties navigating in this class since the SQL and VBA feature is easily accessible in all versions.

- Private Corporate training can be taught using any version.

Training Course Content

Lesson 1: Understanding SQL statements and advanced SQL queries

- Create a query in design view and view the query in SQL view
- Examine a few main clauses from a SQL statement including FROM, ORDER BY, WHERE, HAVING, TOP
- Write a SELECT query using SQL Language
- Add the ORDER BY clause to the SELECT query
- Add a WHERE clause to the SELECT query
- Use the WHERE clause as a join

Lesson 2: Understanding SQL action statements

- Create a query using design view then copy the SQL code and use it as a subquery
- Write a CREATE TABLE query using SQL Language
- Write an INSERT query using SQL Language
- Write an UPDATE query using SQL Language
- Write a DELETE query using SQL Language

Lesson 3: Create SQL only queries in Access

- Create a UNION & a UNION ALL query
- Discuss pass-through queries for networked SQL Servers

Lesson 4: SQL and its uses in forms & reports

- Create a form/report and update its record source using a SQL statement
- Change the filter property of a form/report by adding a SQL statement to it
- Create a combo box or a list box and update the row source with a SQL statement

Lesson 5: Using SQL commands in VBA code

- Use the DoCmd.RunSQL method in VBA to run queries from code
- Create a filter for a form using SQL in VBA
- Create a filter for a report using SQL in VBA

Lesson 6: Creating and using Recordsets in VBA code

- Create and initialize a Recordset object
- Use the Find and FindNext method of the object
- Loop through a Recordset object

Lesson 7: Working with calculations in queries

- Create aggregate functions in queries
- Create calculated fields in queries