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**

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**

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

3

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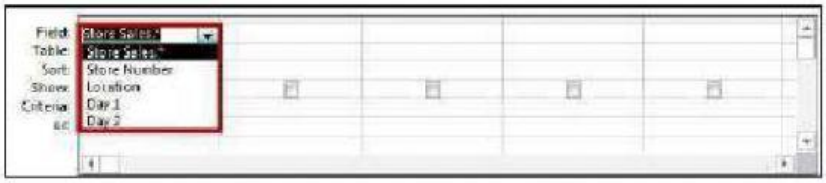
5. Click the **dropdown** and select the field that you want **included** in the **query**.4



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**

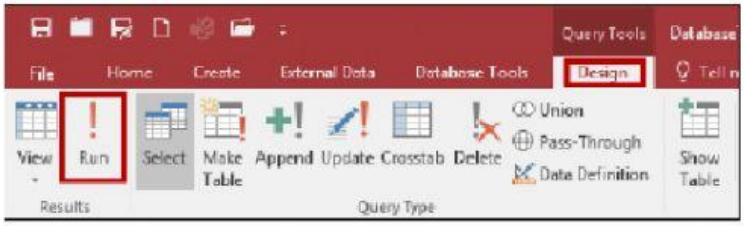
5

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.**

6

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



7

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

Store Numb	Store Sales.I	Store Sales.I	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-Midtov	$30,000.00	$25,000.00	Atlanta-Midtov	$30,000.00
6	Atlanta-Candle	$24,000.00	$17,000.00	Atlanta-Candle	$24,000.00
*	(New)	$0.00	$0.00		$0.00

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Saving your Query.

The following explains how to save the query.

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

1

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

2

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

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**.**

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

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**

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

1

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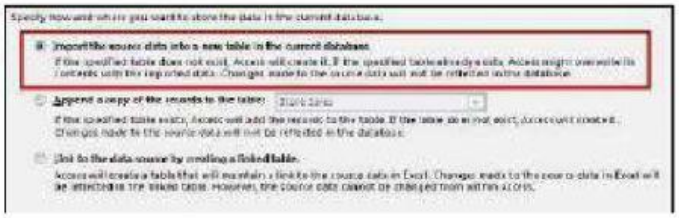
2. The *Import Spreadsheet Wizard* will appear. Click **Browser.2**

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

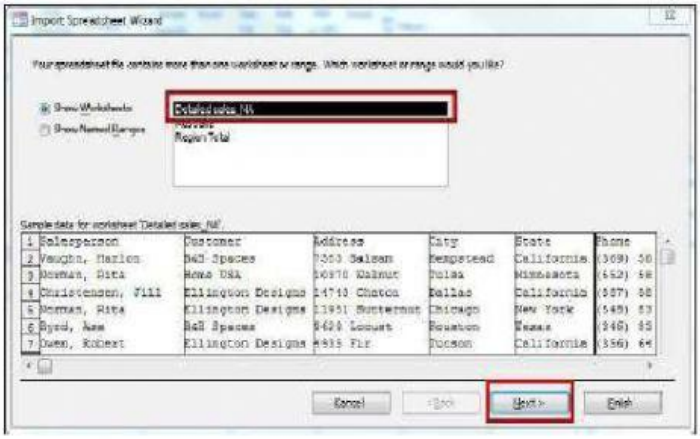


3

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.



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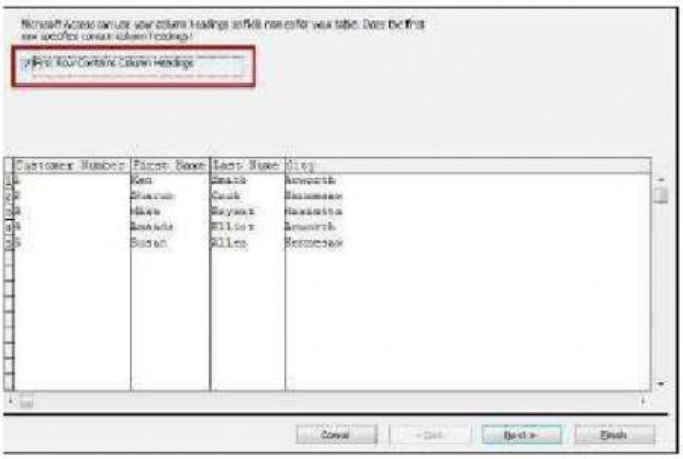
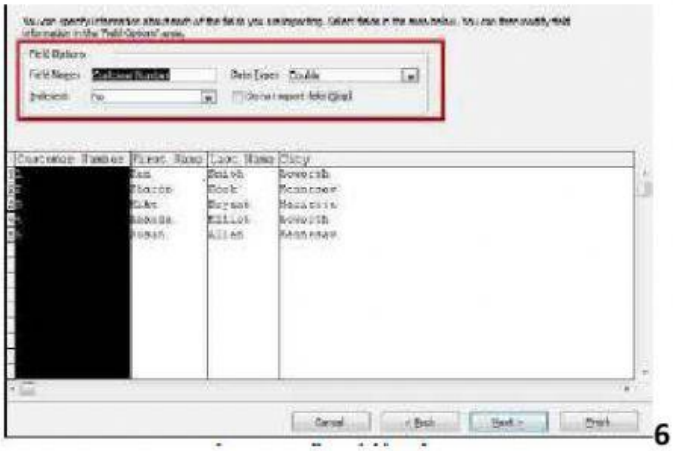
7. The *wizard* will ask you if the first row of your spreadsheet contains column headings. If yes, check the box next to **First Row Contains Column Headings.5**



