Lecture Seven

MICROSOFT OFFICE ACCESS

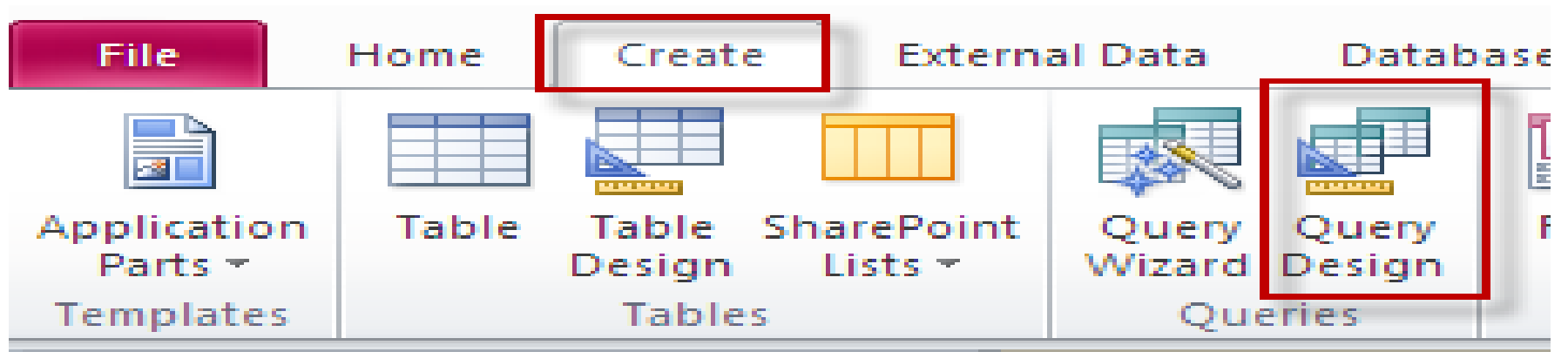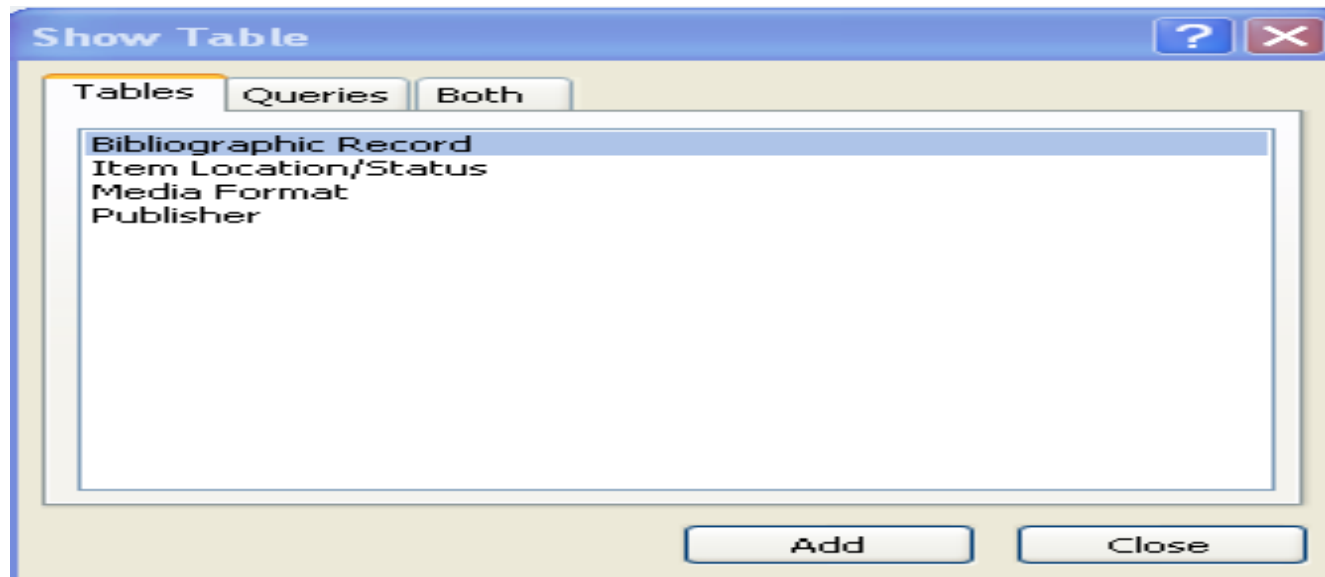## By

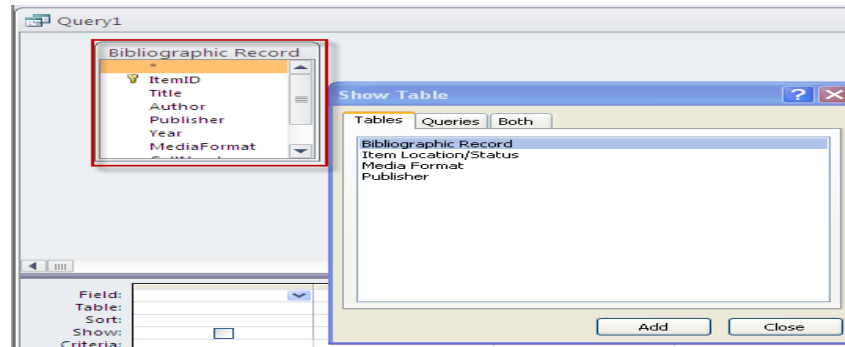## Hadeel .M. Saleh

Second Stage

QUERIES

- To create a query:
- ❖ click on the **Create** tab
- ❖ choose **Query Design**.

