

Proicere, Inc.

MS Access: Queries

Lesson Notes

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Queries

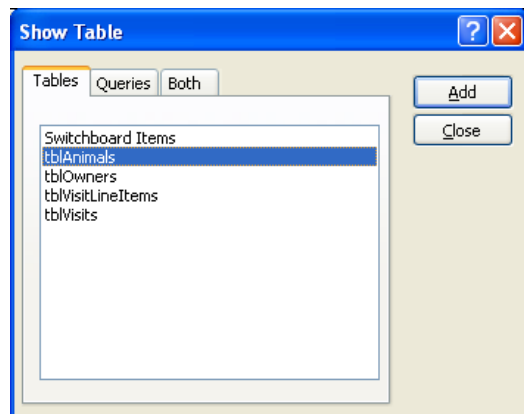
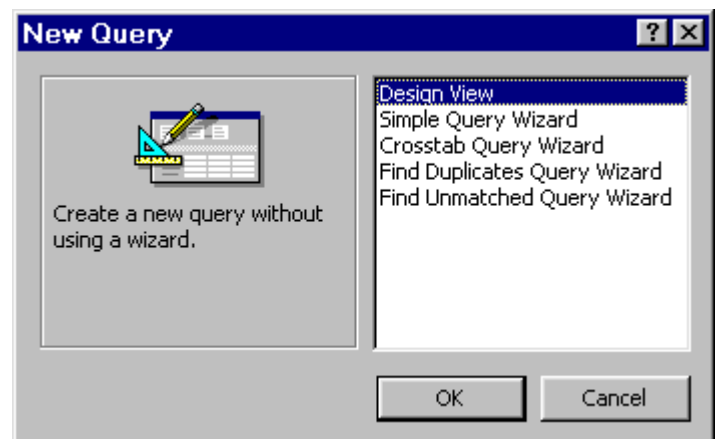


Queries allow information in a table to be displayed in any order, or based on any criteria. Changing data through a query, changes the data in the underlying table.

The New Query dialog box has several ways to make a query.

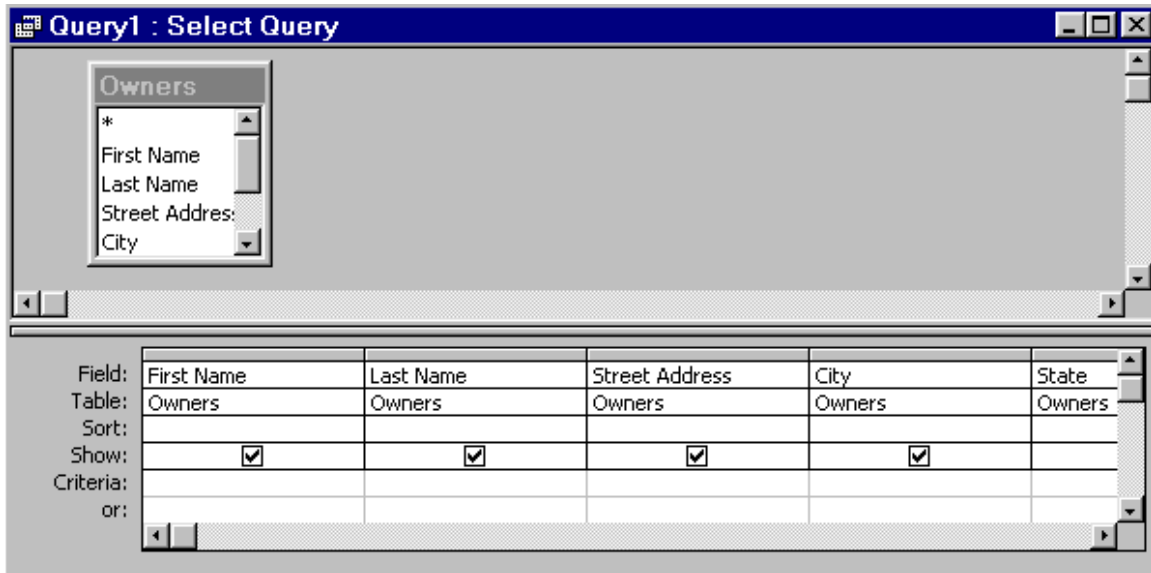
If the Design View is chosen, a dialog box will appear that Shows the Tables and Queries in the database. A query can be made from a table or another query.

