

MS Access

Class 8

Lab 28

Lab Objectives:

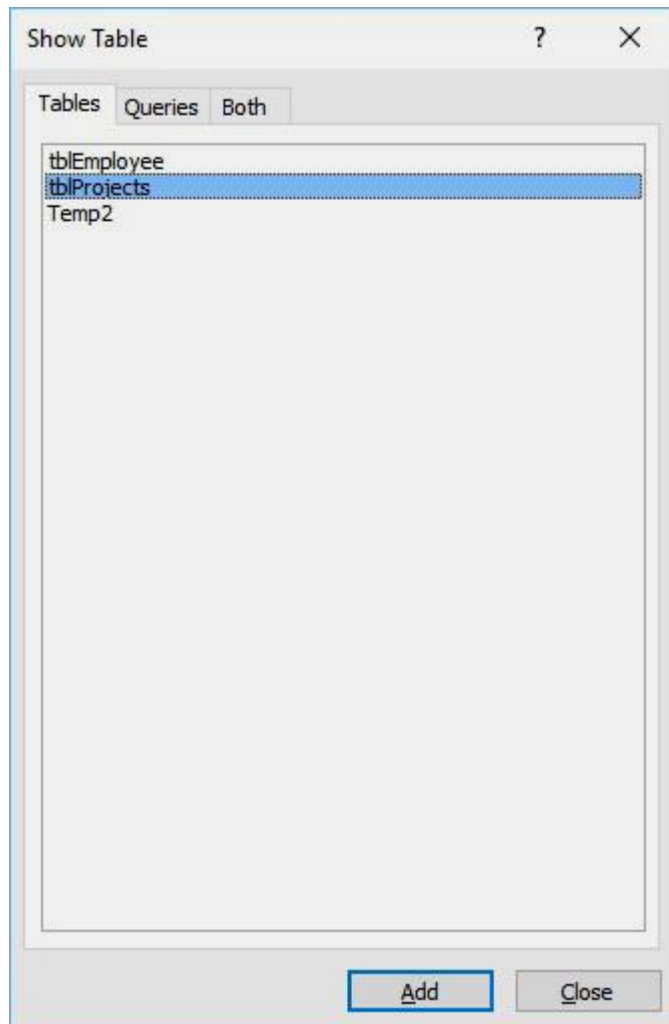
- Query Criteria

Parameter Queries

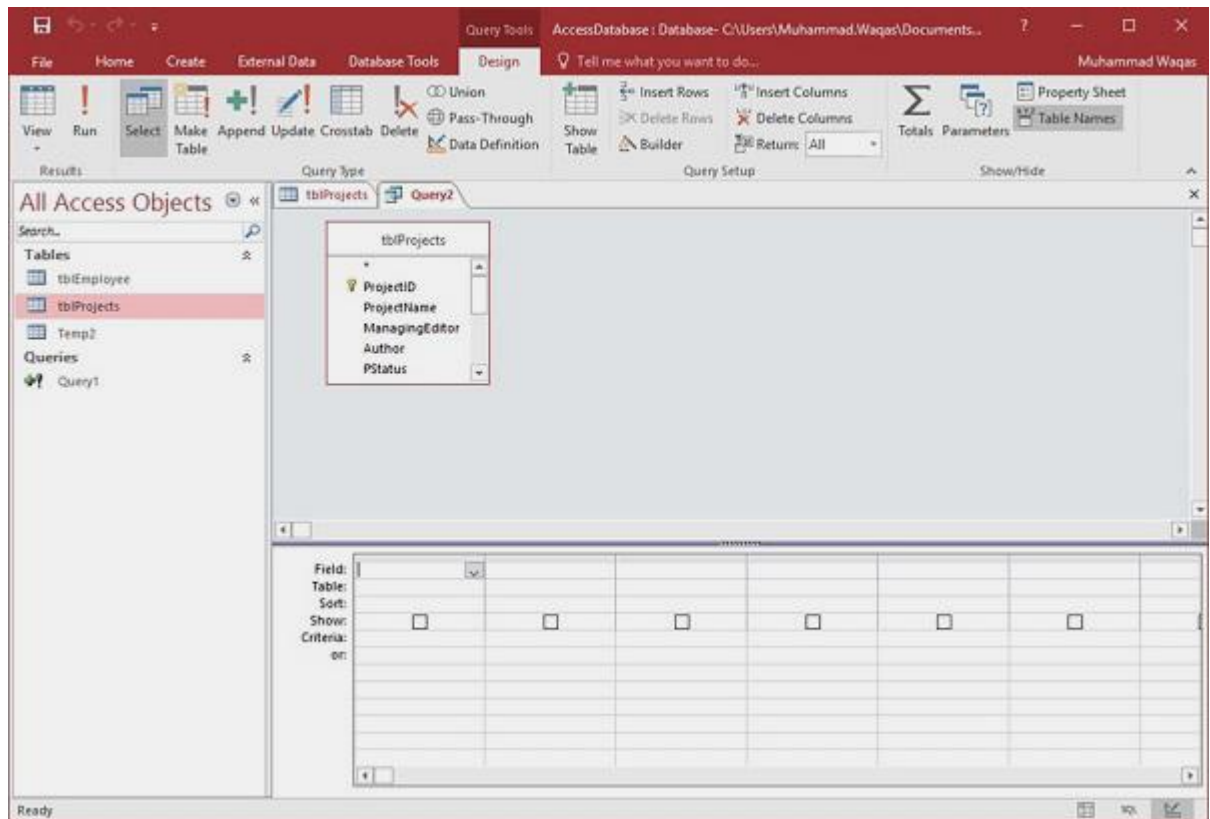
The best part about queries is that you can save and run the same query again and again, but when you run the same query again and again by only changing the criteria then you might consider the query to accept parameters.

