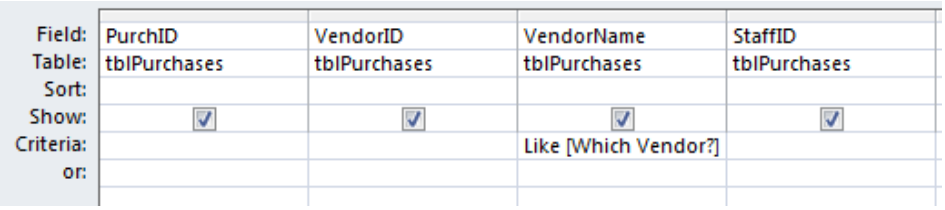
TUFTS TECHNOLOGY SERVICES
TRAINING & DOCUMENTATION DEPARTMENT



Field:	PurchID	VendorID	VendorName	StaffID
Table:	tblPurchases	tblPurchases	tblPurchases	tblPurchases
Sort:				
Show:	☑	☑	☑	☑
Criteria:			Like [Which Vendor?]	
or:				

ACCESS 2010:
CREATING QUERIES AND REPORTS

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COURSE GOALS AND OBJECTIVES

Welcome to Access 2010: Creating Queries and Reports. The goal of this class is for you to learn how to create and apply queries to analyze and modify data in a departmental database, including producing a report.

These goals will be met by completing the following:

- Creating and Modifying Select Queries using the Query Wizard and Query Design View
- Adjusting, Sorting, and Adding Criteria to Queries
- Producing Action Queries: Update and Delete Queries
- Employing a Parameter Query to Categorize Results
- Constructing Wildcards in Queries
- Composing and Editing a Report

SELECT QUERIES

A query is a tool used to define a particular group of records. Think of a query as a request or a way to draw out information, an analysis tool. For example, “Show me a listing of all the purchases by a specific DeptID.”

Queries are more flexible and more expansive in their capabilities than filtering with the most significant difference being that queries can draw data from more than one table while filters manipulate data from only one table.

When you create a query, you select fields from a list. You can select specific records by creating criteria that control which records you display. You “run” your query by activating the Run tool. The result of your query is called a recordset or dynaset (recordset with dynamic properties).

Queries quite commonly become the basis for reports. Once a subset of data is queried, it can then be reported on.

There are several different types of queries, but all serve the same purpose - to get answers to questions about the data that is stored in a database. The most common query is the Select query, or informational query. There are also Action queries, which change or modify data, such as a Delete query or Update query. We’ll begin by crafting Select queries, create some Action queries, and finish with building another kind of query, a Parameter query.

CREATING A QUERY USING THE SIMPLE QUERY WIZARD

ACTIVITY: CREATING (AND MODIFYING) A SELECT QUERY USING THE SIMPLE QUERY WIZARD

Access provides a **Simple Query Wizard**, an ideal starting place for creating queries, especially for new users. The Simple Query Wizard creates queries that retrieve data from fields that you specify from one or more tables or queries. If you want, the wizard can also sum, count, or average values for groups of records or for all records. Using the wizard you can't limit the records it retrieves by setting criteria. However, this can be done after the query is created.

Using the Simple Query Wizard, we will create a query that isolates five of the nine fields from the Purchases table for reporting purposes. We’ll then sort our query results and add specific DeptID criteria to further refine the results. Next, we will move or adjust query fields and hide query fields. Lastly, we’ll create the same query from scratch.

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