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**INTERMEDIATE
ACCESS**

TEACHUCOMP, INC.

...it's all about you

INTERMEDIATE ACCESS

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INTRODUCTION AND OVERVIEW

Welcome to TeachUcomp, Inc.'s Intermediate Access course. This class continues build on the base knowledge gained within the Introductory Access course. This class is designed to give the student that possesses a basic knowledge of this program an enhanced skills base in Access. This class introduces and explains advanced query types, forms, and reports to students who are already familiar with creating and using tables and queries in Access.

Access is an excellent program to learn, as the skills that you learn within Access can save valuable time and money for organizations by automating, organizing and structuring their data processing capabilities.

Access is a multi-featured database program in which one creates powerful relational desktop databases or web-based apps that store and manipulate data. It is a very useful program and has many features that can automate and simplify job tasks. Whether you want it to create charts, reports, data entry forms, or data sources; Access can assist you in accomplishing these tasks quickly and easily.

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CHAPTER 9-

ADVANCED QUERY TYPES

9.1- MAKE TABLE QUERIES

9.2- UPDATE QUERIES

9.3- APPEND QUERIES

9.4- DELETE QUERIES

9.5- CROSSTAB QUERIES

9.6- THE FIND DUPLICATES QUERY

9.7- THE FIND UNMATCHED QUERY

Sample- for evaluation purposes only!

ADVANCED QUERY TYPES

9.1- Make Table Queries:

Have you ever run a query and wished that you could save the result set of the query as a permanent table? In Access, that is exactly what the “Make Table” queries do. A “Make Table” query creates a new table as the output of a query, instead of simply displaying a query result set. This new permanent table can be useful in a variety of ways: you could use it as a basis for other queries, it could serve to backup important data; or it could show selected information from multiple underlying tables in a single table which you could then export to Microsoft Excel for spreadsheet-style analysis. Since the basis of the make table query is a standard “select” query-type, you can restrict the columns and rows contained in the new table by selecting only the fields you wish to view and applying query criteria.

The fields that comprise the new table created from the make table query’s result set retain the data type and field size properties that were assigned to the original fields. However, other properties that you may have set for the base table’s fields will not be inherited by the new fields. So, you may need to re-enter validation rules and other properties in the new table, if needed.

To create a make table query, first create a standard query in design view. Select only the fields that you want to include in your new table and use criteria to restrict the rows selected, if needed. Then click the “Make Table” button in the “Query Type” group of the “Design” tab in the “Query Tools” contextual tab in the Ribbon to change the query type.

In the “Make Table” dialog box that appears, type a name for the new table that will be created when you run the query. You can also select whether to place the new table into the current database or into another database by selecting the desired option button. If you select the “Another Database:” option, then click the “Browse...” button and use the dialog box that appears to select the database file into which you want to place the new table. When you have selected where to place the new table, click “OK” in the “Make Table” dialog box.

Once you are ready, you can run the query to create a new table. When you run a “Make Table” query that was based on a “select” query, Access will delete the “select” query. So be sure to save a copy before running the “Make Table” query. A dialog box will remind you of this if you forget.

Next, you will see a dialog box appear that confirms how many rows you are about to paste into a new table. Click the “Yes” button in the dialog box to paste the selected rows and fields into a new table.

9.2- Update Queries:

If you want to make large-scale updates to the data in your Access tables based on a specified criteria, you can create “Update” queries to update selected field values based on whether or not the record matches a specified criteria. For example, if you needed to update area codes in a phone number field based on whether or not the phone number contained a specified exchange, you could accomplish that with an update query.

Unlike the “select” queries that we have created so far, when creating update queries all that you need to enter into the QBE grid are the actual fields you wish to update and the fields that are needed for criteria purposes.

If you do not want to update *all* of the records in the selected table when you run an update query, then you **must** specify criteria by which to update the records. That way, when you run the update query you will apply the specified updates to only those selected records that match the given criteria.

