Lab # 06:

Lab Title:

"Importing and exporting data from Access, Make-Table and Union Queries"

Lab Objectives:

- How to import dataset from another source excel into access
- Exporting data table in pdf format
- Applying make-table union queries

Introduction:

Importing and exporting data in Access is like moving information in and out of a big filing cabinet. It's about taking stuff from other places and putting it into Access or taking things from Access and using them somewhere else.

Make-Table and Union Queries are like making new lists or combining different lists in Access. Make-Table lets you create a new list with specific information from existing ones, while Union Queries help mix details from different lists into one.

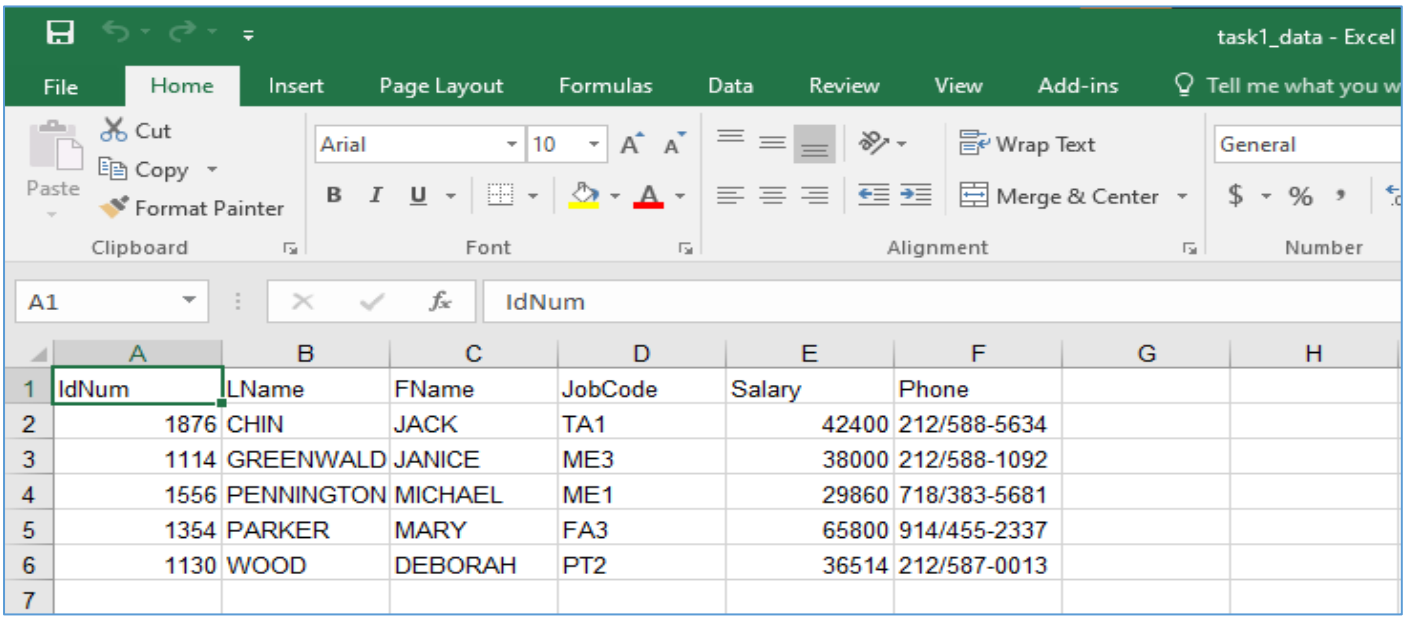
Together, these tools in Access help organize information better, making it easier to work with and find what you need.

