

OFFICIAL TRANSCRIPT

This transcript provides a brief summary of the content covered in modules offered in the course.

Robert Graham Mannerings

has successfully completed the following modules of the course entitled

Microsoft Access Tables and Queries

- 01 Tour of the screen
- 02 Using Design view to create and edit tables
- 03 Using the lookup wizard
- 04 Importing data from Other Data Sources into Access
- 05 Linking Tables from Other data Sources into Access
- 06 Exporting data from Access to other data types
- 07 Creating and Managing Table Relationships
- 08 Database Tools
- 09 Sort and Filter a Table
- 10 Basic Queries
- 11 Prompting the user for the criteria
- 12 Creating Calculated Fields in a Query



Issued on: October 5, 2022

Certificate number: 378633-399222-192449

page 01 of 02


Beverley Patricia
Director of Studies

 **studyhub**
learning, simplified
www.studyhub.org.uk

 **CPD** quality standards

OFFICIAL TRANSCRIPT

(continued from the previous page)

- 13 Creating Totals Queries
- 14 Multiple table Queries
- 15 Viewing the SQL code for an Access Query
- 16 Using the Query Wizards
- 17 Creating Subqueries
- 18 Creating Make Table, Append, Update and Delete Queries
- 19 Displaying a certain number of records

Score: **Pass**



Issued on: October 5, 2022

Certificate number: 378633-399222-192449

page 02 of 02



Beverley Patricia
Director of Studies



www.studyhub.org.uk