To create an update query, first create a new query in design view. Then click the “Update” button in the “Query Type” group of the “Design” tab in the “Query Tools” contextual tab. When you do this, the layout of the QBE grid will change slightly. You will now see a new row appear in the QBE grid named “Update To:.” You then add only the fields from the selected table that you need to update and any fields needed for

ADVANCED QUERY TYPES

9.2- Update Queries- (Cont'd.):

criteria purposes, and place them into the QBE grid. After that, enter the value to which you want to update the desired field into the “Update to:” row of the QBE grid under the field which you wish to update.

Next, apply the criteria by which you want to select the records to be updated into the other field or fields, as needed. You can then run the query to begin the update.

When you run the query, you will see a dialog box appear that tells you how many rows you are about to update. If this number is correct, click “Yes” to continue to update the selected records. If this looks incorrect, you can click “No” to abandon the update and double-check your criteria. Be extremely careful when you make an update to your tables, as they can only be reversed by another “update” query or by hand. You cannot “undo” the effects of an update query after it has been run.

9.3- Append Queries:

You can use append queries as a way of “copying and pasting” records from one table to another table based on whether or not the records match a specified criteria. You can only append data from table fields to other table fields that share the same (or a compatible) “data type.” So, for example, you may append a “number” field into another “number” field. However, you cannot append a “number” field into a “text” field. The more similar the two fields are, the easier it will be for you to append the data.

If the fields have the same field name, the data is automatically selected to be appended into the field with the same name in the destination table. However, as long as the fields have common “Field Sizes,” so you don’t lose appended data, and share the same data types, you can easily specify to which fields the copied data will be appended, even if they don’t share a common name. You can specify into which fields in the destination table the fields from which you are appending will be placed when you create the append query in design view.

To append only selected records from the original table into the destination table, you must use selection criteria in the appropriate fields of the QBE grid when you are creating this query. That way, only the records that meet the specified criteria will be appended to the destination table.

To create an append query, first create a query in design view. Then click the “Append” button in the “Query Type” group of the “Design” tab in the “Query Tools” contextual tab in the Ribbon. Doing this will launch the “Append” dialog box where you can select the name of the table into which you want to append the data from the “Table Name:” drop-down. You can also select whether to append the new data into a table in the current database or another database by selecting the desired option button. If you select the “Another Database:” option, click the “Browse...” button and use the dialog box that appears to select the database file which contains the table into which you will append the data. When you have selected the table into which to append the data, click “OK” in the “Append” dialog box.

You can then add the fields into the QBE grid that you wish to append into the table that you just selected. Next, click into the “Append to:” row in the QBE grid and select the field in the destination table into which you wish to append the selected field’s data from the drop-down menu of available field choices. In the “Criteria:” row, enter the criteria by which you wish to filter the records which are appended.

After you have selected the fields to append and into which fields they should be appended, you can run the query to append the data. You will see a dialog box appear, telling you how many rows you are about to append. If this is correct, click “Yes” to continue to append the selected records. If this looks incorrect, you can click “No” to abandon the appending and double-check your criteria.

ADVANCED QUERY TYPES

9.4- Delete Queries:

You can use a delete query to delete records in a table based on specified criteria. Deleting unnecessary records will speed up the performance of queries, reduce redundancies, and make for more smoothly operating databases.

When you run a delete query, you are deleting records that match a specified criteria. You do not delete field information only, you actually erase the entire record from the table. In order to not delete *all* of the records in your table, you must carefully select which records to delete by using query criteria.

To create a delete query, start by creating a query in query design view. Then add the table that contains the records to delete into the query design view. Next, click the “Delete” button in the “Query Type” group of the “Design” tab in the “Query Tools” contextual tab in the Ribbon.

Next, add the fields to the QBE grid that you need to use for criteria purposes and place the criteria by which you wish to select the records to delete into the “Criteria:” row. You can then run the query. You will see a dialog box appear, telling you how many rows you are about to delete from the selected table. If this is correct, click “Yes” to continue. If this looks incorrect, you can click “No” to abandon the record deletion and double-check your criteria.