Example

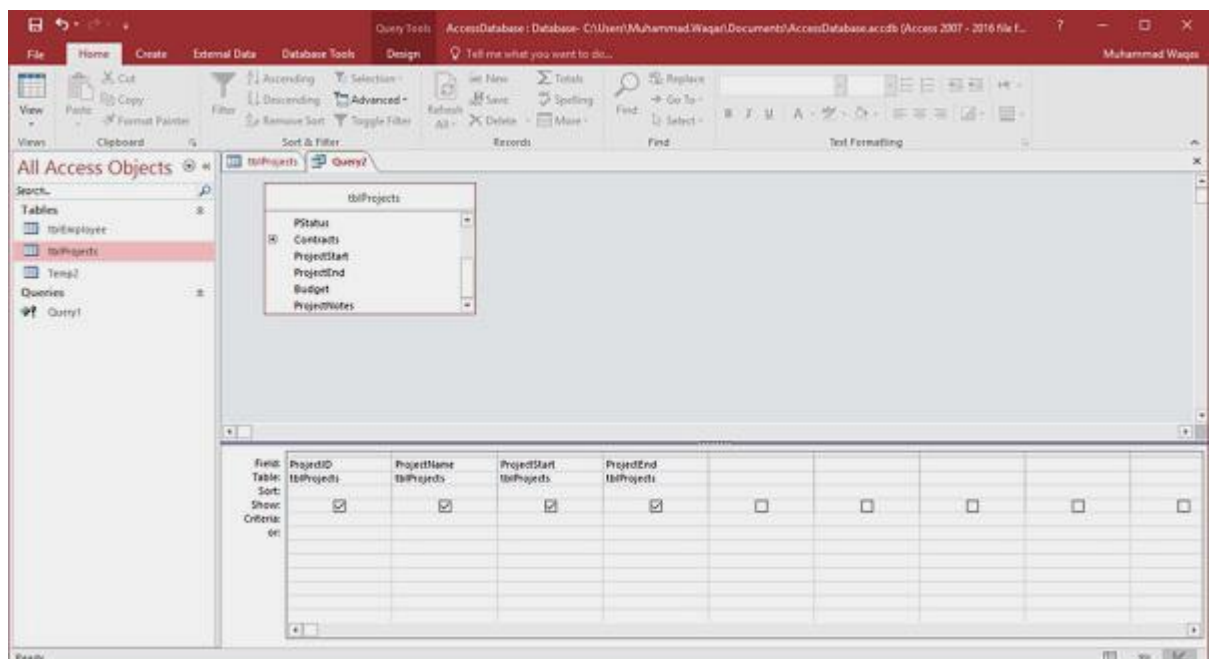
Let us now take a look at a simple example by creating a parameter query. Let us open your database and select Query Design in the Create table tab.



