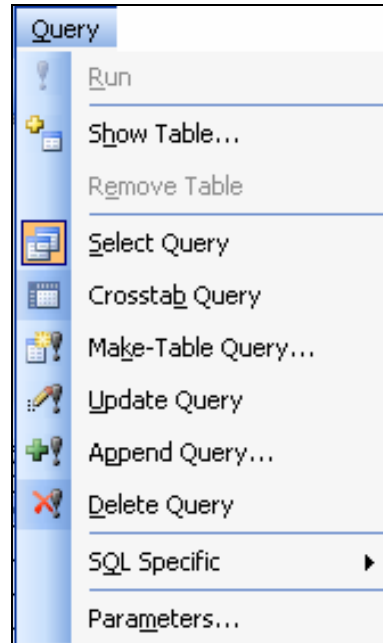
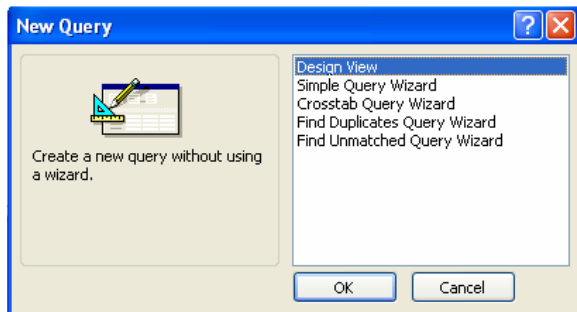


Access 2003: Creating Queries

Queries are used to gather information by asking questions. The question is saved as a query. The answer is NOT saved, because the answer can be different over time. Also it would be wasteful to save the answer in the database. However, the answer can be printed out or sent out when put in a form or report.

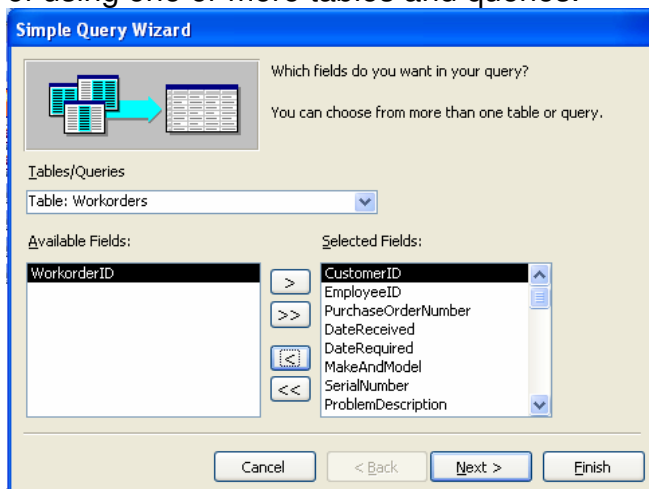
There are many different kinds of queries.



This handout uses the Access Business Template called Service Call Management located at <http://office.microsoft.com/en-us/templates/TC010184671033.aspx?CategoryID=CT011366681033>

Simple Query Wizard

When you are using the **Simple Query Wizard** to perform a query, you have the option of using one or more tables and queries.

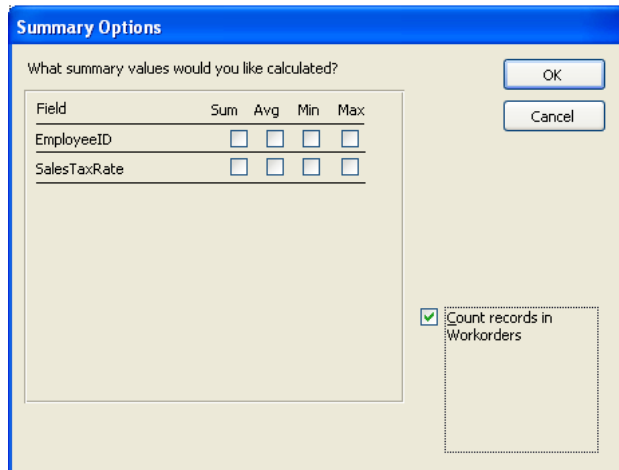
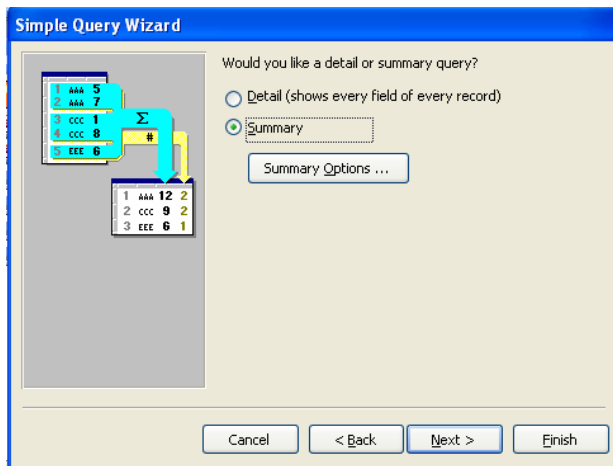


You can choose the table or query in the upper left box and then choose the fields in the lower left box. The wanted fields show up in the right box.

