

# Lesson 5 All about Queries

## Creating Queries

Queries can be set-up to help you to search through a database for specific information, and then saved so they can be run multiple times. Some examples of items that can be searched for include :

*Stores with sales above or below an indicated amount*

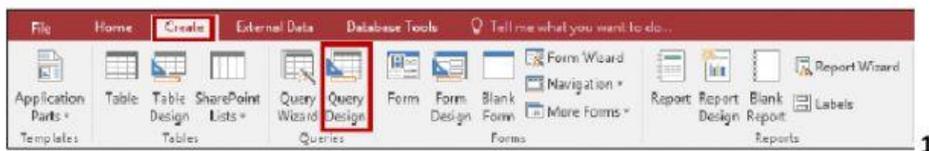
*Students earning an "A" in a specific course*

*People who live in a specific state*

*Employees who have completed a First Aid course.*

The following explains how to create a query to search for stores in the database that had sales above \$700 on the first day of a special sale that was held by the company.

1. From the *Create* tab,click **Query Design. 1**

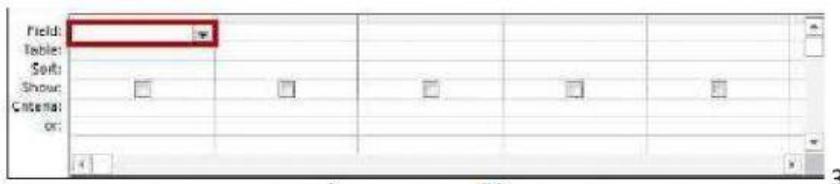


2. The *Query Design* view will appear with the *Show Table* window,displaying a list of tables. Select the table that you want to add and click **Add.2**

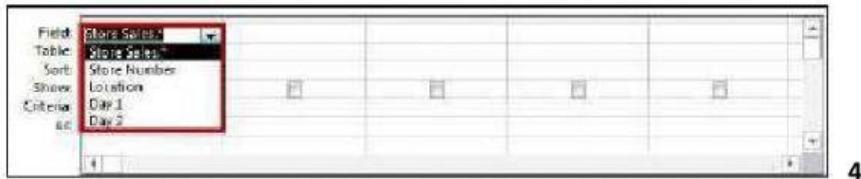


3. Click **Close**.

4. In the *Query Builder* at the bottom of the screen, place your cursor in the **first column** of the **Field dropdown.3**



5. Click the **dropdown** and select the field that you want **included** in the **query.4**



6. Repeat *steps 4-5* for the other *columns*. Until you have all of the fields listed that you want included in this *query. 5*

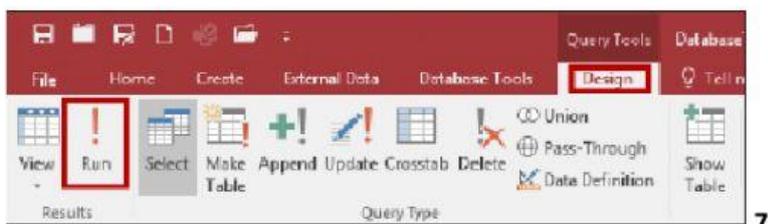


7. In the *Criteria* row, enter what you re search for in the database under the field where you want to perform the search. **6**

- For example, if you wanted to search for stores that had sales \$700 and higher on day 1 you would enter the following in the sort row: **>=700.**



8. From the *Design* tab, click **Run.7**



9. The results of your query will be *displayed, 8*

Store Num	Store Sales	Store Sales	Day 2	Field0	Field1
2	Sandy Spring	\$20,000.00	\$15,000.00	Sandy Spring	\$20,000.00
3	Athens	\$12,000.00	\$18,000.00	Athens	\$12,000.00
4	Kennesaw	\$16,000.00	\$17,000.00	Kennesaw	\$16,000.00
5	Atlanta-Midtown	\$30,000.00	\$25,000.00	Atlanta-Midtown	\$30,000.00
6	Atlanta-Candle	\$24,000.00	\$17,000.00	Atlanta-Candle	\$24,000.00
*	(New)	\$0.00	\$0.00		\$0.00

## Saving your Query.

The following explains how to save the query.

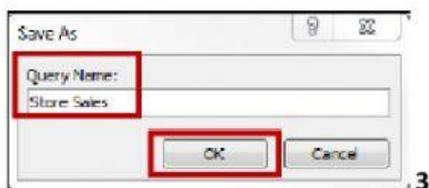
1. Click the **File** tab. **1**



2. The **backstage view** appears, Click **Save**. **2**



3. The **Save As** window appear. Enter a name for the query and click the **OK** button. **3**

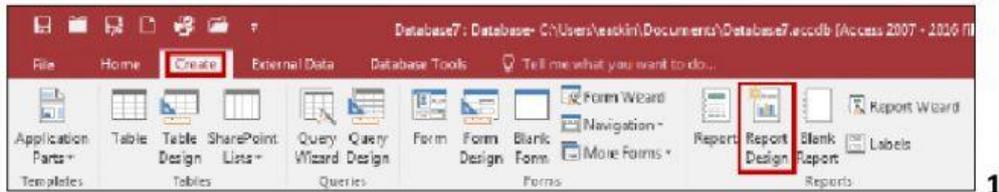


Note: Any data that is entered into the table after the query is saved will be included in the query if it meets the criteria specified.