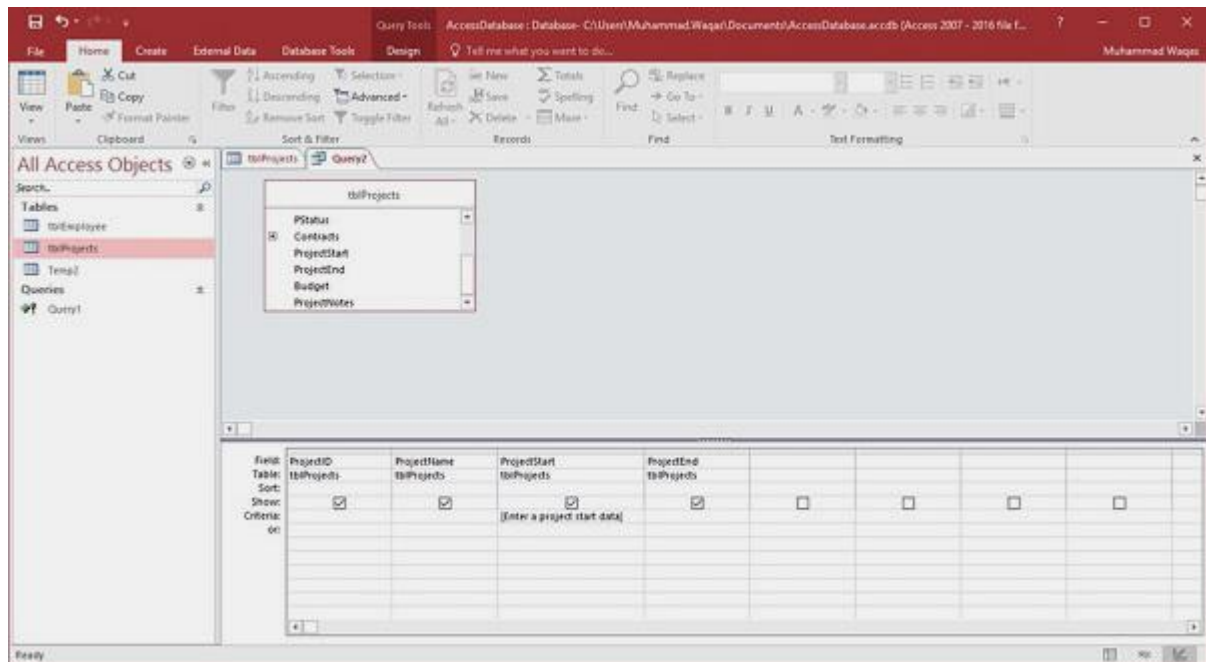
Double-click on the tblProjects and close the Show dialog box.



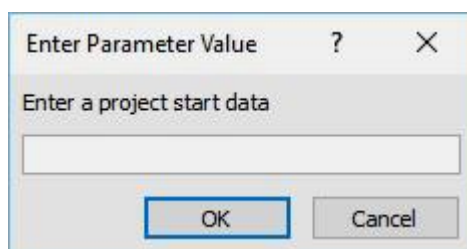
Select the field you want to see as a query result as shown in the following screenshot.



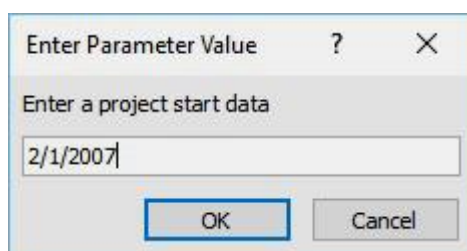
In the query design grid, in the Criteria row of the ProjectStart column, type [Enter a project start data]. The string [Enter a project start data] is your parameter prompt. The square brackets indicate that you want the query to ask for input, and the text is Enter a project start data is the parameter prompt displays.