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



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.

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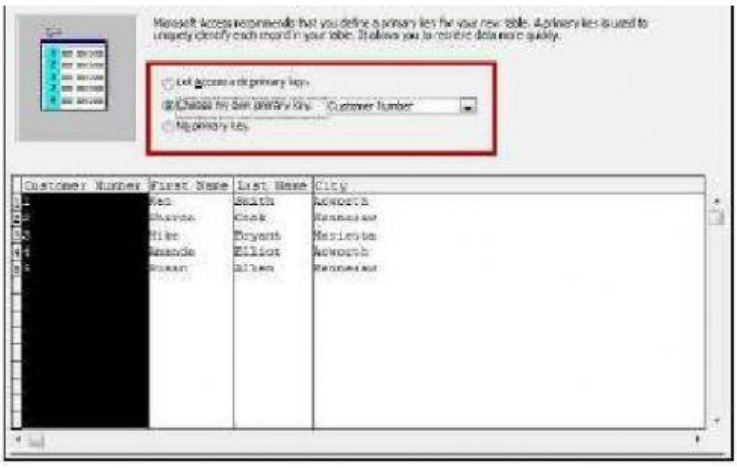

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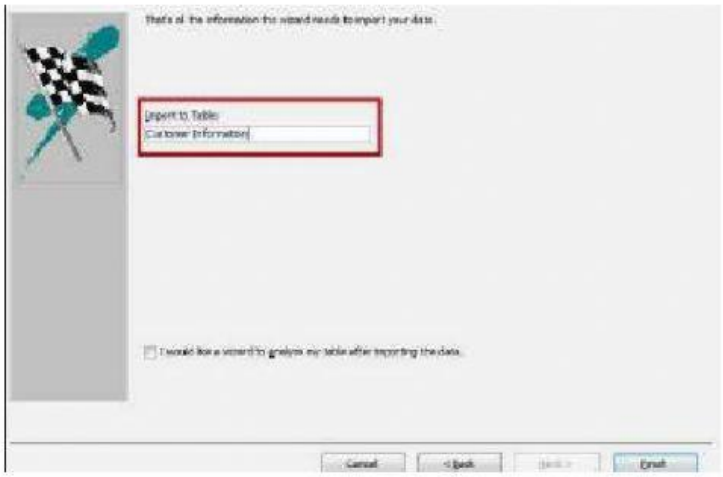
12.Click **Next.**

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



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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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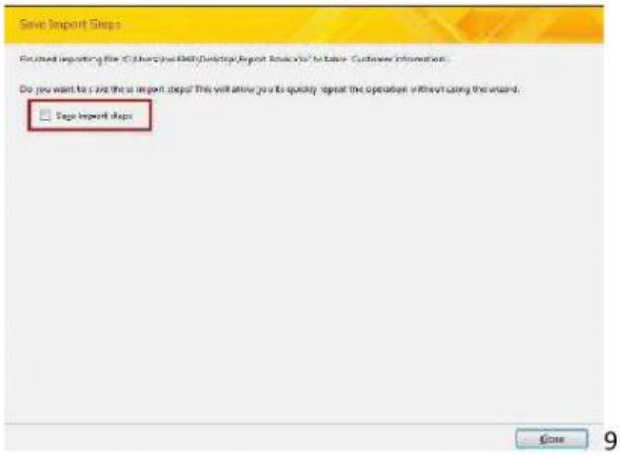

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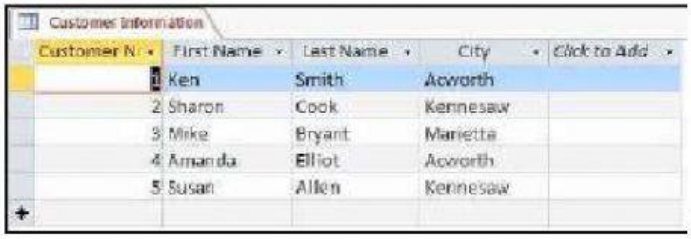
16. Click **Close**

17.The information in *Excel* will be imported into **Access**. At this point,you can create forms,create reports,create queries etc. 10.



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Questions

1. **Explain how to create a Query?**

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

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

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