9.5- Crosstab Queries:

You can create crosstab queries to answer questions about how field data within a single table relates to each other. Crosstab queries display one table field down the left side of the result table, and another table field across the top of the table. In the intersecting cells, you will see data about how the two fields are related via a third field. For example, if you had a table that showed the salesperson, the products sold, and the number of each sold, you could create a crosstab query that sums the total amounts sold of each product for each salesperson.

When you create a crosstab query, it is important to remember that the crosstab must be created from a single table or query. Many times, these types of queries are based on other queries that you may have created, as a single base table in your relational database rarely has the necessary data for meaningful crosstab analysis. Crosstab queries display their answers in a spreadsheet-like format and, as such, the result set of a crosstab query is not updateable.

Access gives you the “Crosstab Query Wizard” to assist you in creating crosstab queries. You can run this wizard by clicking the “Query Wizard” button in the “Queries” group on the “Create” tab in the Ribbon. In the “New Query” dialog box that appears, select the “Crosstab Query Wizard” and then click “OK.”

In the “Crosstab Query Wizard,” the first screen prompts you to select the table or query that will serve as the basis of the crosstab query. You can select the desired table or query in this screen, and then click the “Next >” button to continue. The second screen will prompt you to select up to three fields that you want to display as the row headings at the left side of the crosstab query’s result set. Move the desired fields from the “Available Fields:” list to the “Selected Fields:” list using the “>” button. Then click “Next >” to continue. The next screen asks you to select which field you want for the column headings at the top of the crosstab result set. Select the desired field and click “Next >” to continue. On the next screen, you select what number you want shown in the intersecting cells of the column and row headings. In the “Fields:” list, select the desired field to calculate and then select which function to perform on that field from the “Functions:” list. If you wish to show a row summary, you can check the “Yes, include row sums” checkbox. Then click “Next >” to continue. In the last screen you can type a name for the crosstab into the field provided, and then click “Finish” to view the result set of the crosstab query.

ADVANCED QUERY TYPES

9.6- The Find Duplicates Query:

You can use the “Find Duplicates” query to find duplicate records within a table. To create a find duplicates query, click the “Query Wizard” button in the “Queries” group on the “Create” tab in the Ribbon. In the “New Query” dialog box, select the “Find Duplicates Query Wizard” and then click “OK.”

The first screen of the “Find Duplicates Query Wizard” allows you to select the table within which you wish to find duplicate records. Make your selection and then click “Next >” to continue. In the second screen, you select by which fields you wish to examine the records to look for duplicates. You click on the fields within which you wish to look for duplicate information in the “Available fields:” list, and then click the “>” button to move them into the “Duplicate-value fields:” list. You cannot have more than 10 fields listed in the “Duplicate-value fields:” list. When you have added the necessary fields, click “Next >” to continue. In the third screen you can select any other additional fields you would like to display in addition to the ones within which you will be searching for duplicate values. You can click on the names of the fields you wish to view in the “Available fields:” list, and click the “>” button to move them into the “Additional query fields:” list. Then click “Next >” to continue to the last screen. In the last screen, you can type a name for the query into the text box available, and then click “Finish” to view the duplicates in a query result set.

Note that this is not the recommended process for removing duplicate records from a table. This query simply informs you of which records are duplicated in the selected table. While it is possible to delete the displayed records from the find duplicates query result set, you can also remove duplicates using the function of the primary key in a table.

If you want to remove duplicates from a table in Access, you can right-click on the table from which you wish to remove duplicates in the Navigation Pane, and then choose “Copy” from the pop-up menu that appears. Then right-click into the table list in the Navigation Pane, and choose “Paste” from the pop-up menu that appears. Doing that will cause the “Paste Table As” dialog box to appear. In this dialog box, type in a name of the copy of the table that you are about to make and select the “Structure Only” option in the “Paste Options” section of the dialog box. Then click “OK.”

