Department of Computer Technology and Information Systems

CTIS165 – Fundamentals of Information Systems

Fall 2017 - 2018

Lab Guide #5 - 2

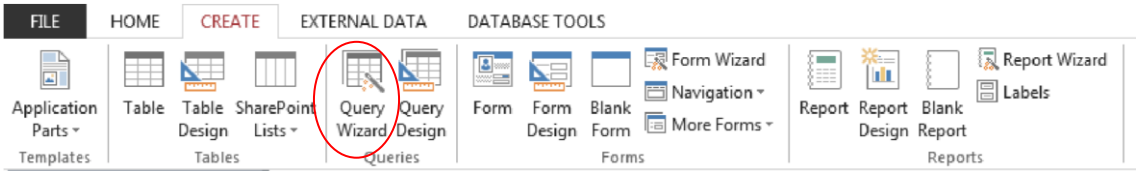
OBJECTIVE: Introduction to MS Office Access	
Instructors : Dr. Erkan Uçar **Assistants:** : Efecan Yilmaz	Week: 8

The aim of the lab hour is to create a Queries and Reports in the MicrosoftOffice Access software.

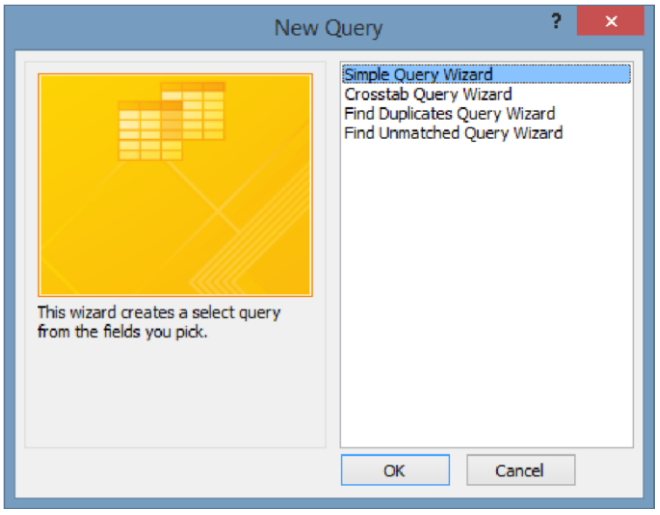
QUERIES IN ACCESS:

A query is written to reach the specific information of a table. A select query helps you get just the data you need in a Datasheet view. You can also add criteria to filter the number of rows returned.

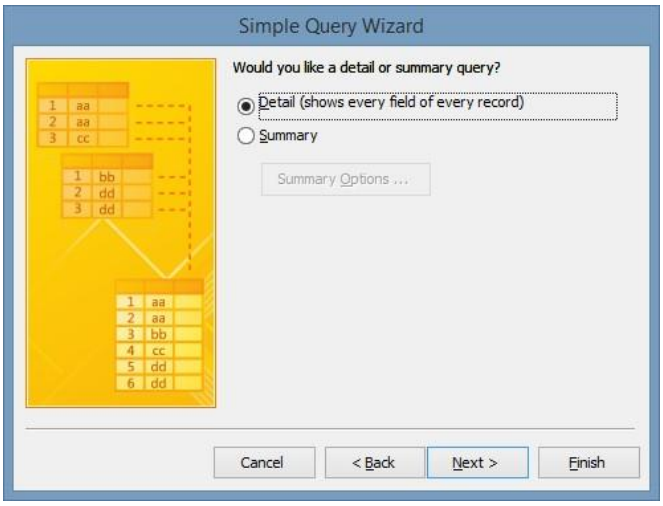
For example, If you want to see the books that contains “C++” in the book names. To create a query click on the “Queries” tab and select the “use wizard to create query”.

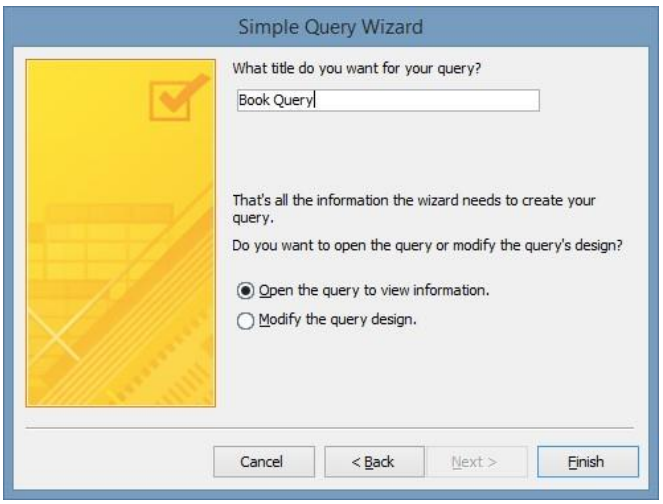


From the Tables select the Book table, from the Available Fields select all the fields to display them as results of the query. Click Next.