One or more tables or queries can be chosen for one query.



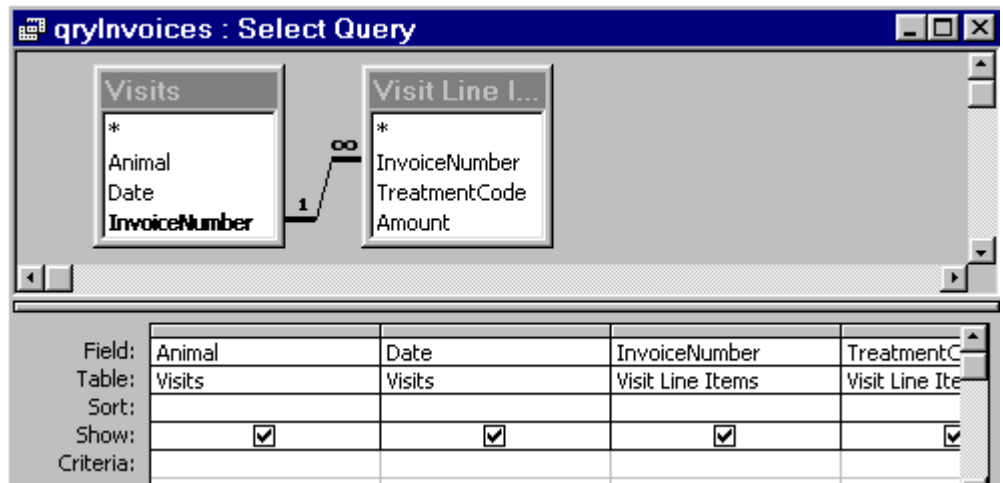
Single Table Queries

Drag the desired fields to the grid at the bottom of the window, or double click on the table name and drag one of the selected fields to the grid, it will put all the fields in the grid.



Multiple Table Queries

Several tables can be brought into a query. Other queries can be used instead of tables.

