

Proicere, Inc.

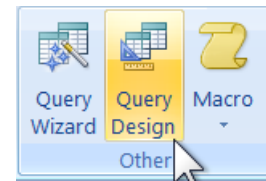
MS Access 2007: Queries

Lesson Notes

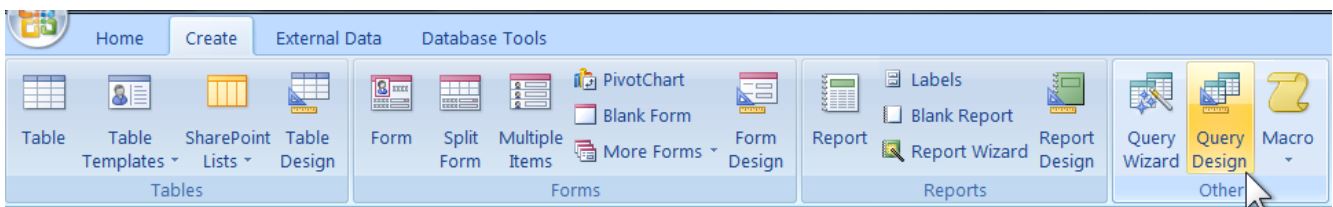
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Queries

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.

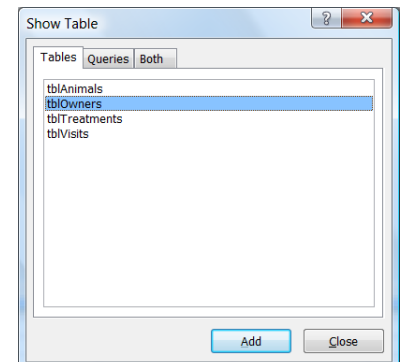


To make a query choose the Create ribbon.



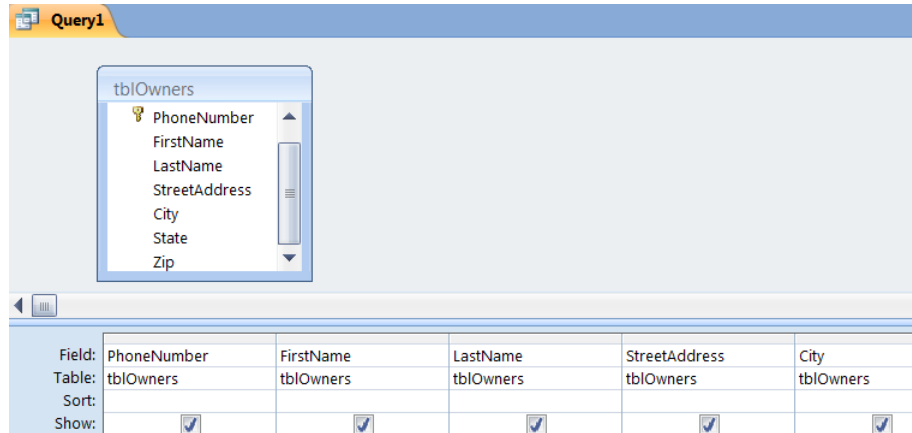
If the Query Design is chosen, a dialog box will appear that Shows the Tables and Queries in the database. A query can be made from a table or another query.

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



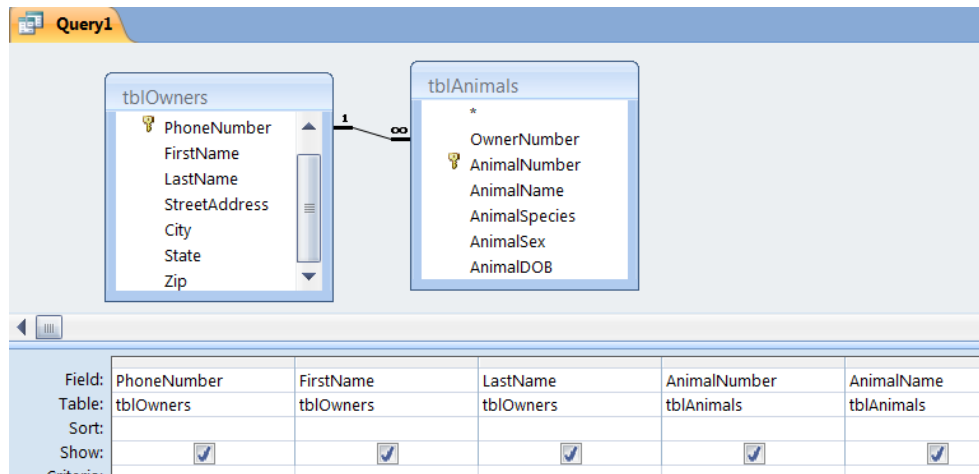
Single Table Queries

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.