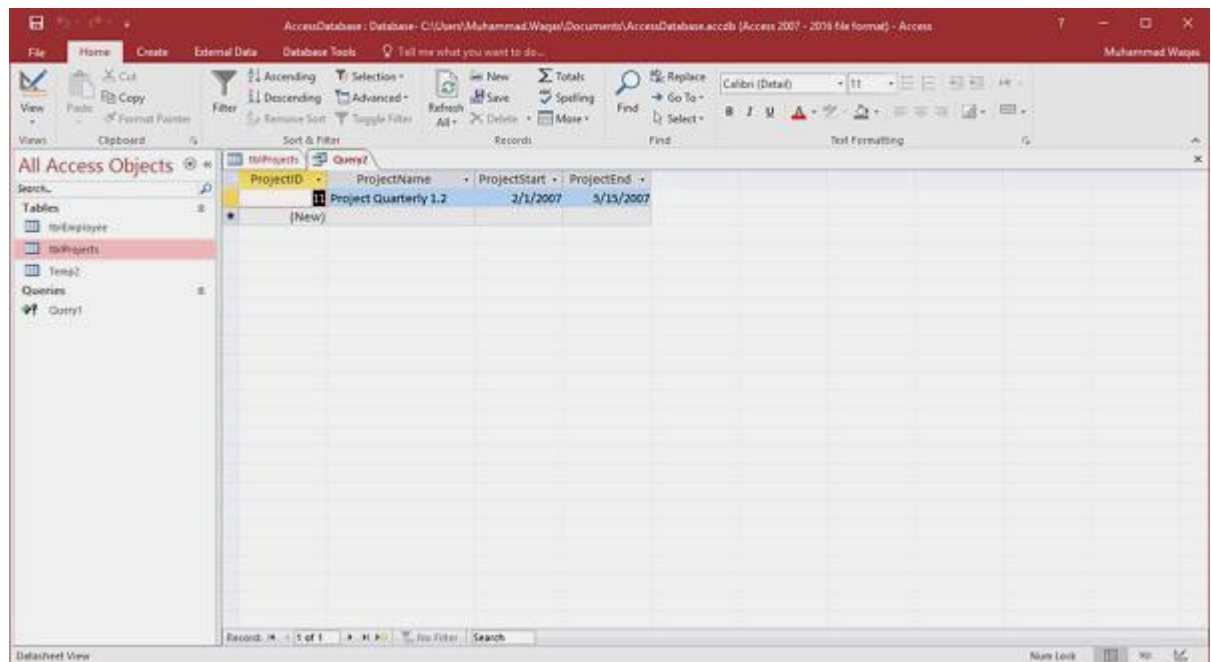
Let us now run your query and you will see the following prompt.



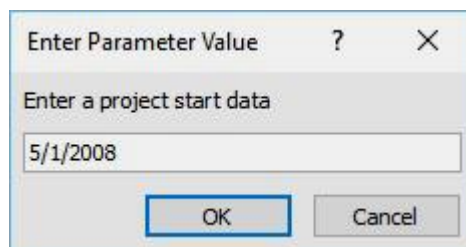
Let us now enter the following date.



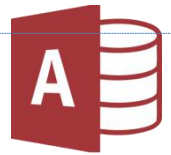
Click OK to confirm.



As a result, you will see the details of the project which started on 2/1/2007. Let us go to the Design View and run the query again.



Enter the date as in the above screenshot and click Ok. You will now see the details of the project which started on 5/1/2008.