## Including a Query in a Report.

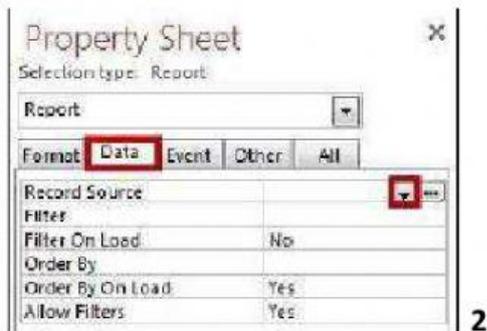
The following explains how to include the results of a query in a report.

1. From the *Create* tab, click **Report Design**. 1



2. From the *Design* tab, click **Property Sheet**.

3. On the *Data* tab of the Property Sheet, click the drop-down arrow for **Record Source**.2



4. A list of *your tables and queries* will display. Select your query from the list.

5. Proceed as normal deigning the report. The data that appears on the report will come from the query that you selected.

## Importing an Excel File into Access

If you already have data stored within an Excel spreadsheet you can import that information into an existing table, or create a new table with the information. The following explains how to import data from an existing Excel spreadsheet and create new table with Access.

1. From the *External Data* tab under the *Import & Link* grouping, click **Excel**. 1

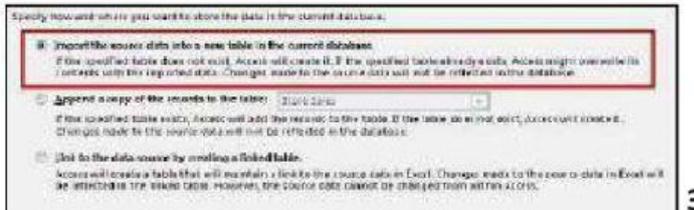


2. The *Import Spreadsheet Wizard* will appear. Click **Browser.2**



3. The *File Explorer* will appear. Select the *Excel* File to import and click **Open**.

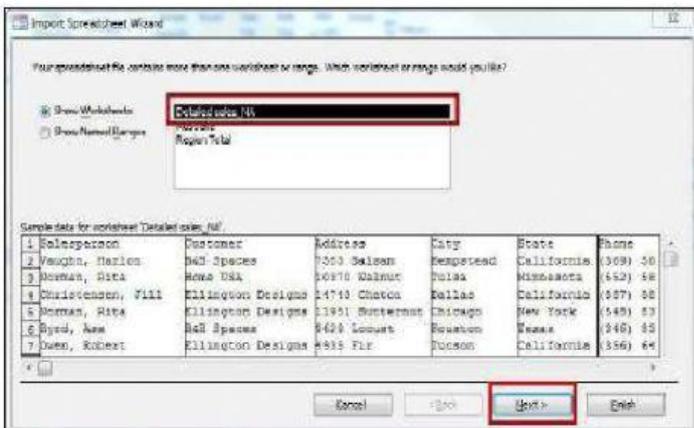
4. Select the **Import** the source data into a new **table** in the current **database** option.3



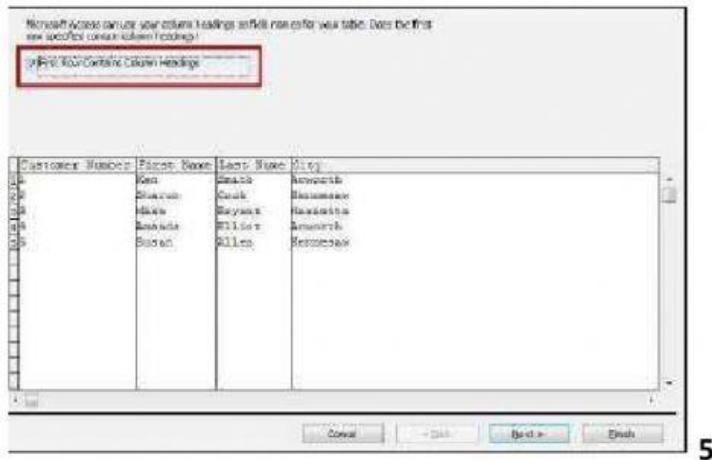
5. Click **OK**.

6. If the *Excel* file contains multiple *spreadsheets*, select the spreadsheet and click **Next.4**

Note: If your Excel file only has one spreadsheet, then skip to step 7.