With the directional arrows, > or < sends 1 field in that direction.

Using >> or << sends all the fields in that direction.

You then choose if you want detailed information on each record or summary information. The summary options are **Sum, Average, Minimum, Maximum, and Count records.**

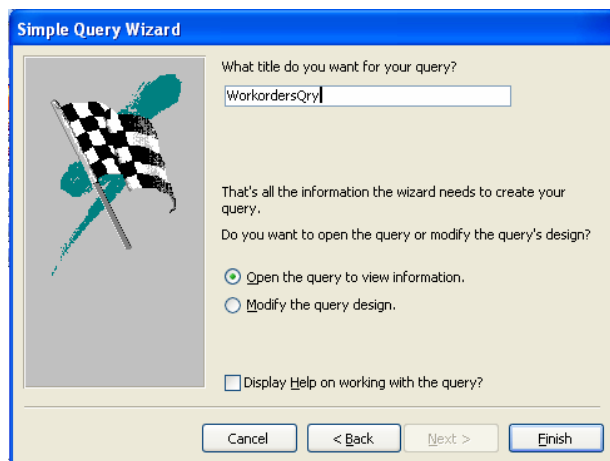
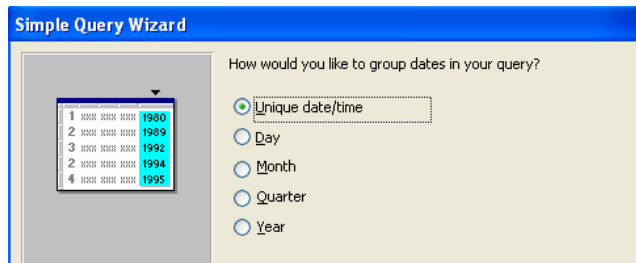


You may be asked other questions.

You are then asked if you want to open the query to view information or modify the query design.

Give your query a name and click on **Finish**.

After you are done viewing or modifying the query, you can close the query window by **clicking on the X**.



Crosstab Query Wizard

You can create a query to produce crosstab tables with calculations. This query converts a table that customarily has rows showing record information and columns showing field information. It becomes a table that uses field information as column headings and row labels. This allows you to evaluate the information in a different fashion.

A simple crosstab query has 3 fields:

- row headings
- column headings
- pertinent data to fill up the table.

The third field is the **Value** field and the data can be summarized by **Sum, Avg, Min, Max, Count, StDev, Var, First, or Last**.

If you want to use more than 1 table, create a query using the 3 fields from the tables. Then choose that query for the **Crosstab Query**.

After selecting **Query>Crosstab Query Wizard**, select the table or query to be used. In this example, choose the **Workorders** table.

Choose up to 3 fields for **Row Heading**.

Choose 1 field for **Column Heading**. You use this to sort the Row Headings. It is better to use the field with the least different records for the column.

In this example, choose CustomerID as your row heading. Choose EmployeeID as the column heading. You will see EmployeeID1, EmployeeID2, etc. up to whatever was listed in the field originally. Choose WorkorderID and Count as the intersection field and function.

Choose if you want a summary at the end of the rows.

Crosstab Query Wizard

What number do you want calculated for each column and row intersection?
For example, you could calculate the sum of the field Order Amount for each employee (column) by country and region (row).

Do you want to summarize each row?
 Yes, include row sums.

Fields:

- WorkorderID
- PurchaseOrderNumber
- DateReceived
- DateRequired
- MakeAndModel
- SerialNumber
- DateFinished
- DatePickedUp
- SalesTaxRate

Functions:

- Avg
- Count
- First
- Last
- Max
- Min
- StDev
- Sum
- Var


Sample:

CustomerID	EmployeeID1	EmployeeID2	EmployeeID3
CustomerID1	Count(WorkorderID)		
CustomerID2			
CustomerID3			
CustomerID4			

Buttons: Cancel, < Back, Next >, Finish

Give your crosstab query a name.

Notice that it has a different symbol in the query list.

 Workorders_CrosstabQry

Workorders_CrosstabQry : Crosstab Query

Customer ID	Total Of WorkorderID	1	2	3	4	5
Wide World Importers	2	1	1			
Coho Vineyard & Winery	3	1	1		1	
Fourth Coffee	2		1	1		
Northwind Traders	1	1				
Alpine Ski House	1					1

Record: 1 of 5

Find Duplicates Query Wizard

Use the **Query Wizard** to create a query which find duplicates in a field within a table or query. For example, this query could be used to discover “same name, different addresses” in a large table of names and addresses. It also could be used to find out which customers live in the same city as other customers.