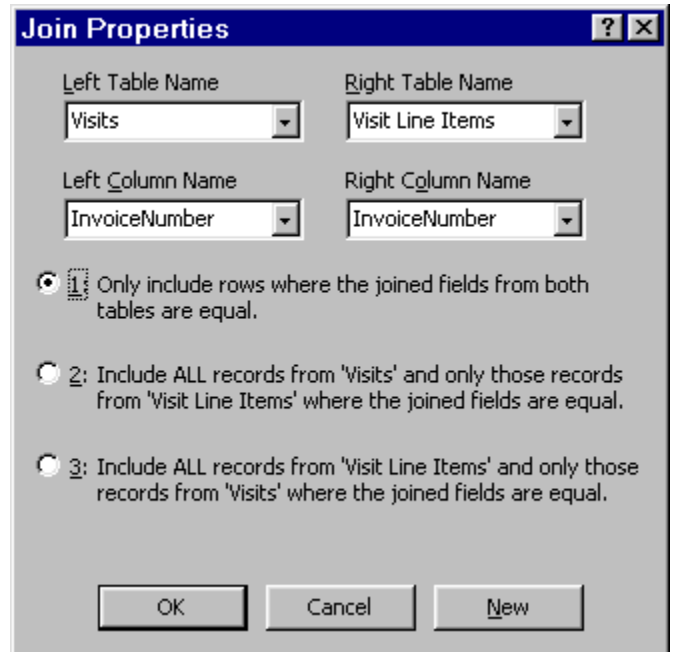


Joins

Inner Joins

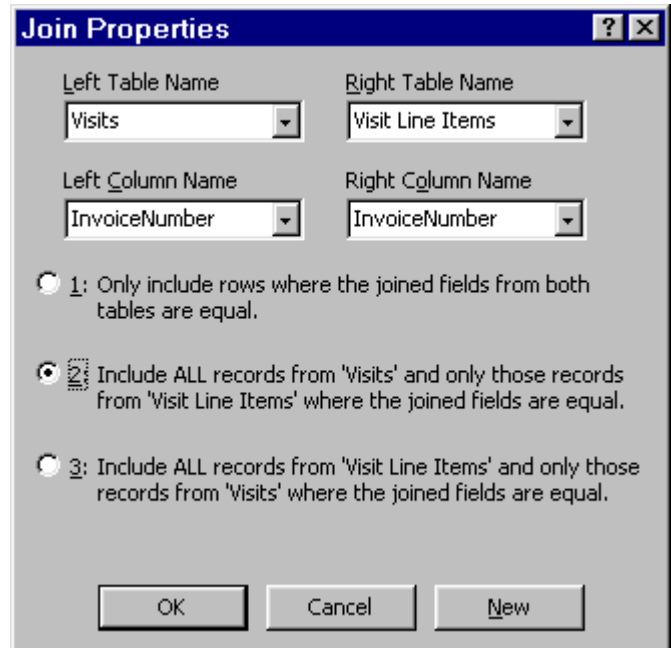
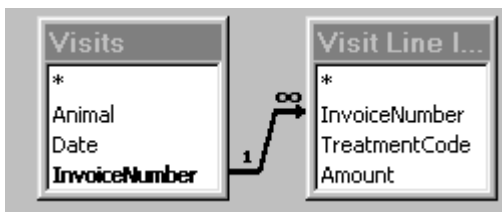
An Inner Join displays only the records from table one that have matching records in table two.

Click on the join line with the right mouse button to access the Join Properties.



Outer Joins

An outer join will display all the fields from one table and any matching fields in the second table.



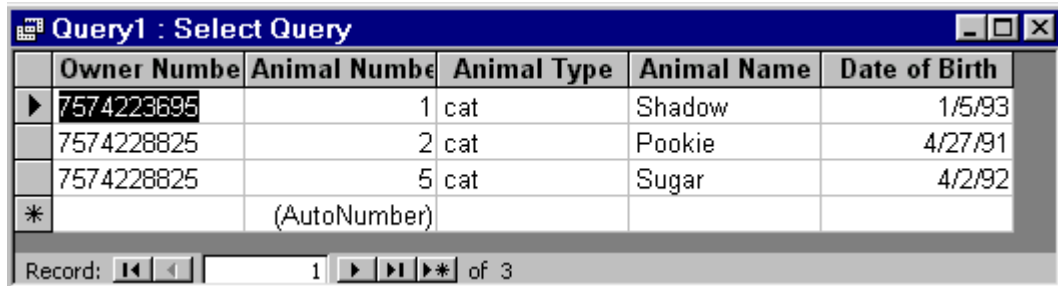
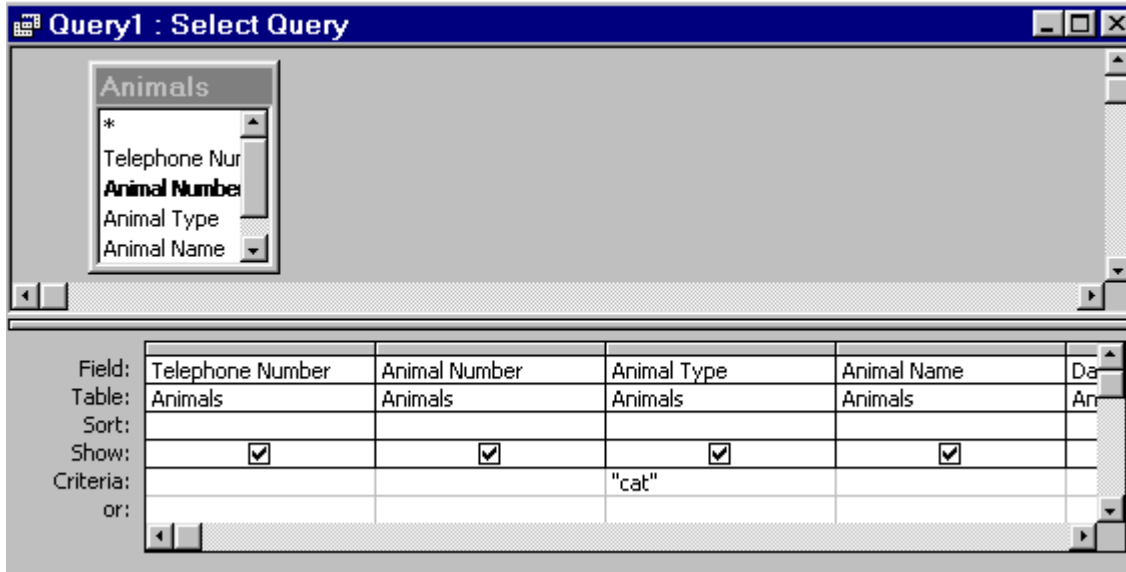
Sorting in a Query

The first column to the left that is selected for sorting is considered the primary sort.

