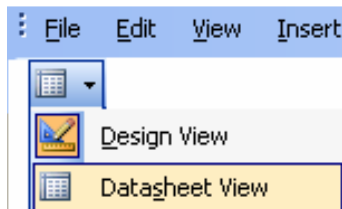
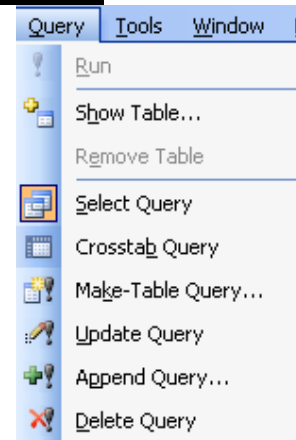


# Access 2003: Action Queries

Four common action queries are Make-table query, Update query, Append query, & Delete query.

They are found in Queries>New>Design View & then listed under the Query command. They have a special symbol and an exclamation point as part of the icon.

Preview the results in Datasheet View before you run an Action query.



## **Make-Table Query**

You can use a make-table query to make a backup table, save the records you will be deleting from a table, select a smaller group of records to move to a separate table, and create a table for export.

You cannot add a calculated field to a make-table query.

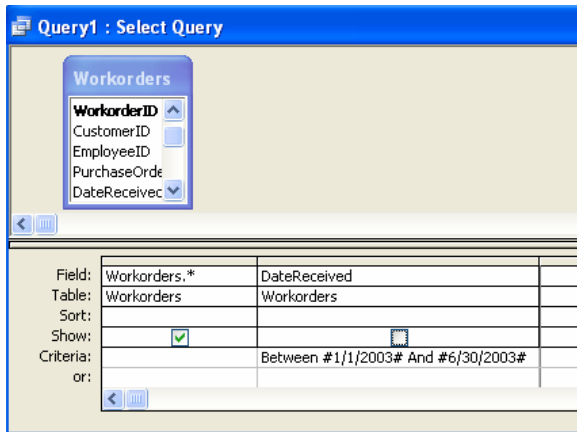
Choose Query>New>Design View. You will see the query-designing window.

Add the table you want to modify.

Add the fields you want included in the query. If you choose the \*, you will get all fields.

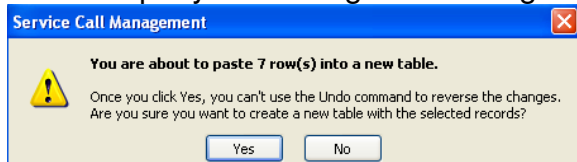
If you want only records in a certain time period, make sure a date field is in the query. In the Criteria row under that date field, type in the period such as "Between 1/1/03 and 6/30/03."

Although you use that field as criteria, clear the Show box if you do not want it in the new table.

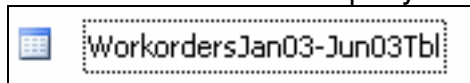


Workorder ID	Customer ID	Employee ID	PO Number	Date Received	Date Required
3	Coho Vineya	Getzinger, T	3	1/11/2003	1/17/2003
4	Coho Vineya	DeSerrano, E	5	1/18/2003	1/20/2003
5	Coho Vineya	Focht, Kelly	6	1/25/2003	1/27/2003
6	Fourth Coffee	Nay, Lorraine	4	1/12/2003	1/14/2003
7	Fourth Coffee	Focht, Kelly	8	2/2/2003	2/4/2003
8	Northwind Tr	DeSerrano, E	7	2/1/2003	2/1/2003
9	Alpine Ski H	Osada, Mich	9	2/6/2003	2/9/2003

Use Query>Make-Table Query. Name the new table and click OK.  
Run the query. You will get a message about the action. Click Yes.



If you want to use the query again, save and name the make-table query.  
This is how the table & query look.



## Update Query

You can use an update query to make changes in more than 1 table at the same time, change many records quickly, update a field in all records (like a price increase), and empty out specific fields.

You can update Memo, Hyperlink, or OLE Object fields.

You can update one table or tables with one-to-one relationships.

You can usually update tables with a one-to-many relationship. It depends on the condition of the joins and the conditions of the records. In the Help files, look at "When can I update data from a query?" for more specific information.

You can use a query to update a field through a calculating field.

Choose Query>New>Design View. You will see the query-designing window.

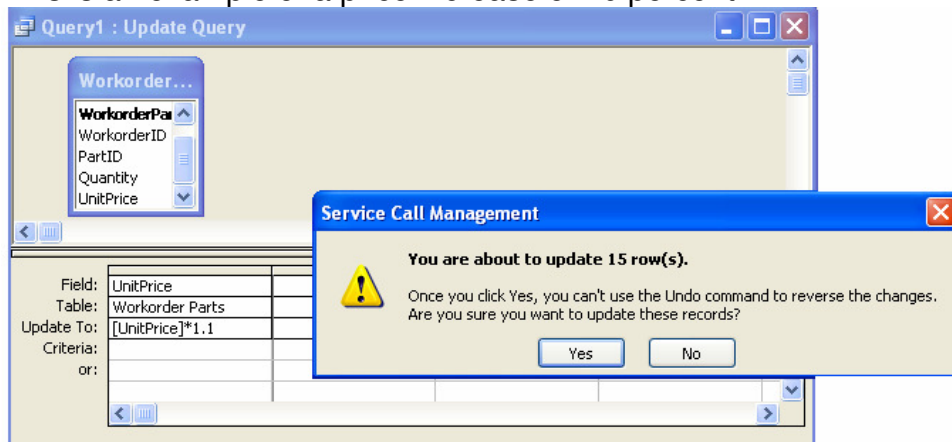
Add the field you want to update.