The **Show Table** window appears.

- **Click on the Tables, Queries, or Both tab, depending upon what you're basing your query on.**
- **A list of tables and/or queries appears.**
- **Double-click on each query/table from which you'd like to build your query.**

As you double-click on each, a field list for the table or query appears in the upper section of the Query window.

- Close the Show Table window once all tables/queries have been added.
- To choose fields to appear in your query, double-click on each field you want to include from each field list. (**NOTE:** You may need to scroll through the list to see every field listed.)
- As you double-click, field names appear below in the **Field** window, one beside the other, and the tables/queries they come from are listed in the row beneath.
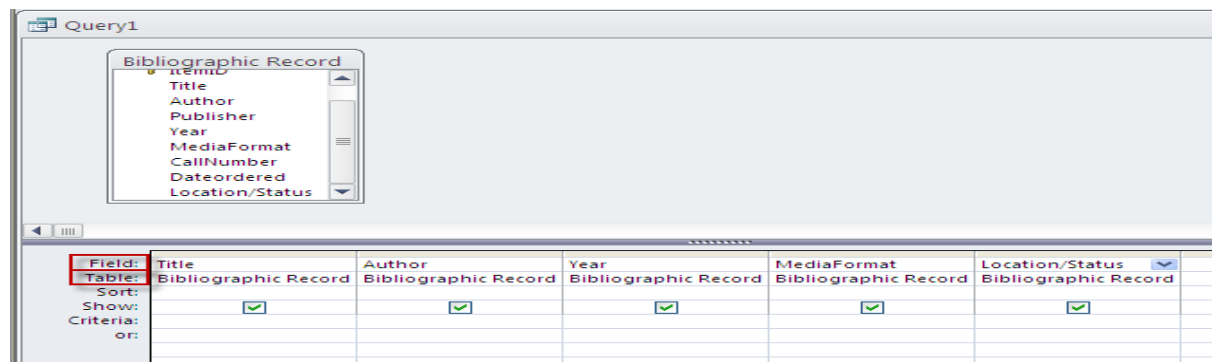
Notice the other options listed in this screen beneath **Field** and **Table**: **Sort, Show,** and **Criteria.**

Sort allows you to sort listings in a field in ascending or descending order.

Show gives you the option to display or hide a particular field on the query datasheet.

Criteria lets you set limits to which data from a field will appear on the query datasheet. For example, you may wish to display only those items whose unit price is less than $10.00. Or, in an employee database, you may only wish to display in a State Residence field those employees who live in Virginia.

NOTE: the Criteria field lets you add additional limits—note the **"or"** row beneath it.

Common syntax used to limit query searches
- To search for a range of values—such as a price range—in a field, use any of the following operators:
  > (greater than), < (less than), >= (greater than or equal to), or <= (less than or equal to).
- To search for all entries in a field which have a particular word or name, type an asterisk followed by the word. (**NOTE:** Access enters it as **Like "*word"**, but you don't have to type it that way.)
- To search for listings that start with a given letter, type the letter, followed by an asterisk

Let's look at the following query:

This is a query based on Himmelfarb Library's audiovisual heart sounds titles. The query is designed to limit results to titles produced prior to 2000.
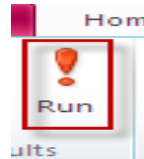
In the **Criteria** row, **<"2000"** was added beneath the year field.

Run the query

- To run the query, press **Run**.

Once the query was run, the following list of titles appeared:

Title	Year	Media Format	Location/Status
The Guide to Heart Sounds: Normal and Abnormal	1988	Audiocassette	AV
Assessing Heart Sounds	1988	VHS Video	Withdrawn
Sounds of the Diseased Heart	1973	Book	Stacks
Heart Sounds and Murmurs: a Practical Guide	1997	Book with Audio CD	Withdrawn
Rapid Interpretation of Heart Sounds and Murmurs	1997	Audiocassette	AV
Physiological Origins of Heart Sounds and Murmurs	1995	CD-ROM	AV-Reserve
Heart Sounds: a Clinical Overview	1993	VHS Video	AV
Understanding Heart Sounds and Murmurs	1993	VHS Video	Withdrawn
R.A.L.E. Educational Program: Heart Sounds	1992	Software	Withdrawn
Understanding Pediatric Heart Sounds	1992	Audiocassette	AV
Normal and Abnormal Heart Sounds	1990	Audiocassette	Withdrawn

- If you need to tinker with the design of your query, click on **Design View.**
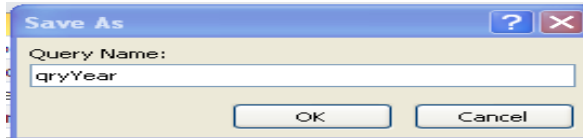

- To run the query again, press
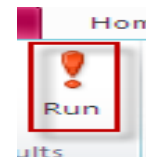
Save your query

- Press **Save** to store your query.
- Enter a name in the **Query Name** window and click OK

Close your query

- Click on the x in the upper right corner of the Query window.