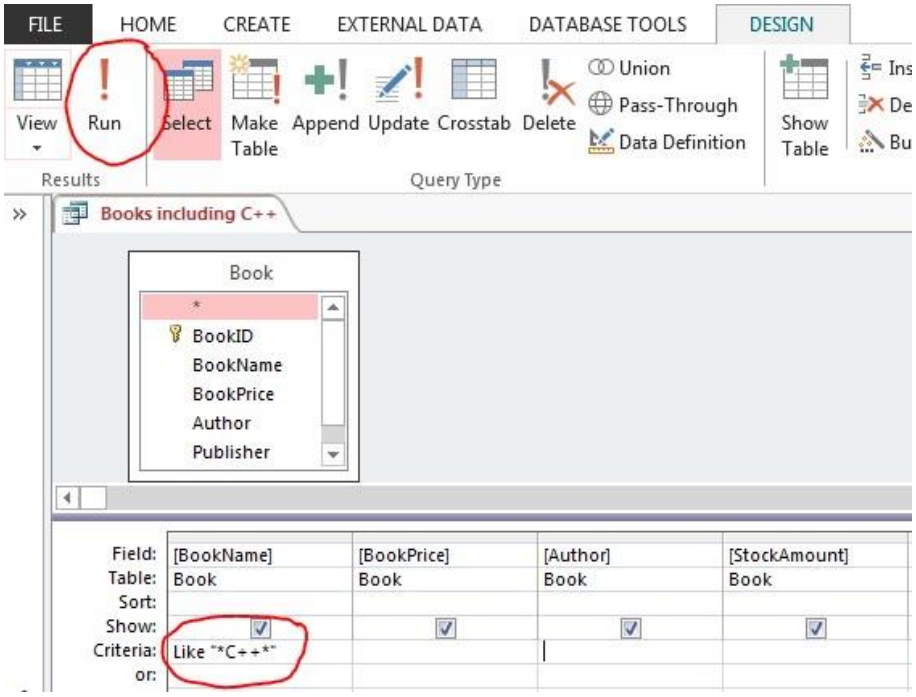


Then click next for the other windows. Then At the last window give a name for the query and click Finish.





Now, switch to the **design view**, and add the criteria that will display the books including C++ in their names. And Run the Query to see the result.



See the result of the query:

Books including C++

BookName	BookPrice	Author	StockAmount
Programming in C++	96,00 TL	Dale Weems	65
	0,00 TL		0

Write the following queries:

A query to display the books which have a price higher than 100.

Book Query Price > 100

BookName	BookPrice	Author	Publisher
Data Structure	150,00 TL	Gary J. Bronson	Pearson
Problem Solving and Design in C#	169,00 TL	Headington	Lippman
	0,00 TL		

A query to display the customers who's names start with char "C".

Customer Query

CustomerName	CustomerSu	Address	Age
Ceren	Serim	Bilkent	33
			0

A query to display the Sales information.

Sales

BookName	BookPrice	CustomerNa	CustomerSu	Phone	Address	PDate
Introduction to Java	45,00 TL	Ceren	Serim	(532) 212 34 44	Bilkent	10.05.2013
Introduction to Java	45,00 TL	Hatice	Yılmaz	(533) 231 55 12	Bahceli	15.07.2012
Problem Solving and Design in C#	169,00 TL	Ayse	Sonmez	(511) 251 55 55	Batıkent	11.10.2012
Pointers on C	75,00 TL	Ceren	Serim	(532) 212 34 44	Bilkent	02.02.2012
Programming in C++	96,00 TL	Ceren	Serim	(532) 212 34 44	Bilkent	01.04.2011
Problem Solving and Design in C#	169,00 TL	Ayse	Sonmez	(511) 251 55 55	Batıkent	12.12.2012

A query to display the Sales information of the books which were purchased after 2011 (31/12/2011).