Field:	First Name	Last Name
Table:	Owners	Owners
Sort:		
Show:	<input checked="" type="checkbox"/>	Ascending
Criteria:		Descending
or:		(not sorted)

Criteria

Setting criteria allows only the desired records to be displayed.



Criteria examples

Field Type	criteria	pulls
Text	Virginia	Virginia only
Text	Like Virginia* <i>Note: an * is a wild card</i>	Anything with Virginia at the beginning: Virginia, Virginia Beach
Text	Like *ith*	Anything with ith anywhere in the field: Smith, Ithaca, Smithfield
Text	null	Pulls only records with the field blank
Text	not null	Pulls all records with data in the field
Yes/No	Yes or True	Pulls only records with a check in the field.
Yes/No	No or False	Pulls only records without a check in the field
Number or Date/Time	between #01/01/01# and #01/31/01#	All dates for the year 2001

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OR

Criteria listed on separate lines are considered an “or”.

Animal Type	
Animals	
	<input checked="" type="checkbox"/>
"cat"	
"dog"	

Owner Numbe	Animal Numbe	Animal Type	Animal Name	Date of Birth
7574223695	1	cat	Shadow	1/5/93
7574228825	2	cat	Pookie	4/27/91
7574269932	3	dog	Rex	3/28/92
7574228825	5	cat	Sugar	4/2/92
7574281515	6	dog	Rover	6/8/93
7574223695	9	dog	Rex	8/9/96
7574281515	11	dog	Sugar	3/6/98
	(AutoNumber)			

Record: 8 of 8

Animal Type	Animal Name
Animals	Animals
	<input checked="" type="checkbox"/>
"cat"	<input checked="" type="checkbox"/>
	"sugar"

Owner Numbe	Animal Numbe	Animal Type	Animal Name	Date of Birth
7574223695	1	cat	Shadow	1/5/93
7574228825	2	cat	Pookie	4/27/91
7574228825	5	cat	Sugar	4/2/92
7574228825	10	bird	Sugar	4/1/90
7574281515	11	dog	Sugar	3/6/98
	(AutoNumber)			

Record: 1 of 5

And

Criteria on the same line is considered an “And”.

Animal Type	Animal Name
Animals	Animals
	<input checked="" type="checkbox"/>
"cat"	<input checked="" type="checkbox"/>
	"sugar"

Owner Numbe	Animal Numbe	Animal Type	Animal Name	Date of Birth
7574228825	5	cat	Sugar	4/2/92
	(AutoNumber)			

Record: 1 of 1

Stopping for User Input

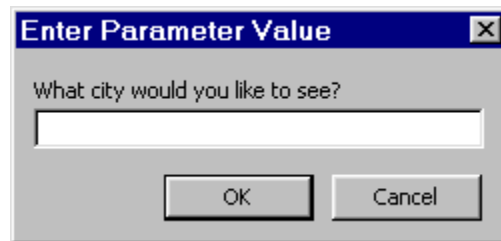
Placing square brackets in the criteria will force the system to stop for operator input. The text within the brackets will display in the dialog box that is displayed.

Example:

Entered into the criteria field

[What city would you like to see?]

User would see the following display:



Date Ranges

To pull a specific date range, key in:
Between *start date* and *end date*

Date of Birth
Animals
<input type="checkbox"/>
Between #1/1/90# And #12/31/99#

Field:	Date of Birth
Table:	Animals
Sort:	
Show:	<input checked="" type="checkbox"/>
Criteria:	Between [Enter the start date mm/dd/yy] And [Enter the end date mm/dd/yy]
or:	