Tasks:

Task#01:

Importing data from excel, exporting data in pdf file

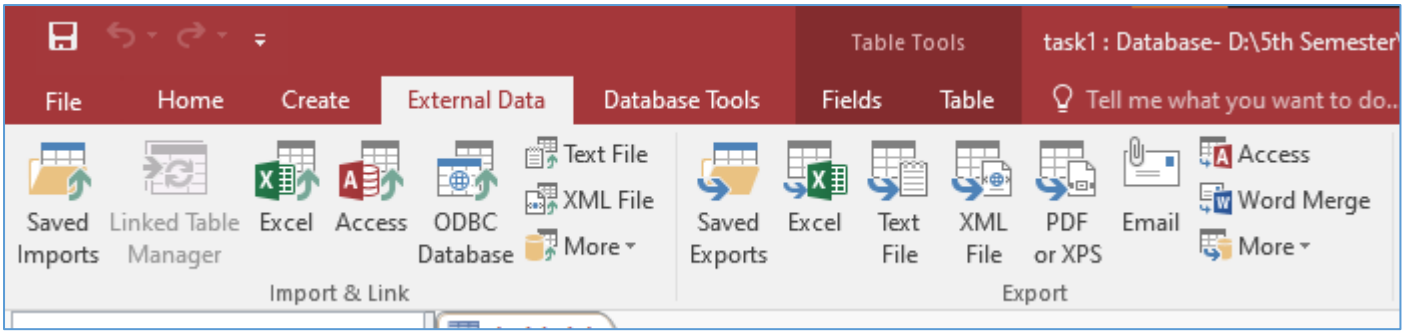
Excel Sheet:

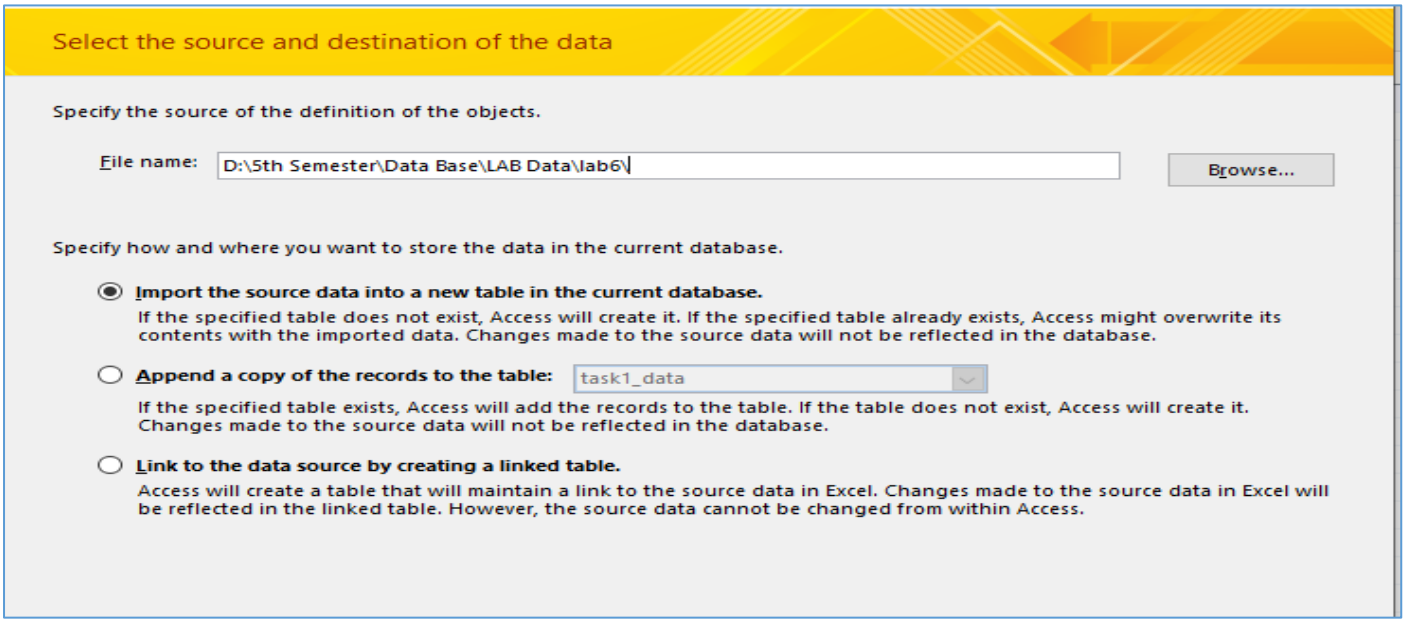


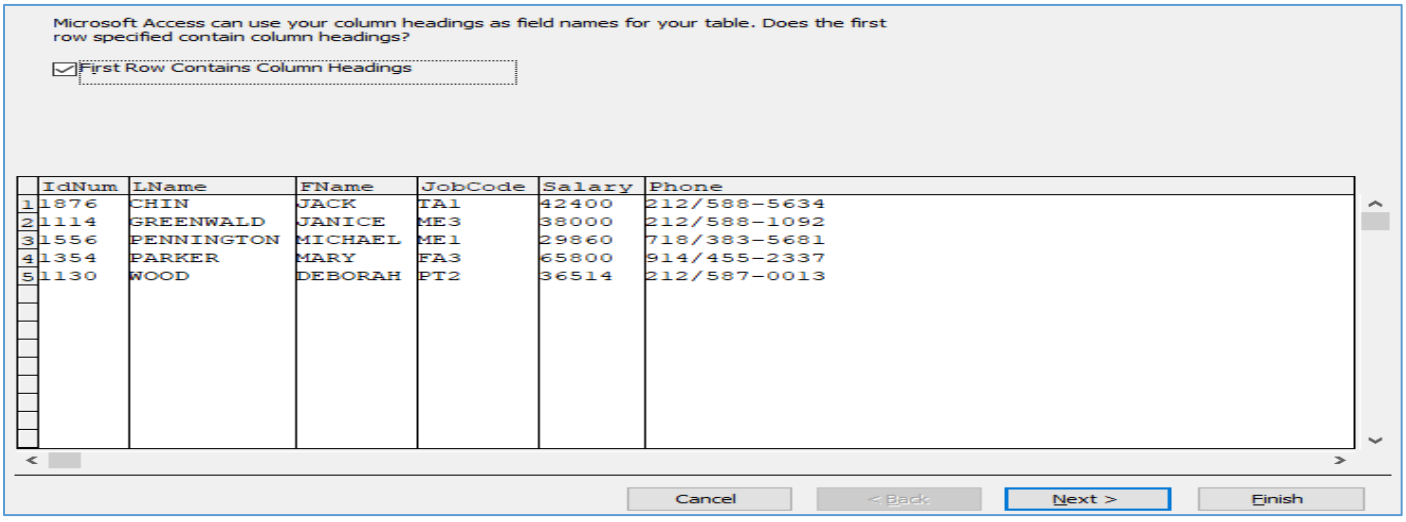
	A	B	C	D	E	F	G	H
1	IdNum	LName	FName	JobCode	Salary	Phone		
2	1876	CHIN	JACK	TA1	42400	212/588-5634		
3	1114	GREENWALD	JANICE	ME3	38000	212/588-1092		
4	1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681		
5	1354	PARKER	MARY	FA3	65800	914/455-2337		
6	1130	WOOD	DEBORAH	PT2	36514	212/587-0013		
7								

Importing data from Excel:

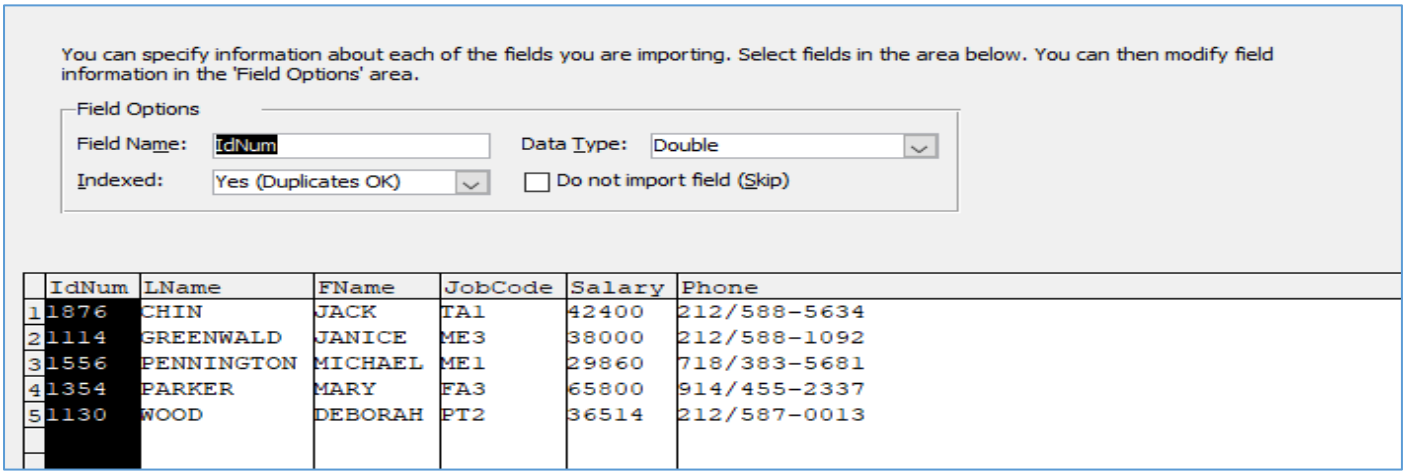
The following steps are followed



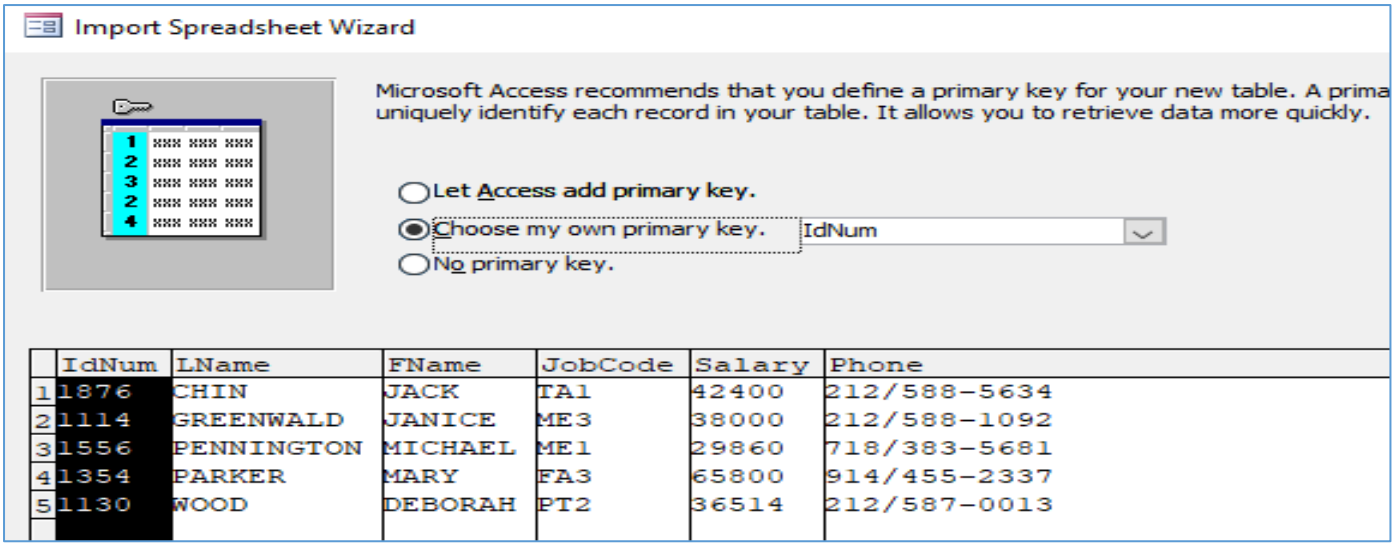


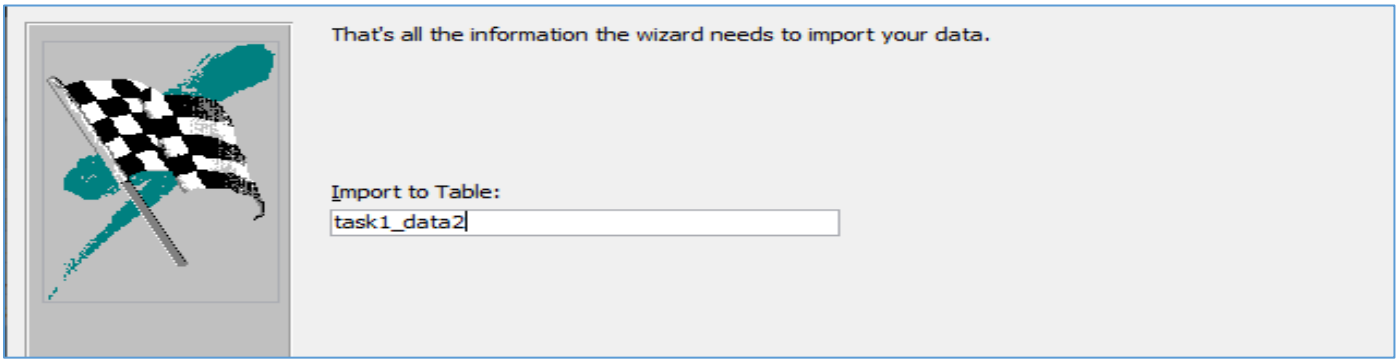


	IdNum	LName	FName	JobCode	Salary	Phone
1	1876	CHIN	JACK	TA1	42400	212/588-5634
2	1114	GREENWALD	JANICE	ME3	38000	212/588-1092
3	1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
4	1354	PARKER	MARY	FA3	65800	914/455-2337
