

Module 5

Queries

Materials Required for Module 5

- r *Microsoft Access Getting Started*
- r *Microsoft Access User's Guide*
- r Address Book database

Module Objectives

Lesson 1 - Creating a Query

Upon completion of this lesson, you will be able to:

- r Create, save, and print a new query.
- r Join tables.

Lesson 2 - Finding the Data You Want

Upon completion of this lesson, you will be able to:

- r Find specific records, create, and apply filters.
- r Save a filter as a query.
- r Correctly use wild cards to exclude specified records from searches.

Lesson 3 - Designing Select Queries

Upon completion of this lesson, you will be able to:

- r Set criteria, sort records, and show totals in a Select query.
 - r Create computed columns in select queries.
 - r Add totals to select queries.
 - r Set query properties.
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Lesson 1

Creating a Query

Reading Assignment

- r *Microsoft Access Getting Started*
Chapter 6: *Creating a Query*

As You Read

- r When you designed the New Record Entry form, you brought related data in your database together so that you could enter and view information about each person and their dependents. What are some other views that you might want to utilize?

Hint: Who, besides Mary, lives in Seattle?

Exercises

- 1) Define the term dynaset.
- 2) When you create and save a query, are the records that make up a dynaset stored in the query?
- 3) When must you enclose a criteria within quotation marks in the QBE grid?
- 4) Can you update the data on the "one" side of a one-to-many join?
- 5) If you set the sort order for more than one field in your query, which field is sorted first: the one you first assigned a sort order, or the one that appears left-most in the QBE grid?

Try This

- 1) Open the NWIND database.
- 2) Start a new query and add the tables Employees and Orders and join them.
- 3) Drag Employee ID and Order ID to the query grid.
- 4) Click on the Totals button. Change Group By to Count for the Order ID column to find the number of Orders each employee made. Run the query to verify the results.
- 5) Now limit the query to only those orders made in 1990. Add Order Date to the QBE grid and enter the criteria "*/*/90". Perform the query again.
- 6) Does your query show the total number of orders made by each employee during 1990? Why or why not?
- 7) Change Group By to Where under [Order Date]. Perform the query again.

Lesson 2

Finding The Data You Want

Reading Assignment

- r *Microsoft Access Getting Started*
Chapter 7: *Finding the Data You Want*

As You Read

- r List two ways you can work in Datasheet View and have the ability to limit the number of records you see?

Exercises

- 1) Which of the following criteria could you use in the Search dialog to find the part numbers E20100, E20146, and E20199?
 - a) E201##
 - b) E201*
 - c) both

- 2) What search criteria would you use to find both E20199a and E201995 but exclude E2019ab?

- 3) What criteria would you use to find E201995, E201992, and E201998 but exclude E20199a?

- 4) If you are searching for a customer located in Vancouver, BC could you use the Find command, design a filter, or both?

- 5) What if you wished to exclude customers in Vancouver, WA and see only those in BC?

Try This

- 1) Open the NWIND database and then the Order Review form. (Why might this form take longer than some others to open?)

- 2) Choose Edit Filter/Sort from the Records menu or check the new filter button.

- 3) Add the field Order Date to the grid.

- 4) How many records are in the dynaset if you place the following criteria on the Order Date column and choose apply the filter:
 - */*/90 _____ ?
 - ##/##/90 _____ ?
 - ??/??/90 _____ ?

Exercises

Try This

- 1) Open the NWIND database and then the Products table. Select the Product Name column.
- 2) Choose Find from the Edit menu.
- 3) Enter "Ch???" in the Find What box and press Find First. What Product Name is found?
- 4) Enter "Ch??" in the Find What box and press Find First. What Product Name is found?
- 5) What criteria would you use to select both "Chai" and "Chang"?

Points to Ponder

How do you save a filter if you wish to reuse the criteria later?

Lesson 3

Designing Select Queries

Reading Assignment

- r *Microsoft Access User's Guide*
Chapter 6: *Designing Select Queries*

As You Read

- r When you add fields and criteria to the QBE grid, Microsoft Access maintains a Structured Query Language statement equivalent to the graphical query you are making. You can view the SQL statement from Design View by choosing SQL from the View menu. The syntax that you

see is a dialect of SQL that is specific to Microsoft Access. You do not need to learn SQL, or the Microsoft Access dialect right now, but you may want to look at the statements created by Microsoft Access whenever you are working with simple queries to become familiar with the syntax.