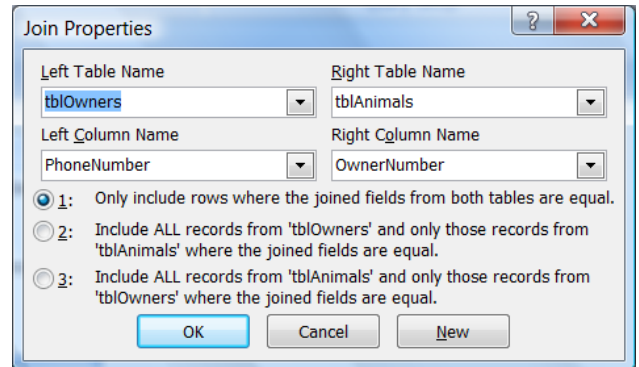
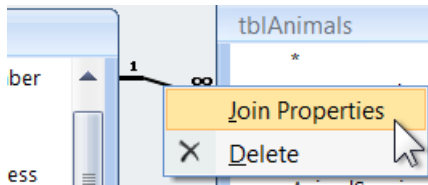


Joins

Inner Joins

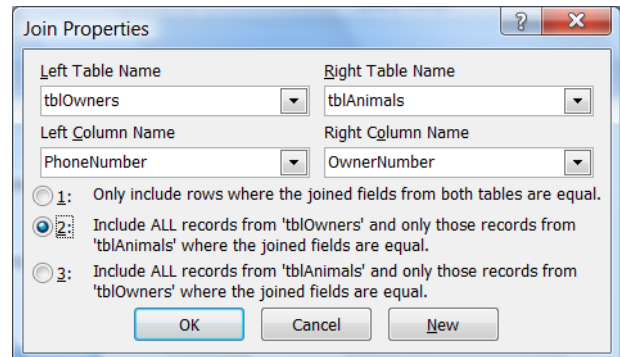
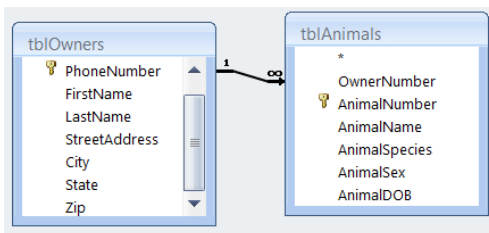
An Inner Join displays only the records from table one that have matching records in table two.

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:	PhoneNumber	LastName	FirstName
Table:	tblOwners	tblOwners	tblOwners
Sort:			
Show:	<input checked="" type="checkbox"/>	Ascending	<input checked="" type="checkbox"/>
Criteria:		Descending	
or:		(not sorted)	

Criteria

Setting criteria allows only the desired records to be displayed.

LastName	AnimalName	AnimalSpecies
tblOwners	tblAnimals	tblAnimals
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
"smith"		"cat"

Query1	FirstName	LastName	AnimalName	AnimalSpecie
	Will	Smith	Carrot	cat
	Alice	Smith	Purr	cat
	Elizabeth	Smith	Shadow	cat
	Katheryn	Smith	Pookie	cat
	Cheryl	Smith	Shadow	cat
	*			

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

OR

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

Field:	FirstName	LastName	AnimalName	AnimalSpecies
Table:	tblOwners	tblOwners	tblAnimals	tblAnimals
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		"smith"		
or:				"cat"

me	LastName	AnimalName	AnimalSpecie
	Silverstein	Silver	cat
	Silverstein	Pookie	cat
	Smith	Pookie	cat
	Smith	Purr	cat
	Smith	Silver	Dog
	Smith	Silver	Dog
	Smith	Carrot	cat
	Smith	Shadow	cat
	Smith	Shadow	cat
	Straight	Pookie	cat
	Tazwell	Pookie	cat
	Turlington	Pookie	cat

And

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

LastName	AnimalName	AnimalSpecies
tblOwners	tblAnimals	tblAnimals
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
"smith"		"cat"

Query1	FirstName	LastName	AnimalName	AnimalSpecie
	Will	Smith	Carrot	cat
	Alice	Smith	Purr	cat
	Elizabeth	Smith	Shadow	cat
	Katheryn	Smith	Pookie	cat
	Cheryl	Smith	Shadow	cat
*				

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.

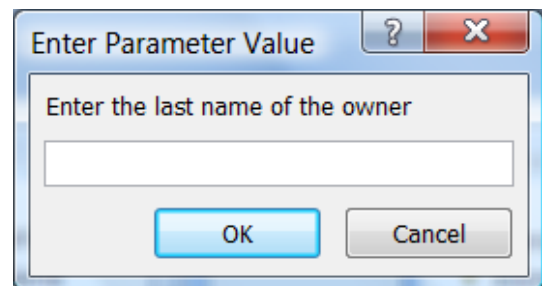
Example:

Entered into the criteria field

[Enter the last name of the owner]

Field:	FirstName	LastName
Table:	tblOwners	tblOwners
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		[Enter the last name of the owner]
or:		

User would see the following display:



Date Ranges

To pull a specific date range, key in:

Between *start date* and *end date*

Field:	AnimalDOB
Table:	tblAnimals
Sort:	
Show:	<input checked="" type="checkbox"/>
Criteria:	Between #2/1/2006# And #6/30/2006#

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