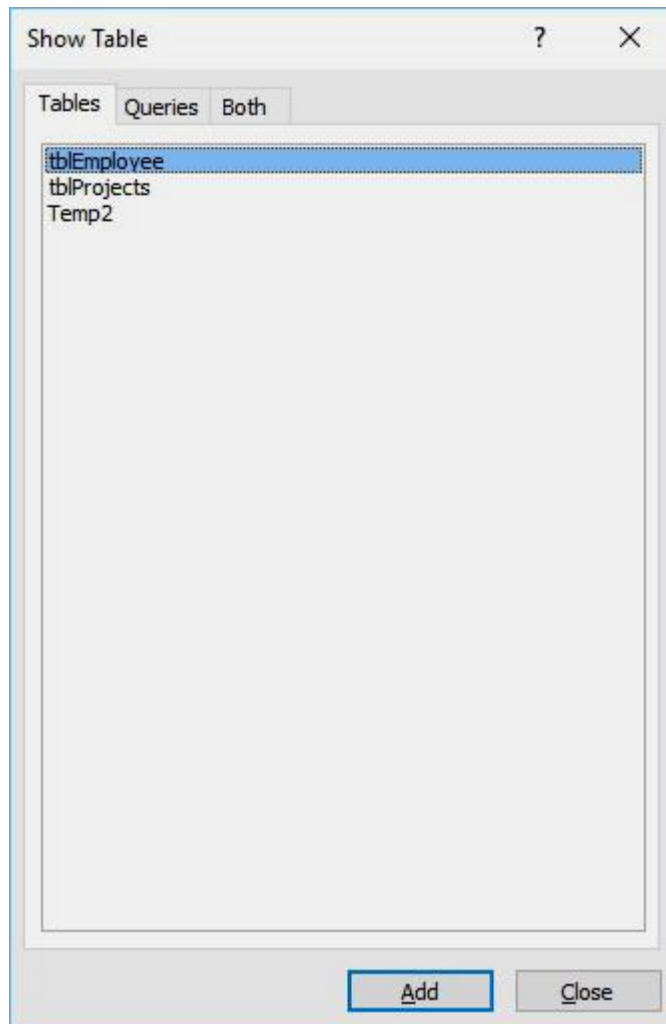


Alternate Criteria

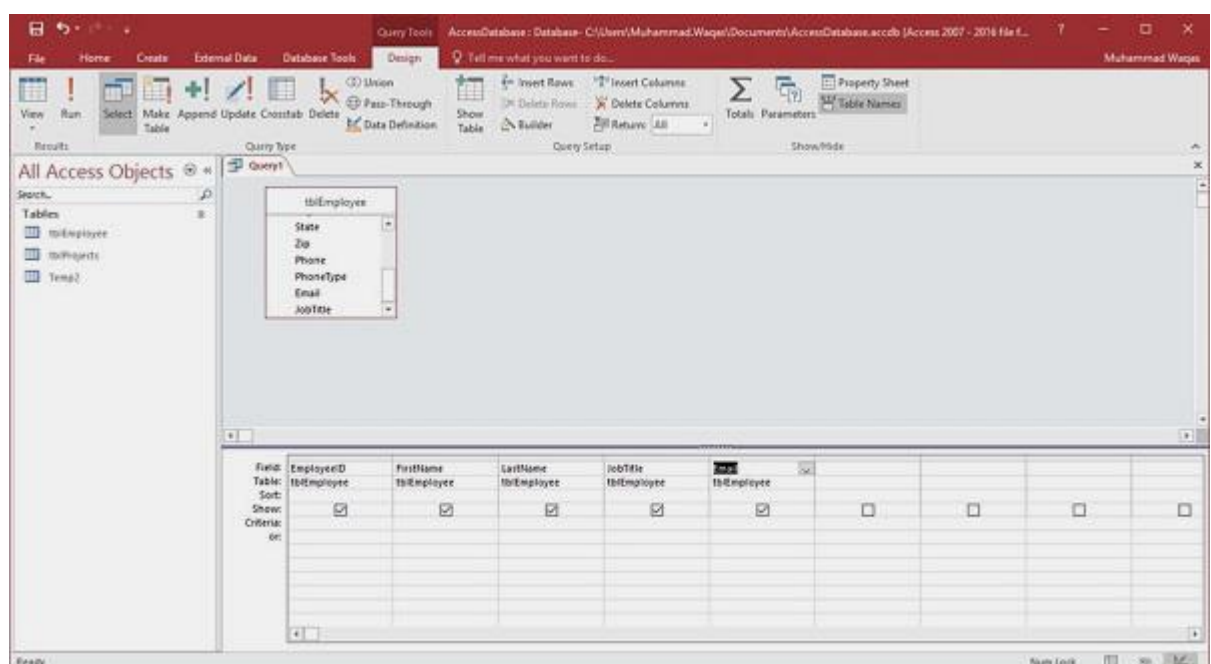
Queries come in with many advantages. You can save and run the same query again and again, and a lot of times you want to add alternate criteria.