5	1130	WOOD	DEBORAH	PT2	36514	212/587-0013



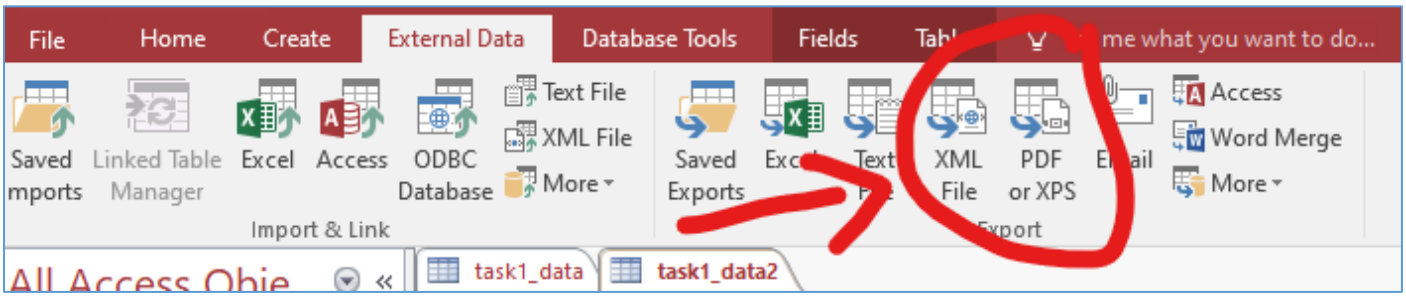
	IdNum	LName	FName	JobCode	Salary	Phone
1	1876	CHIN	JACK	TA1	42400	212/588-5634
2	1114	GREENWALD	JANICE	ME3	38000	212/588-1092
3	1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
4	1354	PARKER	MARY	FA3	65800	914/455-2337
5	1130	WOOD	DEBORAH	PT2	36514	212/587-0013