You will only find duplicate records if there is no primary key set for that field in the records. You will also sometimes find duplicate records if you are importing information from a spreadsheet or a table without a primary key field.

Choose **New>Find Duplicates Query Wizard**.

Choose the **table or query** you want to search. In this example, choose the Customers table.

Choose the **field** where you want to look for duplicates. In this case, choose City.

Choose what additional information you want to know about those duplicate records. In this example, choose the fields shown below.

Do you want the query to show fields in addition to those with duplicate values?

For example, if you chose to look for duplicate City values, you could choose CustomerName and Address here.

Available fields:

- CustomerID
- StateOrProvince
- PostalCode
- Country
- FaxNumber

Additional query fields:

- CompanyName
- ContactFirstName
- ContactLastName
- BillingAddress
- ContactTitle
- PhoneNumber

Buttons: Cancel, < Back, Next >, Finish

Give the query a name without spaces. Finish up the wizard and view your results.

Find_duplicates_CustomersQry

	City	Company Name	Contact First Name	Contact Last Name	Billing Address	Contact Title	Phone Number
▶	Portland	Northwind Trade	Kathie	Flood	89 Chiaroscuro	Sales Manager	(403) 555-0173
	Portland	Fourth Coffee	Belinda	Newman	89 Jefferson Wa	Marketing Mana	(403) 555-0112
*							

Record: 1 of 2

Find Unmatched Query Wizard

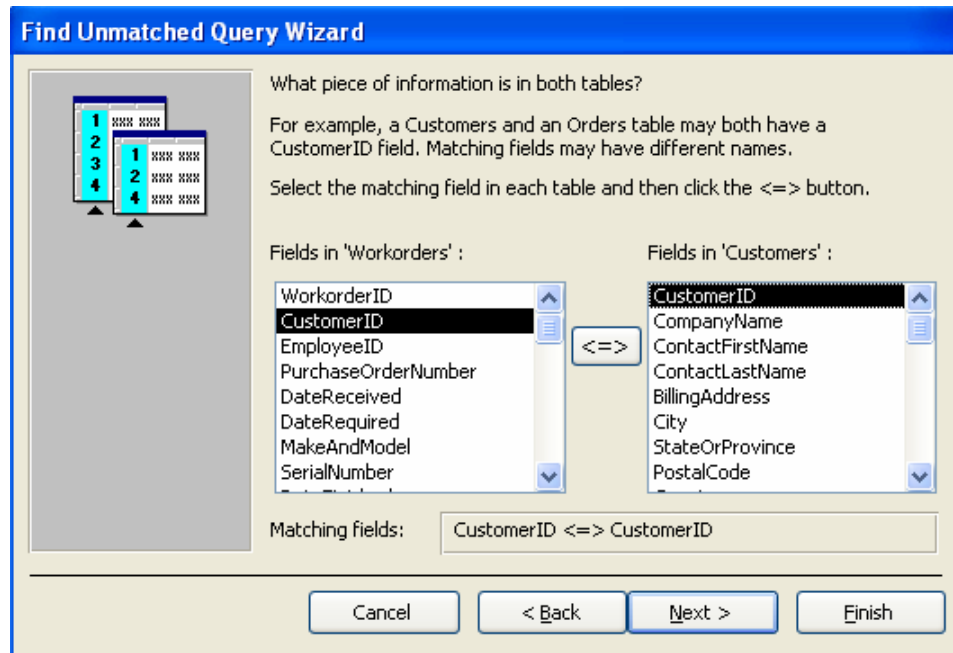
Use the **Query Wizard** to create a query, which finds unmatched items. It searches for records in 1 table that have no matching record in another table. If you had a Workorders Table that mentioned customers, you could find out if any customer was missing from the Customers table.

Choose **New>Find Unmatched Query Wizard**.

First choose the **table that contains the records you have**. In this example, choose Workorders.

Next choose the **table that needs to be checked** for those records. In this example, choose Customers.

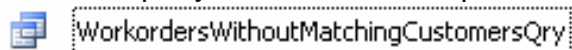
You will next be asked for related fields.



You select a field that matches the other and click on the button in the middle.

You then choose what fields from the first table (Workorders) you want showing in the query. In this example, choose WorkorderID, CustomerID, EmployeeID.

Give the query a name without spaces. Finish up the wizard and view your results.



If it is empty, there are no unmatched records. If there are unmatched records, information needs to be included in the second table (Customers).

To show this example, I changed the Customer:Workorders relationship & unchecked "Enforce Referential Integrity" and deleted Fourth Coffee from the Customers table.

