

FastCourse

Access 2007: Level 2



Lesson 2: Querying a Database

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Lesson Objectives

- After studying this lesson, you will be able to:
 - ▲ Design a query using multiple tables
 - ▲ Set query criteria
 - ▲ Define a query sort order
 - ▲ Create and format a calculated field
 - ▲ Use functions in query expressions
 - ▲ Create a crosstab query
 - ▲ Create unmatched and duplicates queries

Setting Query Criteria

CustNumber	FirstName	LastName	FirstOrderDate	State
Orders	Customers	Customers	Customers	Customers
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>=25	Like "Alex*"	"smith"	Between #10/17/2006# And #10/17/2007#	T?

Comparison
Operator

Wildcard

Value

Dates

Wildcard

Setting AND and OR Criteria

■ AND Criteria

Field:	LastName	State
Table:	Customers	Customers
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	"Smith"	"RI"
or:		

■ OR Criteria

Field:	LastName	State
Table:	Customers	Customers
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	"Smith"	
or:		"RI"

PEMDAS

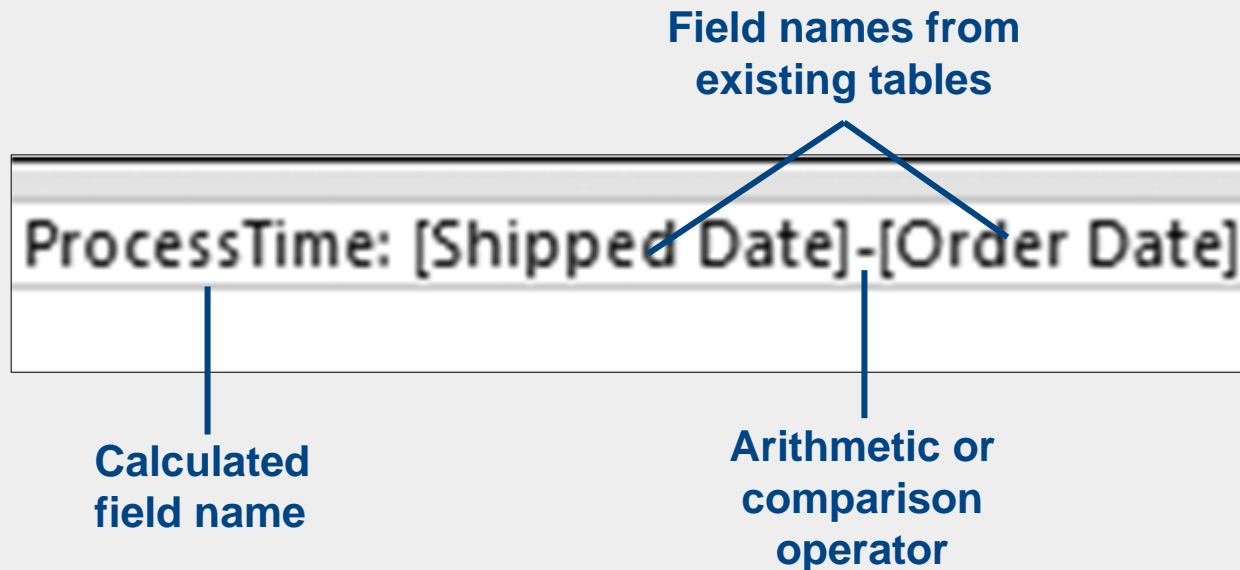
Please Excuse My Dear Aunt Sally

$$(2+2)*32-6/2=33$$

- Parentheses
- Exponentials
- Multiplication/Division
- Addition/Subtraction

Calculated Fields

- Have no value of their own
- Perform calculations using other field values



Crosstab Queries

- Rearranges data for summarizing
- Groups data and totals values

Original Data						
Agent	Category	Sales				
Ingenito	Life Insurance	\$4,562,005				
Dove	Life Insurance	\$4,844,389				
Ingenito	Home	\$5,448,023				
Dove	Home	\$4,995,128				
Ingenito	Auto	\$2,160,841				
Dove	Auto	\$2,447,394				

Reorganized for Crosstab Query			
Agent	Life	Home	Auto
Ingenito	\$4,562,005	\$5,448,023	\$2,160,841
Dove	\$4,844,389	\$4,995,128	\$2,447,394
Total Sales	\$9,406,394	\$10,443,151	\$4,608,235

Crosstab Query Palette

- Groupings appear as row and column headings
- Summarized values appear in the TOTAL area

	Header1	Header2	Header3
	TOTAL		

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