Microsoft Office 2013
Access Queries

INFORMATION TECHNOLOGY SERVICES
EAST TENNESSEE STATE UNIVERSITY
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Overview

Microsoft Access Queries is an instructor lead, hands-on, small group, interactive workshop. Templates, support material, and an opportunity to ‘See and Try’ is the guiding methodology of this workshop. Participant experiences and Objectives will include how to:

- Create a query to retrieve data
- Create a simple query, multi-table query, and action query
- Create a remove duplicates query
  Participants will successfully create and produce a query with verbal guidance in the last minutes of the workshop with 100% success

Creations of Queries


What is a query? In the Microsoft Access Tables Workshop we have talked about sorting. Sorting is a temporary method to retrieve information from a database. It is likely that a monthly report may be needed and therefore it is easier to create a query that will be used over and over. Each time the query is run, it will pull new and old information. It will pull out exactly what you ask it to retrieve from the table or tables.

A query can pull information from more than one table to create a Report that is specific in nature. A query can calculate prices, quantity, and numbers of anything in the table. Queries can create summaries of data collected. Queries can make bulk changes to an entire database.

To create a query go to Create > Query Wizard > Select the Table that holds the information and drag from left to right the necessary fields for this particular query.

http://www.gcflearnfree.org/access2013/10

Go to Design View and add the criteria to the Criteria Row. Some basic rules are to always surround text criteria with double quotes. Don’t put anything around numbers. Surround Dates and Times with pound signs. To retrieve AND information put it on the same line. To retrieve OR information put the criteria on a different row. NOT, IN, LIKE, BETWEEN are so useful in that NOT returns all the data that is not in your criteria. IN returns all the data that is in your criteria. Like returns data along with WildCards in case you do not have the exact spelling etc. Between returns data between two dates and times.

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Examples of Criteria for Text Fields, Number, and Currency Fields


The Query Type we have been talking about up to now is Select Queries. Another type of Query used often is an Action Query. The Action Query can create a new Table, Add Data to a Table, Find and Replace Data, Create Totals, Update to new Information and can also Delete Information. Examples and resources related to Multi-Table Queries can be found here: http://www.gcflearnfree.org/access2013/11.

Examples and resources related to other Query Options and types: http://www.gcflearnfree.org/access2013/12.

A Totals Query might be something like this…Create > Query Design > Insert Column > Right Click the Field Row > Select Zoom on the Menu and type in the Formula >Run.

**Duplicate Records Query**

Go to Create > Query Design > Show Table and select the Table needed. Add the Fields that you will use to determine this is a duplicate, such as same First Name and Last Name. Run the Query and click Delete. Make sure that the Delete row in the * columns displays From and Where and that this is really what you want to do. Run and select duplicates by following these steps:
1. Make a backup of the populated table.
2. Click Query Design in the Create tab of the ribbon.
3. Click the Query Wizard command to locate the Find Duplicates Query Wizard.
4. Select the Table with the duplicate records.
5. Choose the fields you want to search for duplicates.
6. Add additional fields that may define whether or not it is indeed a duplicate.
7. Records that appear to be duplicates will appear when the query is run.
8. Delete the incorrect records.

**Totals Queries**

When Totals are included in the query function, the data can be grouped by items. If the item occurs many times in a table, it will be grouped to show the number of times it appears. For example, we may need to see the number of employees, number of students, or number of freshmen. Once records are grouped, calculations can be performed. Calculations include Count, Sum, Average, Maximum, Minimum, First and Last. A row will be added to the table, with values of the row set to Group By.

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When the query is completed go to the Run command.

**Parameter Queries**

Parameter Query is type of query that can ask for the data each time it is run. For example, a query that is created to pull all the names of students from Tennessee can be created as a Parameter Query so the user can also ask for all the students from California. Go to Design View > In the Criteria row type the following [For What State]. Next time the query is run it will ask for the state input.

Adding a left and right bracket to a criteria cell instead of the item name, allows the author to update a saved query so it can be used more than once to retrieve other information. Create a parameter query by the same process of simple queries. In the Criteria field row of the Design View Query, use closed brackets [ ]. If data for a particular date is required each month or several times a month a query criteria can have bracket [Enter Date]. Then Run the query.

If the parameter is not specific, such as Between a start date and End date. It could look like this.

http://content.gcflearnfree.org/topics/236/param_tips_between.png


Create a SELECT query. Locate the records that need to be updated. For example, if we have conducted business with a company for years. Each record of doing business with them contains their address or contact name. What if their address changes? Shall we go through 100 records to change the information or can we do it with one click. Go to the query design view and click the drop down. Choose the Action query called **Update query**. Now Run! An example of an Action Append Query could be as follows; say 5 locations are collecting data using the same Access Structure Table. At the end of the quarter all 5 need to be combined. An empty structure can import each table. The process is something like this: Create a Simple Select query. A prompt appears and asks for the name of the table to append records to. Run the query. The same process can be used for an Update query, Append query, Delete query and Make-Table query.

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