Next, open the copy of the table structure that you made in table design view. If there are any primary key field assignments made, remove them by selecting the field or fields by which the primary key is assigned, and then clicking the “Primary Key” button in the “Tools” group on the “Design” tab of the “Table Tools” contextual tab in the Ribbon. Then select the combination of fields by which you wish to determine if there are duplicates in the original table, and click the “Primary Key” button again to assign the unique combination of values produced by the selected fields as the new “Primary Key.” Remember that the purpose of a primary key is to eliminate duplicate values within a table. So, once that is done, click the “Save” button in the Quick Access toolbar to save the structural changes you made.

At that point, create an “Append Query” to append the records from the original table that contains the duplicate records into the new table structure. When you run the append query, any records which contain a combined duplicate value in the primary key fields will not be appended into the copy of the table. You should see an error message that says that a certain number of rows were not appended due to table key violations. Those are the duplicate records, so you may append the records that were not removed into the copy that you created. Then the copy of the original table should contain duplicate-free records.

ADVANCED QUERY TYPES

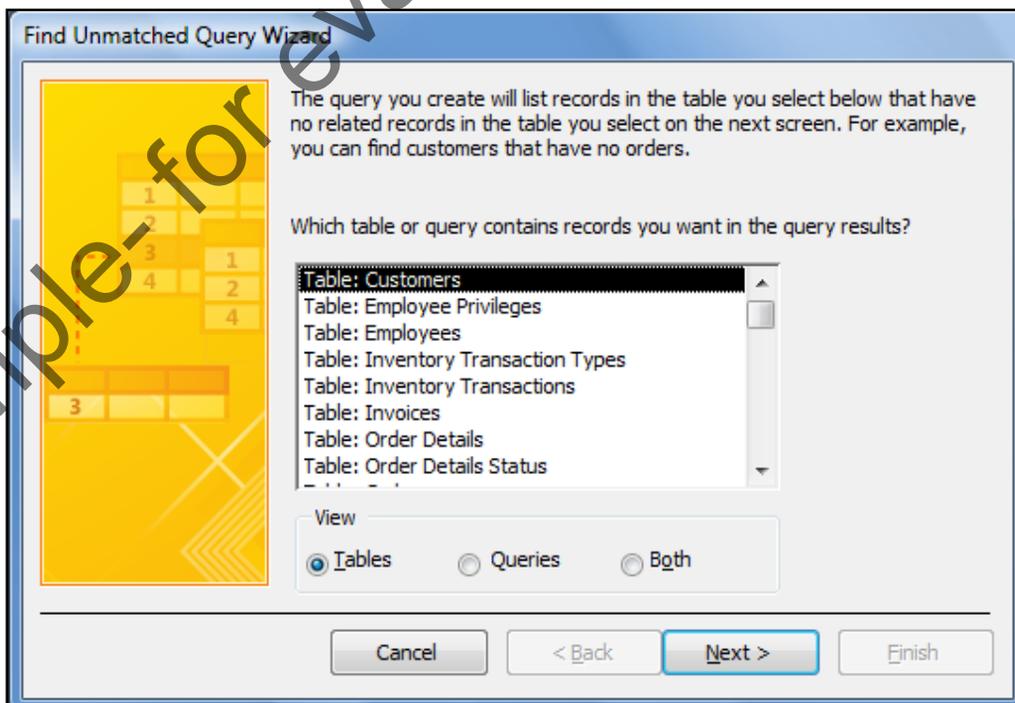
9.7- The Find Unmatched Query:

In a relational database, you aren't supposed to have records in a "child," or related, table which have no reference to a related record in a "parent" table. For example, in a "Sales" table that contains a "CustomerID" field, any reference placed into the "CustomerID" field should correspond to a valid "CustomerID" in the "Customers" table.

However, this isn't always the case. If properly constructed from the beginning, enforcing referential integrity on your Access tables will ensure that you do not have unmatched records. But if you are creating a new Access database from data that was not stored in a relational database that had referential integrity checks, then you may have unmatched field references within your tables. Using the "Find Unmatched" query finds such records in a "child" table field that do not contain any valid reference to a record in the parent table. Such records are said to be "orphaned." You can then re-create the necessary reference in the records shown, maintaining data validity.