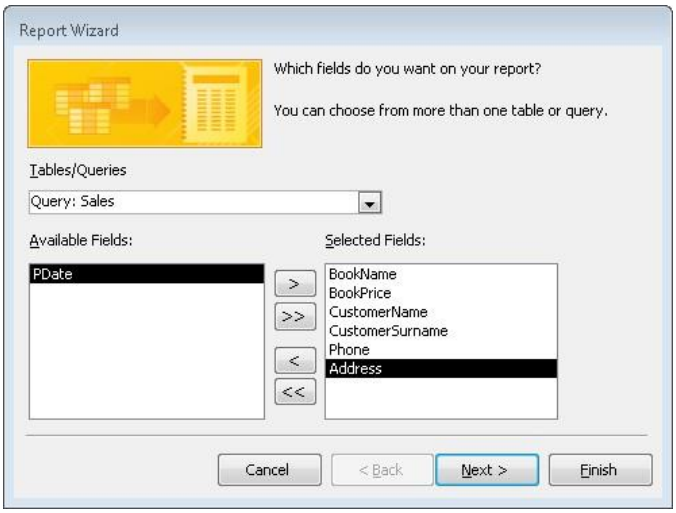
Sales After 2011

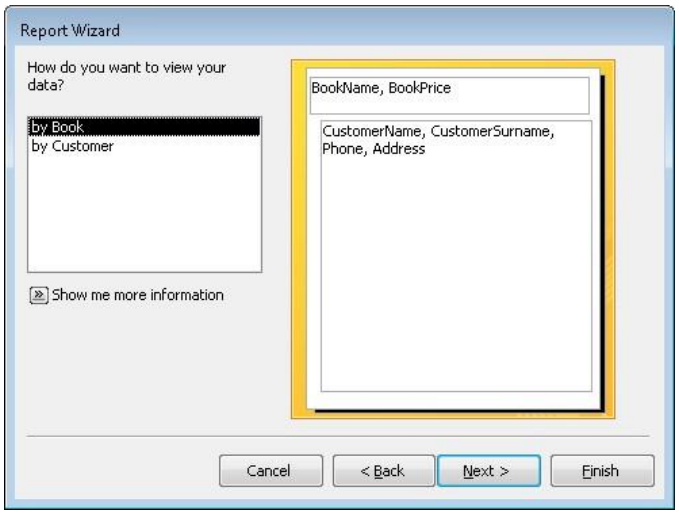
BookName	CustomerName	CustomerSurname	PDate
Introduction to Java	Ceren	Serim	10.05.2013
Introduction to Java	Hatice	Yılmaz	15.07.2012
Problem Solving and Design in C#	Ayse	Sonmez	11.10.2012
Pointers on C	Ceren	Serim	02.02.2012
Problem Solving and Design in C#	Ayse	Sonmez	12.12.2012

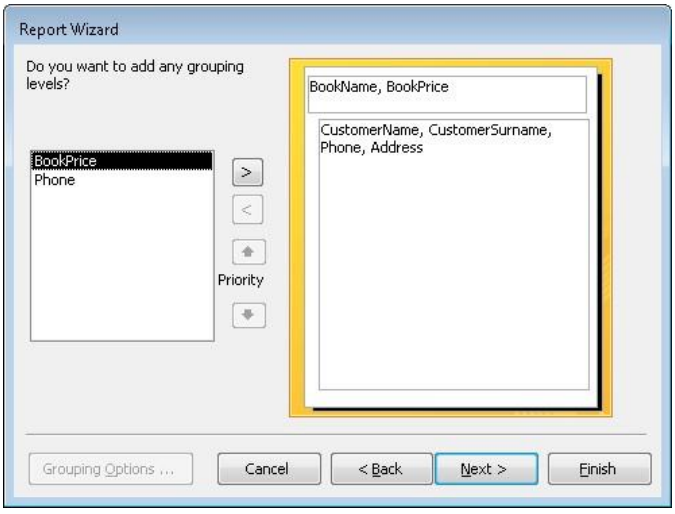
REPORTS IN ACCESS:

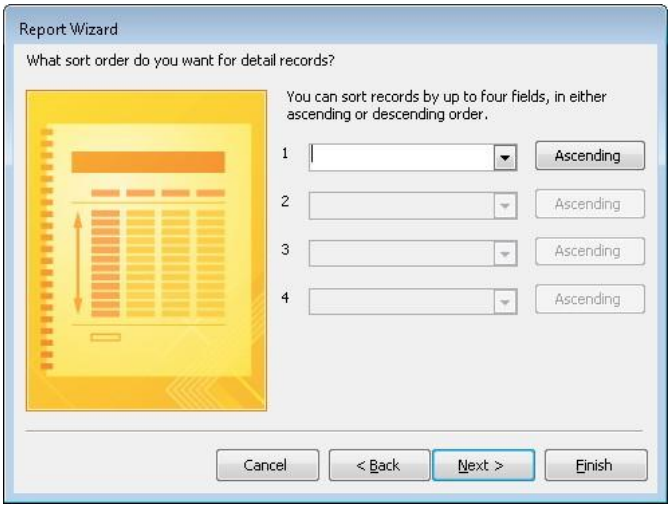
Reports offer a way to view, format, and summarize the information in your Microsoft Access database. For example, you can cr eate a simple report of phone numbers for all your contacts, or a summary report on the total sales across different regions and time periods.

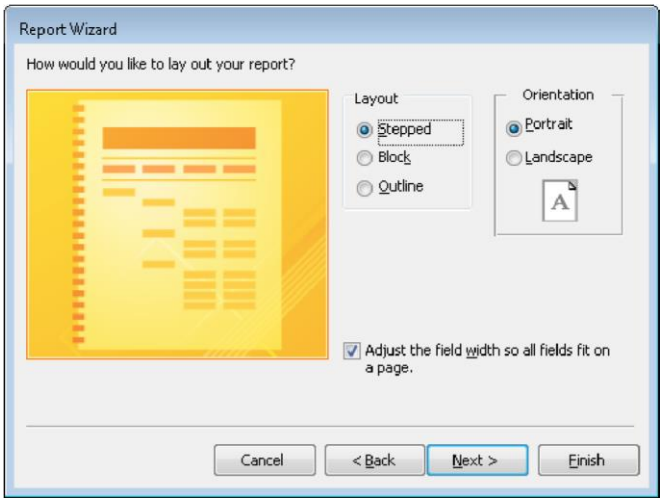
We will c reate a report using the query **Sales** grouped by book.

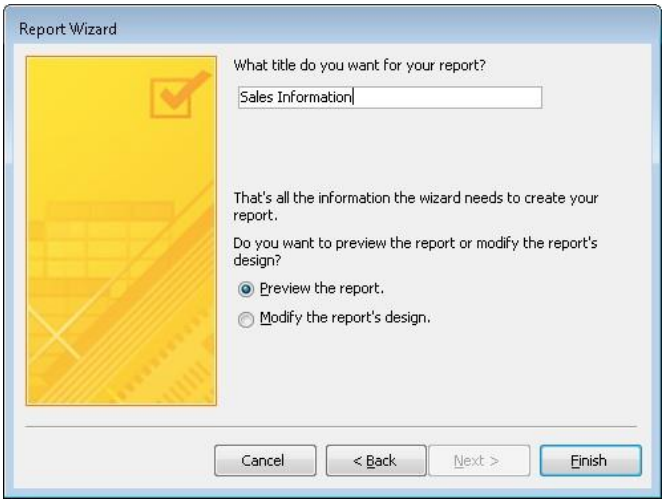




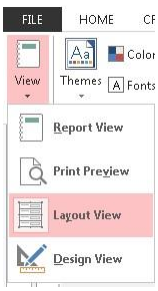








Now, you may preview the report and modify it using **Layout View** or **Design View.**



Sales Information

BookName	BookPrice	CustomerName	CustomerSurname	Phone	Address
Introduction to Java	45,00 TL				
		Hatice	Yılmaz	(533) 231 55 12	Bahceli
		Ceren	Serim	(532) 212 34 44	Bilkent
Pointers on C	75,00 TL				
		Ceren	Serim	(532) 212 34 44	Bilkent
Problem Solving and Design in C#	169,00 TL				
		Ayse	Sonmez	(511) 251 55 55	Batıkent
		Ayse	Sonmez	(511) 251 55 55	Batıkent
Programming in C++	96,00 TL				
		Ceren	Serim	(532) 212 34 44	Bilkent

Create a new report using the query SalesAfter2011 grouped by customer and sorted in ascending order by **purchase date**.

SalesAfter2011 grouped by Customer

CustomerName	CustomerSurname	BookName	PDate
Ayse	Sonmez		
		Problem Solving and Design in C#	11.10.2012
		Problem Solving and Design in C#	12.12.2012
Ceren	Serim		
		Pointers on C	02.02.2012
		Introduction to Java	10.05.2013
Hatice	Yılmaz		
		Introduction to Java	15.07.2012