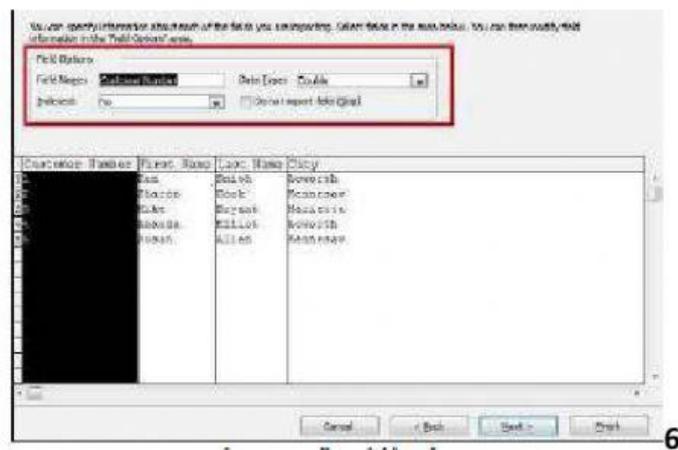


7. The *wizard* will ask you if the first row of your spreadsheet contains column headings. If yes, check the box next to **First Row Contains Column Headings**.5



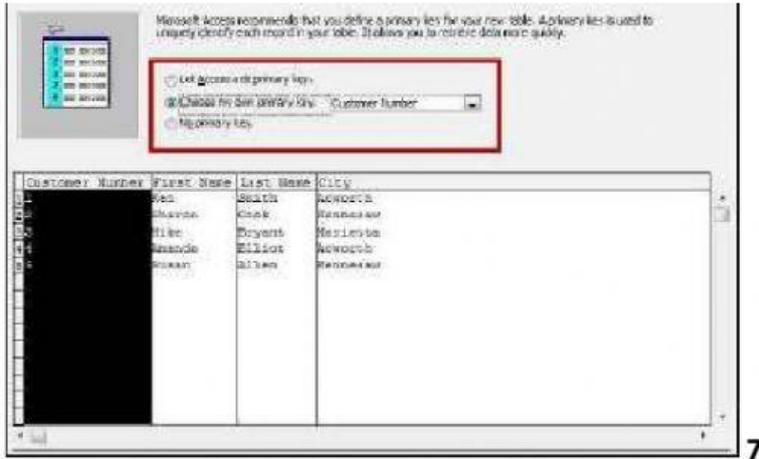
8. Click **Next**.

9. For the next step of the import wizard, you can select the different columns and adjust the **Field Name** and **Data Type** for the database.6



10. When you are finished, click **Next**.

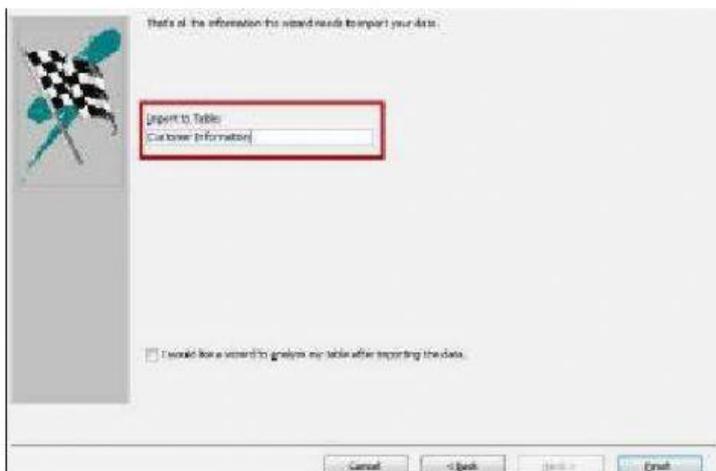
11. Determine if you want *Access* to create a primary key for you. If you want to choose your own *primary* key from data within the spreadsheet, or if you don't want a primary key.



7

12. Click **Next**.

13. The wizard will ask you to enter a name for the new table in the *Import to Table Field*. **8**



8

14. Click **Finish**.

15. The *Save Import Steps* window will appear. Select **Save Import Steps** if you wish to save the import steps. Doing so will allow you to quickly repeat the operation. **9**



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16. Click **Close**

17. The information in *Excel* will be imported into **Access**. At this point, you can create forms, create reports, create queries etc.

Customer N.	First Name	Last Name	City	Click to Add
1	Ken	Smith	Acworth	
2	Sharon	Cook	Kennesaw	
3	Mike	Bryant	Marietta	
4	Amanda	Elliot	Acworth	
5	Susan	Allen	Kennesaw	
+				

10

## Questions

1. Explain how to create a Query?

2. Give the steps on how to include a query on a report.

**3. Give the steps on how to import an Excel file into Access.**