A list of created forms appears under the **Forms** heading on the left side of the screen

To delete a query
- Right mouse click on the table listing and choose **Delete**.
- Click **Yes** to confirm the deletion.

SORTING RECORDS

To sort records in a datasheet in ascending or descending order (either alphabetically or numerically) by a particular field,
- Click on the column selector above the column whose field you wish to sort on.
- Choose the **Sort Ascending** or the **Sort Descending** button in the **Sort & Filter** group.
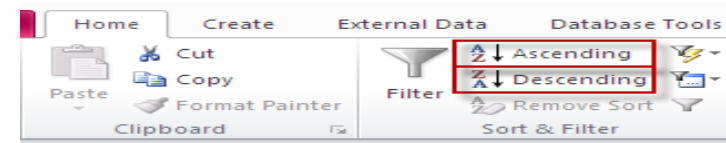
To undo a sort,
- Click on the **Remove Sort** icon.

NOTE: Numbers in fields that have Text set as their Data Type, will not sort in numeric order. To sort these kinds of numbers, you'll need to change the Data Type to Number or Currency in Design view.

You can also limit data to a table or query by filtering records for a selected value. For instance, you might only want to display in an inventory table those items purchased from a particular manufacturer. The easiest filtering method is called **Filter by Selection**.

To filter by selection

- Click directly on the down arrow by a field name and you'll see a list of all entries for that field, with checkboxes beside them.
- Deselect all the entries you want to filter out and click OK.

In the following example, bibliographic records are being filtered so that only titles withdrawn from the library's collection appear.
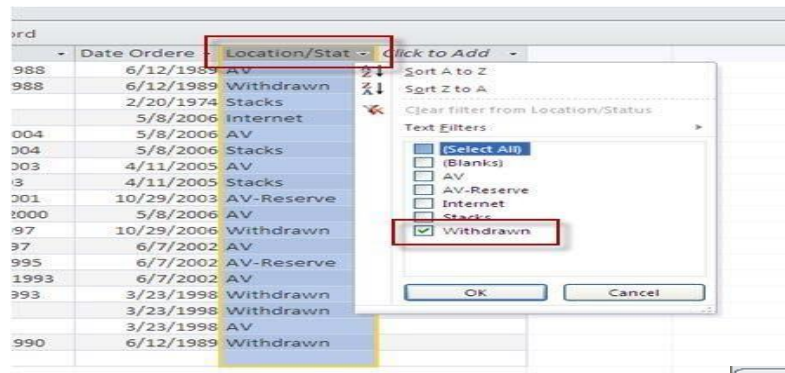
The resulting list has shrunk from 16 entries to 5. See below.

The bottom of the table window indicates that a filter has been applied.

The result resembles that of a query in which records are limited. Filters, however, are temporary. Once you close the table or query, the filter is automatically removed, even if you are prompted to save.

Unfiltered data reappears once you reopen the table or query.

To remove a filter
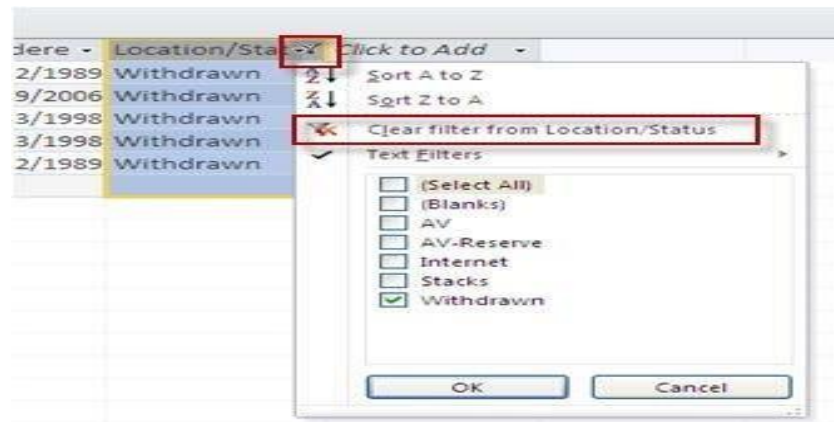
- Click directly on the down arrow beside the field name.
- Select **Clear filter from Location/Status** and press OK.

THANK YOU