

OBJECTIVE: Introduction to MS Office Access

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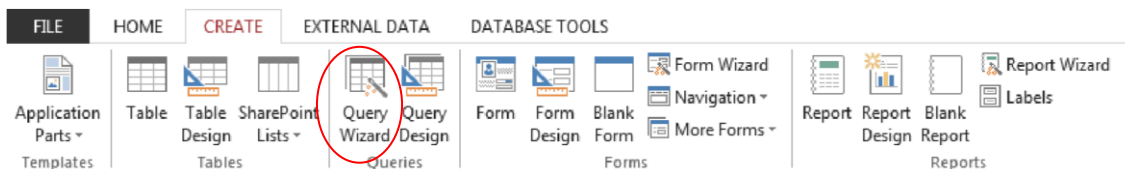
Week: 8

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.

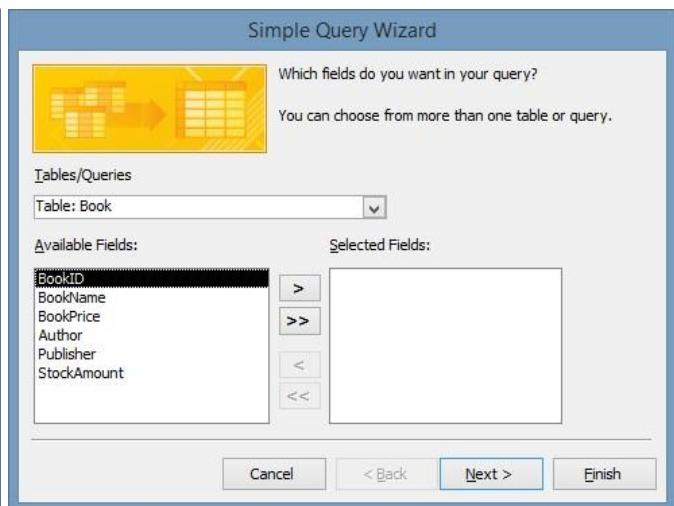
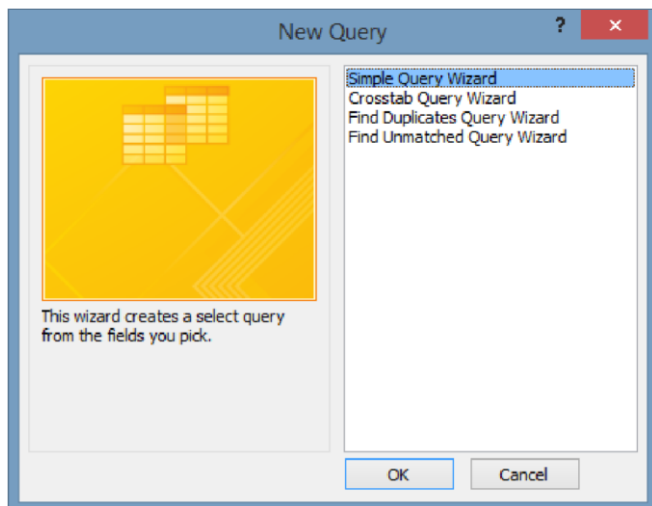
For example, If you want to see the books that contains “C++” in the book names. To create a query click on the “Queries” tab and select the “use wizard to create query”.



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.

Simple Query Wizard

Would you like a detail or summary query?

☒ Detail (shows every field of every record)

☐ Summary

Summary Options ...

Cancel < Back Next > Finish

Simple Query Wizard

What title do you want for your query?

Book Query

That's all the information the wizard needs to create your query.

Do you want to open the query or modify the query's design?

☒ Open the query to view information.

☐ Modify the query design.

Cancel < Back Next > 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.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN

View Run Select Make Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Ins De Bu

Results Query Type

Books including C++

Book

* BookID BookName BookPrice Author Publisher

Field:	[BookName]	[BookPrice]	[Author]	[StockAmount]
Table:	Book	Book	Book	Book
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	Like "*C++*"			
or:				

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. Bronsor	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.

BookName	BookPrice	CustomerName	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	Yilmaz	(533) 231 55 12	Bahceli	15.07.2012
Problem Solving and Design in C#	169,00 TL	Ayşe	Sonmez	(511) 251 55 55	Batkent	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	Ayşe	Sonmez	(511) 251 55 55	Batkent	12.12.2012

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

BookName	CustomerName	CustomerSurname	PDate
Introduction to Java	Ceren	Serim	10.05.2013
Introduction to Java	Hatice	Yilmaz	15.07.2012
Problem Solving and Design in C#	Ayşe	Sonmez	11.10.2012
Pointers on C	Ceren	Serim	02.02.2012
Problem Solving and Design in C#	Ayşe	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 create 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 create a report using the query **Sales** grouped by book.

Report Wizard

Which fields do you want on your report?
You can choose from more than one table or query.

Tables/Queries
Query: Sales

Available Fields:
PDate

Selected Fields:
BookName
BookPrice
CustomerName
CustomerSurname
Phone
Address

Cancel < Back Next > Finish

Report Wizard

How do you want to view your data?

by Book
by Customer

BookName, BookPrice
CustomerName, CustomerSurname, Phone, Address

Show me more information

Cancel < Back Next > Finish

Report Wizard

Do you want to add any grouping levels?

BookPrice
Phone

BookName, BookPrice
CustomerName, CustomerSurname, Phone, Address

Priority

Grouping Options ... Cancel < Back Next > Finish

Report Wizard

What sort order do you want for detail records?

You can sort records by up to four fields, in either ascending or descending order.

1 Ascending
2 Ascending
3 Ascending
4 Ascending

Cancel < Back Next > Finish

Report Wizard

How would you like to lay out your report?

Layout
Stepped
Block
Outline

Orientation
Portrait
Landscape

Adjust the field width so all fields fit on a page.

Cancel < Back Next > Finish

Report Wizard

What title do you want for your report?

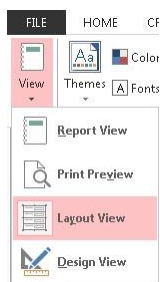
Sales Information

That's all the information the wizard needs to create your report.
Do you want to preview the report or modify the report's design?

Preview the report.
Modify the report's design.

Cancel < Back Next > Finish

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	Yilmaz	(533) 231 55 12	Bahceli
Pointers on C	75,00 TL	Ceren	Serim	(532) 212 34 44	Bilkent
		Ceren	Serim	(532) 212 34 44	Bilkent
Problem Solving and Design in C#	169,00 TL	Ayşe	Sonmez	(511) 251 55 55	Batıkent
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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
Ayşe	Sonmez	Problem Solving and Design in C#	11.10.2012
Ceren	Serim	Problem Solving and Design in C#	12.12.2012
		Pointers on C	02.02.2012
		Introduction to Java	10.05.2013
Hatice	Yilmaz	Introduction to Java	15.07.2012