

PART 3: RESOURCES

Video Library (34 minutes of videos)

These videos are not mandatory. They are available if students require a better understanding of related materials.

1. “Make Table and Append Queries” Video (8-minutes, practice data)
2. “Importing Excel data into Access” Video (3-minutes, practice data)
3. “How to Append Static Data” Video (7-minutes, practice data)
4. “Manual Entry” Video (5-minutes)
5. “Change Data Type Format in Access” Video (4-minutes, practice data)
6. “Finding Dirty Data Using Excel” Video (3-minutes, practice data)
7. “Identifying Dirty Data Using Access” Video (4-minutes, practice data)

IADLEST. (n.d.). **Analyst library, basic and intermediate Access training.** Retrieved from <https://www.iadlest.org/training/ddacts/ddacts-automation>

Microsoft Office Online Support. (n.d.). **Import or link to data in another Access database.** Retrieved from <https://support.microsoft.com/en-us/office/import-or-link-to-data-in-another-access-database-095ab408-89c7-45b3-aac2-58036e45fcf6>

Microsoft Office Online Support. (n.d.). **Append query.** Retrieved from <https://support.office.com/en-us/article/Add-records-to-a-table-by-using-an-append-query-98a5bd66-2190-4243-9638-8ef649cf3596?ui=en-US&rs=en-US&ad=US>