Example

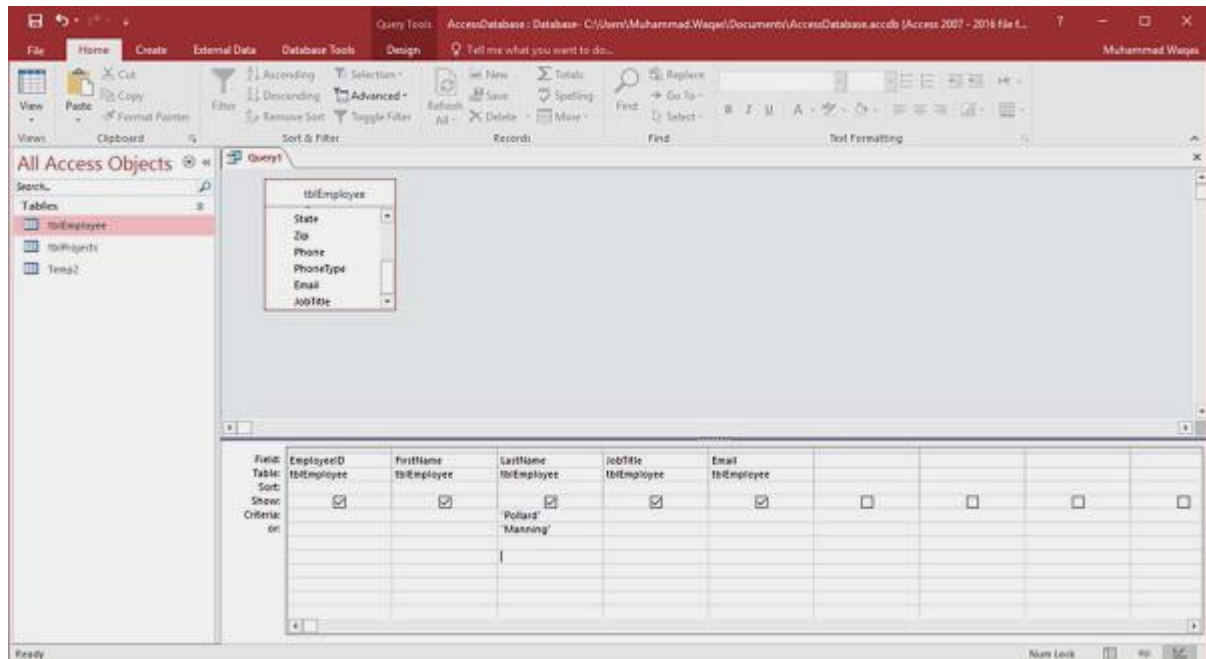
Let us look at a simple example of alternate criteria. Open database and in the Create tab select Query Design.



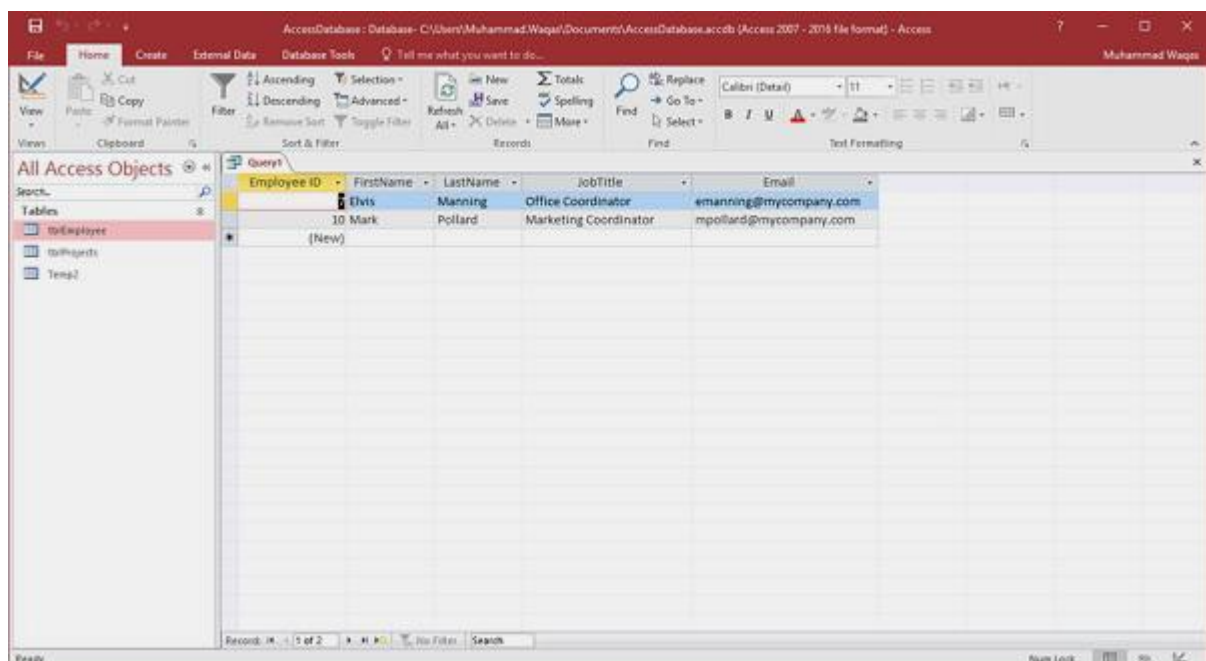
Double-click on tblEmployee and close the Show Table dialog box.