Use Query>Update Query. Notice that "Update To:" shows up in the criteria area. Fill in the formula to increase the values.

Preview the values.

Run the query. You will get a message about the action. Click Yes.

This is an example of a price increase of 10 percent.



After changing the records, you can save the update query for the next time.



## Append Query

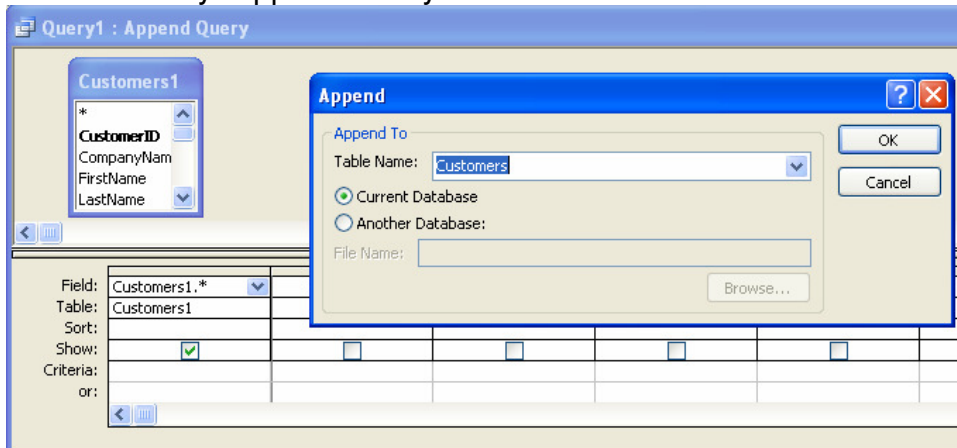
You can use an append query to add records from one or more tables to the end of an existing table. An example would be adding finished records to last year's database. Another example is importing or linking records & appending them to a table.

In this case, the customer records from another database are being added on to the Customers table. Since the customer table from the other database was also called Customers, it was renamed Customers1 when it arrived in the current database.

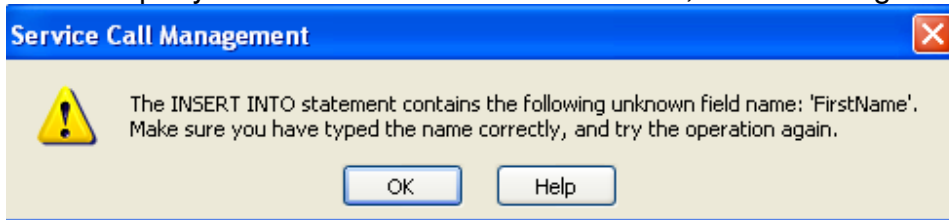
Choose Query>New>Design View. You will see the query-designing window. Add the table that contains the records to be added. In this case, Customers1. Add the fields you want included in the query. If you choose the \*, you will get all fields. However, most of the time this will not work because of the table ID field.

You can also add criteria for the appended records, such as those within a certain date.

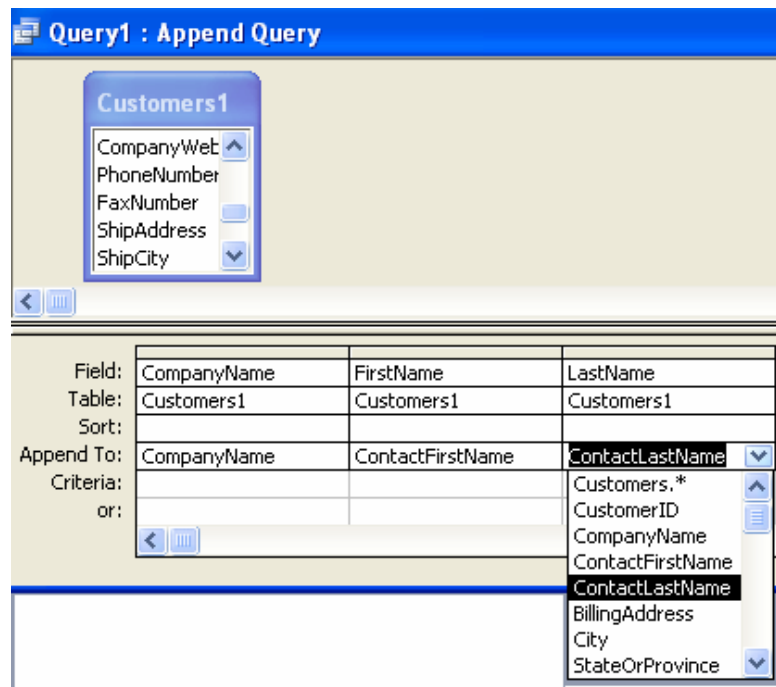
Choose Query>Append Query. Find the table that is the destination of the records.



Run the query. If not all the records are a match, error messages will show up.



Go back to both tables and change the field titles or add fields even if they are blank. Alternatively, in the query, add all fields individually and append each field to the matching field. Or, you may need to do both of these things to get the record information into the required table.



Clicking on the Run button gives you a warning message. If all the records are appended, there will be no further message. If not all the records could be appended, there will be an error message showing the number of records that could not be appended.

Open the other table to see if the records are properly listed.