To create a find unmatched query, click the "Query Wizard" button in the "Queries" group on the "Create" tab in the Ribbon. Select the "Find Unmatched Query Wizard" in the "New Query" dialog box, and click "OK" to launch the "Find Unmatched Query Wizard."

In the first screen, select the name of the table or query that may contain unmatched, or "orphaned" records. Then click "Next >" to continue to screen two. In the second screen, select the name of the "parent" table that contains the records that should contain the matching values for the records in the first table selected. Then click "Next >" to continue. In the third screen, you must select the names of the two fields in each table by which the two tables should be joined. Then click the "<=>" button to link the two fields for the duration of the query to find unmatched records. Then click "Next >" to continue to the next screen. Here, you can select any additional fields you wish to display in the query results from the "Available fields:" list, and click the ">" button to move them into the "Selected fields:" list. Then click "Next >" to continue to the last screen where you can type a name for the query into the text box provided. Click "Finish" to then display the records from the first table that contain no matching records in the second table.



ACTIONS-

ADVANCED QUERY TYPES

CREATING A MAKE-TABLE QUERY:

1. Open the database.
2. Click the “Query Design” button in the “Queries” group on the “Create” tab in the Ribbon.
3. Select the desired tables or queries to add from the “Show Table” dialog box.
4. Click “Add” to add the selected tables or queries to the new query.
5. Click “Close” in the “Show Table” dialog box, when finished.
6. Add the fields that you need into the QBE grid.
7. Click into the “Criteria” row under the appropriate fields.
8. Enter the desired criteria under the appropriate field(s).
9. Click the “Make Table” button in the “Query Type” group on the “Design” tab in the “Query Tools” contextual tab in the Ribbon to open the “Make Table” dialog box.
10. Type a name for the new table that will be created into the “Table Name:” text box.
11. Click “OK.”
12. Run the query when you are ready.
13. Select “Yes” at the prompt to create the new table.

CREATING AN UPDATE QUERY:

1. Open the database.
2. Click the “Query Design” button in the “Queries” group on the “Create” tab in the Ribbon.
3. Select the desired tables or queries to add from the “Show Table” dialog box.
4. Select the desired tables or queries to add to the update query from the “Show Table” dialog box.
5. Click “Add” to add the selected tables or queries to the new query.
6. Click “Close” in the “Show Table” dialog box.
7. Click the “Update” button in the “Query Type” group on the “Design” tab in the “Query Tools” contextual tab in the Ribbon.
8. Add the fields that you want to update as well as any field needed for criteria purposes into the QBE grid.
9. Click into the “Update to:” row under the field(s) that you wish to update.
10. Type in the value or expression (formula) to which you wish to update the field’s value.
11. Add the necessary criteria by which to apply the update into the “Criteria:” row, under the appropriate fields.
12. Run the query.
13. Select “Yes” at the dialog box prompt to update the selected records.

ACTIONS-

ADVANCED QUERY TYPES

CREATING AN APPEND QUERY:

1. Open the database.
 2. Click the “Query Design” button in the “Queries” group on the “Create” tab in the Ribbon.
 3. Select the desired tables or queries to add from the “Show Table” dialog box.
 4. Click “Add” to add the selected table or query.
 5. Click “Close” in the “Show Table” dialog box.
 6. Click the “Append” button in the “Query Type” group on the “Design” tab in the “Query Tools” contextual tab in the Ribbon to open the “Append” dialog box.
 7. Select the name of the table to which you want to append the data from the “Table Name:” drop-down.
 8. Click “OK.”
 9. Place the fields from which you wish to append data into the QBE grid.
 10. Click into the “Append to:” row under any unmatched field if necessary, and select the name of the matching field from the table into which the data will be appended from the drop-down list.
 11. Click into the “Criteria:” row under any fields by which you want to restrict the records that are appended and enter any necessary criteria.
 12. Run the query.
 13. Select “Yes” at the dialog box prompt to append the data into the destination table.
-

CREATING A DELETE QUERY:

1. Open the database.
2. Click the “Query Design” button in the “Queries” group on the “Create” tab in the Ribbon.
3. Select the desired tables or queries to add from the “Show Table” dialog box.
4. Click “Add” to add the selected table or query.
5. Click “Close” in the “Show Table” dialog box.
6. Click the “Delete” button in the “Query Type” group on the “Design” tab in the “Query Tools” contextual tab in the Ribbon.
7. Place the fields necessary for the query criteria into the QBE grid.
8. Click into the “Criteria:” row under the appropriate fields, and enter the necessary criteria.
9. Run the query.
10. Select “Yes” at the prompt.

ACTIONS-

ADVANCED QUERY TYPES

RUNNING THE CROSSTAB QUERY WIZARD:

1. Open the database.
2. Click the "Query Wizard" button in the "Queries" group on the "Create" tab in the Ribbon.
3. Select "Crosstab Query Wizard" in the "New Query" dialog box.
4. Click "OK."
5. Select the desired table or query from which to create the crosstab query.
6. Click the "Next >" button.
7. Select the fields (up to 3) that you want to use to provide values for the row headings (at the left).
8. Click the "Next >" button.
9. Select the field that you would like to provide vales for the column headings (at the top).
10. Click the "Next >" button.
11. Select the field you want to calculate at the intersection of the column and row headings and select the function to perform on that field.
12. Click the "Next >" button.
13. Enter a name for the crosstab query, and click the "Finish" button.

RUNNING THE FIND DUPLICATES QUERY WIZARD:

1. Open the database.
2. Click the "Query Wizard" button in the "Queries" group on the "Create" tab in the Ribbon.
3. Select the "Find Duplicates Query Wizard" in the "New Query" dialog box.
4. Click "OK."
5. Select the name of the desired table or query in which you wish to search for duplicate records.
6. Click the "Next >" button.
7. Select the fields (up to 10) within which you wish to search for duplicate values.
8. Click the "Next >" button.
9. Select any other fields that you want to display in the query result set.
10. Click the "Next >" button.
11. Enter a name for your cross-tab query, and click the "Finish" button.

ACTIONS- ADVANCED QUERY TYPES

RUNNING THE FIND UNMATCHED QUERY WIZARD:

1. Open the database.
2. Click the "Query Wizard" button in the "Queries" group on the "Create" tab in the Ribbon.
3. Select the "Find Unmatched Query Wizard" in the "New Query" dialog box.
4. Click "OK."
5. Select the desired table which contains the field within which you want to search for unmatched records.
6. Click the "Next >" button.
7. Select the related table which contains the field within which you wish to search for values missing from the first table.
8. Click the "Next >" button.
9. Select the field to match from the fields listed in the table at the left side of this screen.
10. Select the matching field from the fields listed in the table at the right side of this screen.
11. Click the "<=>" button to link the two selected fields in the table for the duration of the query.
12. Click the "Next >" button.
13. Select any additional fields that you want to display in the query result set, and click the ">" button to add them to the list of fields at the right side of this tab.
14. Click the "Next >" button.
15. Enter a name for your new query, and click the "Finish" button.

Sample- for evaluation purposes only!

EXERCISES-

ADVANCED QUERY TYPES

Purpose:

1. To be able to create some advanced types of queries.

Exercises:

1. Open your Access application.
2. Open the “test” database you completed from the Exercise at the end of the last chapter in the “Introductory” manual.
3. Click the “Query Wizard” button in the “Queries” group on the “Create” tab in the Ribbon.
4. Select the “Find Duplicates Query Wizard” in the “New Query” dialog box.
5. Click “OK.”
6. Select “Table: Customers,” and click “Next >.”
7. Click “City,” and click the “>” arrow to add it to the “Duplicate-value fields:” list.
8. Click “Next >” to continue.
9. Click “CompanyName,” and click the “>” arrow to add it to the “Additional query fields:” list.
10. Click “Next >” to continue.
11. Click “Finish.”
12. Close the query result set.
13. Close the database.