- r You can modify the SQL statement that Access is maintaining for you. Once you have made changes and closed the SQL window the changes you made will be reflected in the QBE grid.

Exercises

- 1) Is Between 2/7/91 And 10/10/91 equivalent to >2/7/91 and <10/10/91, or >=2/7/91 and <=10/10/91?
- 2) Can you make changes to data in a calculated field in Datasheet View?
- 3) What is an equi-join?
- 4) What other types of joins are there?
- 5) What type of join will display information of all customers in the NWIND database including information on any orders they may have placed?
- 6) How do you specify that a calculation should be performed only on records that meet a specific criteria?
- 7) Can you update a dynaset that contain aggregate functions?

Try This

- 1) Open the NWIND database and create a new query on the Products table.
- 2) Create a calculated field that shows the Unit Price increased 10%.
- 3) Change the name from *Expr1* to *Mark Up* and format it as currency.
- 4) Add a new calculated field which shows the price calculated in the field *Mark Up* plus sales tax of 8.1%? Which of the following is valid?
 - a) Total:[Mark Up]*1.081

b) Total:([Unit Price]*1.10)*1.081

Exercises

Try This

- 1) Open the NWIND database and then the *Sales Totals Query*.
- 2) Note that the CountofOrder ID for Janice Leverling is 166 and her SumofOrder Amount is \$251,190.18.
- 3) Switch to Design View.
- 4) Add another instance of the field Order ID.
- 5) Select WHERE for the Total line, set the criteria to ">10999", and verify that the Show check box is unchecked.
- 6) Switch to Datasheet view.
- 7) Will the Count, Where, and Total expressions be calculated in the order they appear in the QBE grid or does the Where criteria affect all other calculations in the query?

On-Your-Own Lab

Now you are ready to create sophisticated queries on the data in your database. In this lab you will create queries to answer the first three questions that were listed during the Table Design lab:

- 1) Who in your Address Book has a birthday in February?
 - a) Open your Address Book database and start a new query.
 - b) Add the table Main Contact.
 - c) Add the following fields to the QBE grid: Last Name, First Name, and Date of Birth.
 - d) Add a criteria to the Date of Birth column limiting the dynaset to only those with birthday's in February.
 - e) Run the query to verify that your criteria is correct

- 2) How many cats, dogs, and birds does each family have?
 - a) Create a new query and add the tables Main Contact and Pets.
 - b) Add Last Name from Main Contact and Pet Type from Pets.
 - c) Run the query.
 - d) Switch to Design View. By default, Joins in Access are equi-joins. This means your dynaset only contains information about people who have at least one pet. To change this, double-click on the join line. In the Join Property box you have the choice of inner join, or two types of outer joins. To see a list of all people in your Main Contact table plus information about any pets they may have, choose option 2.
 - e) Run the query again.
 - f) Switch to Design view. Now modify the query so that you see a Count of each type of pet. You need to Group By Last Name and Count Pet Type. Run the query.
 - g) You see a count of each type but now you can't see what the type is. Switch back to Design View and add the field Pet Type again. Set the Total to Group By and rerun your query.

- 3) How many musicians are there in your database? (You need to find a cheap band for your

sister's wedding)

- a) Create a query on Main Contact, Hobbies, and Hobby Assignments.
- b) Repeat the steps for the previous query.

The PSS Challenge

Create a One-to-Many relationship between Orders and Order Details and enforce Referential Integrity. Add a new record to the Orders table with the Order ID 99999. Create a new query on Orders and Order Details. Add Order ID from the Orders table and Product ID from the Order Details table. Run the query. Why can you change the Product ID but not the Order ID. Switch back to Design View. Remove Product ID from the QBE grid. Run the Query. What message do you get if you try to change the first Order ID?

Why isn't the new order you just entered in the dynaset? Change the join type so that it will be included and rerun the query.

Why are you allowed to delete Order ID 99999, but not any other Order ID?

Instructor Led Module Review
