

PART 4 RESOURCES

Video Library (49 minutes of videos)

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

1. “Criteria Operators” video (6-minutes, practice data)
2. “Renaming Existing Fields” video (4-minutes, no practice data)
3. “Date Functions” video (3-minutes, practice data)
4. “Concatenate Fields” video (6-minutes, practice data)
5. “Aggregate Queries” video (10-minutes, practice data)
6. “Crosstab Queries” video (4-minutes, practice data)
7. “Create 3 Reports” video (11-minutes, practice data)
8. “Creating Macros” video (5-minutes, no practice data)

Microsoft Support Office. (2023, February). *Examples of query criteria.*

<https://support.office.com/en-us/article/examples-of-query-criteria-3197228c-8684-4552-ac03-aba746fb29d8>

Microsoft Office Online Support. (n.d.). *Introduction to macros.* Retrieved from

https://support.office.com/en-us/article/Introduction-to-macros-A39C2A26-E745-4957-8D06-89E0B435AAC3#_toc280773426

YouTube. (2019). *Microsoft Access 2016 macros.* Retrieved from

<https://www.youtube.com/watch?v=89tN58urldo>

Microsoft Support Office. (n.d.). *Examples of query criteria.* Retrieved from

<https://support.office.com/en-us/article/examples-of-query-criteria-3197228c-8684-4552-ac03-aba746fb29d8>

YouTube. (2017). *Microsoft Access 2016 tutorial: Creating and modifying reports.*

Retrieved from https://www.youtube.com/watch?v=ve_opOuLNiI

Microsoft Office Online Support. (n.d.). *Introduction to reports in Access.*

Retrieved from <https://support.office.com/en-us/article/Introduction-to-reports-in-Access-E0869F59-7536-4D19-8E05-7158DCD3681C>