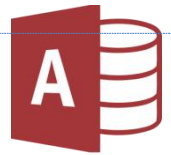


Double-click on all the field you want to see as query result.



You can now see that alternate criterion is specified in different rows of the LastName field. When you run this query, you will see the employees whose last name is either Pollard or Manning. Let us now run this query.

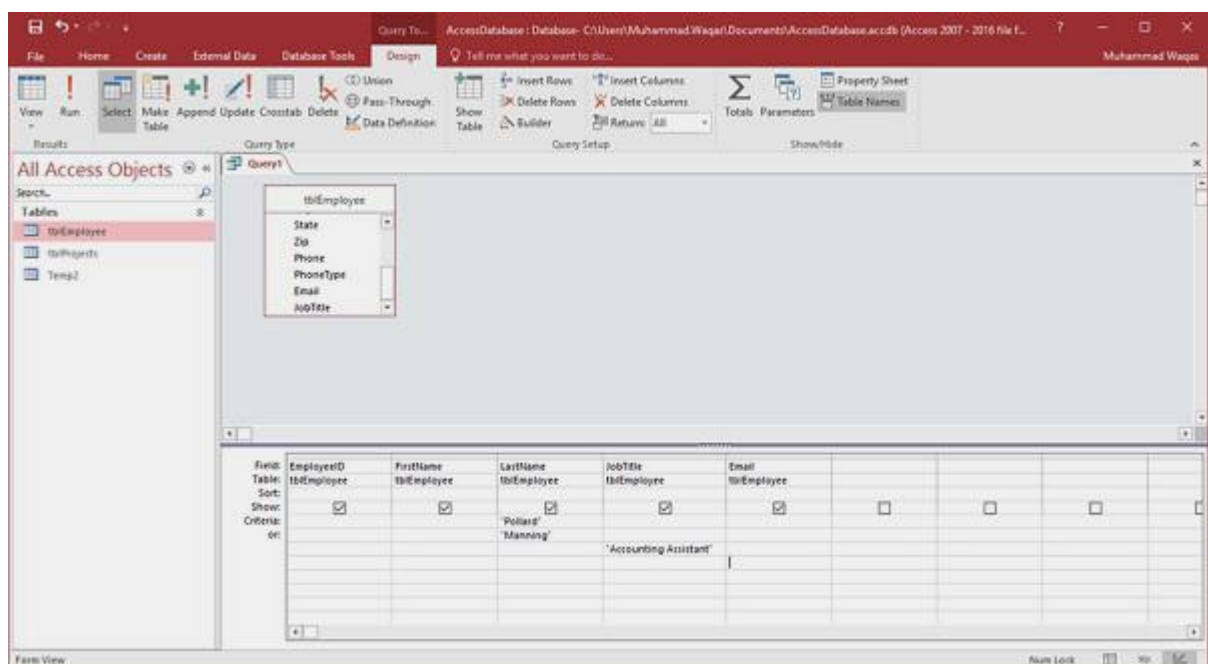


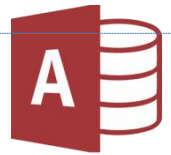


As you can see that only two employees have been retrieved, because of the alternate criteria.

If you want to add alternate criteria in multiple fields then you will have to use different rows for all the fields. Let us now add another alternate criterion where we can retrieve information for employees whose last name is either Pollard or Manning or the job title is Accounting Assistant.

Let us now run this query.





You will now see the following result.

AccessDatabase : Database - C:\Users\Muhammad Waqar\Documents\AccessDatabase.accdb (Access 2007 - 2019 file format) - Access

File Home Create External Data Database Tools Tell me what you want to do...

Views Clipboard Sort & Filter Records Find Text Formatting

All Access Objects

Search...

Tables

- tblEmployee
- tblProjects
- Temp2

Query1

Employee ID	FirstName	LastName	JobTitle	Email
1	Max	Clay	Accounting Assistant	rclay@mycompany.com
5	Annemarie	Marks	Accounting Assistant	amarks@mycompany.com
6	Cecil	Snyder	Accounting Assistant	csnyder@mycompany.com
7	Elvis	Manning	Office Coordinator	emanning@mycompany.com
10	Mark	Pollard	Marketing Coordinator	mpollard@mycompany.com
(New)				

Record: 1 of 5 No Filter Search

Number created automatically

Num Lock