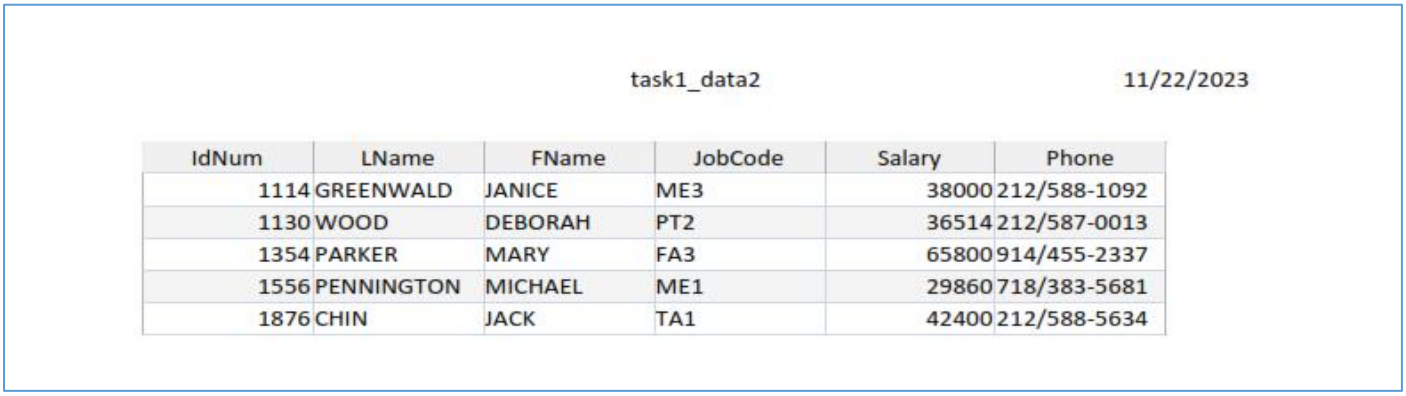




IdNum	LName	FName	JobCode	Salary	Phone
1114	GREENWALD	JANICE	ME3	38000	212/588-1092
1130	WOOD	DEBORAH	PT2	36514	212/587-0013
1354	PARKER	MARY	FA3	65800	914/455-2337
1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
1876	CHIN	JACK	TA1	42400	212/588-5634

Exporting the data to PDF format:

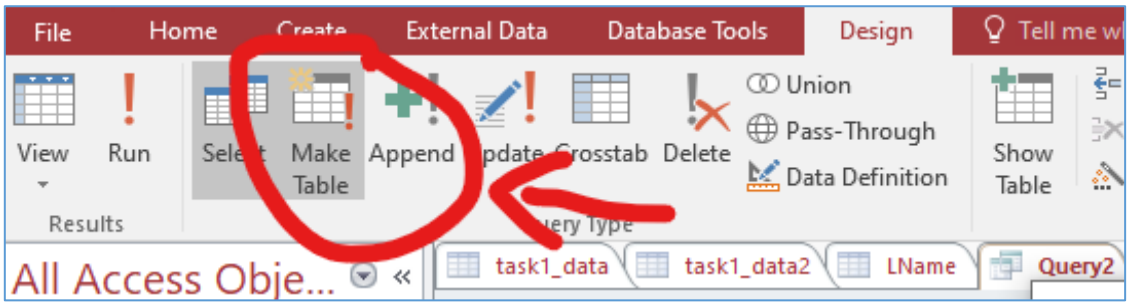




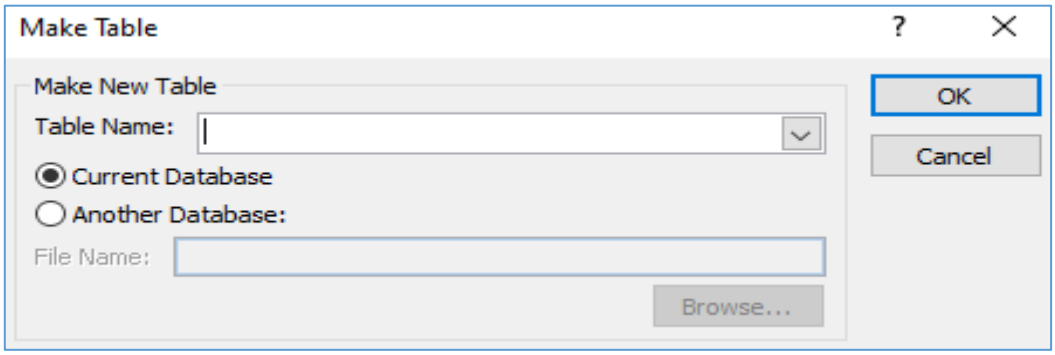
Task#02:

Making tables and union of tables.

Select the make table option to create a new table based on the requirements



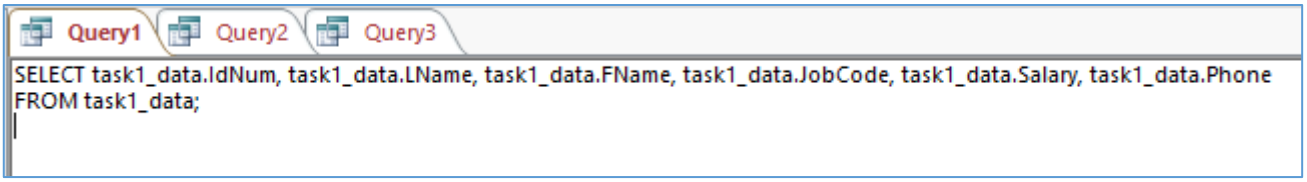
Give the table name of your choice and press ok



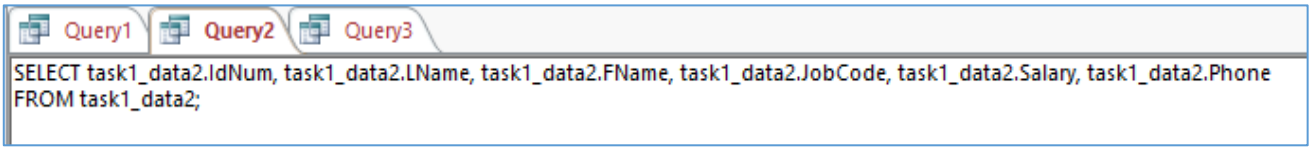
After this select the field that you want to include in your new table , or perform any operation etc

Now in this task what we did is that we have created separate tables for each field now with the help of union functionality we will create a new table named as “Profile”

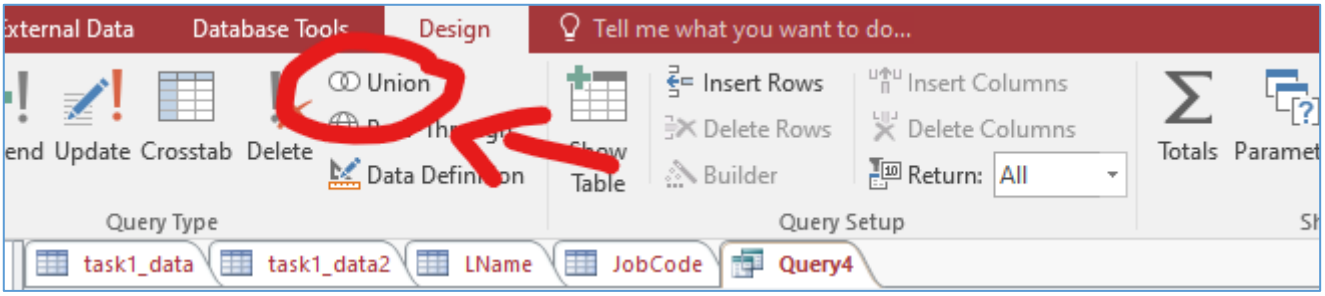
Query1:



Query2:



After these queries select union



Now the following code to be written in Query 3 for union of 2 tables

Query1 | Query2 | Query3

```
SELECT task1_data.IdNum, task1_data.LName, task1_data.FName, task1_data.JobCode, task1_data.Salary, task1_data.Phone
FROM task1_data;


UNION


SELECT task1_data2.IdNum, task1_data2.LName, task1_data2.FName, task1_data2.JobCode, task1_data2.Salary, task1_data2.Phone
FROM task1_data2

ORDER BY  [IdNum], [LName], [FName],[JobCode], [Salary], [Phone];
```

Output:

IdNum	LName	FName	JobCode	Salary	Phone
1114	GREENWALD	JANICE	ME3	38000	212/588-1092
1122	CHIN	CHEN	TA3	42400	212/688-5634
1130	WOOD	DEBORAH	PT2	36514	212/587-0013
1354	PARKER	MARY	FA3	65800	914/455-2337
1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
1876	CHIN	JACK	TA1	42400	212/588-5634
3344	JASMINE	ARYA	ME4	38000	212/588-1092
3388	STOKES	BEN	MJ1	29860	718/383-5691
5566	WOAKES	CHRIS	JJ8	36514	212/597-0013
8899	JENNY	ANNA	KJ9	65800	934/455-2337

2 separate tables of query1 and query2 are as follows:

IdNum	LName	FName	JobCode	Salary	Phone
1122	CHIN	CHEN	TA3	42400	212/688-5634
3344	JASMINE	ARYA	ME4	38000	212/588-1092
3388	STOKES	BEN	MJ1	29860	718/383-5691
5566	WOAKES	CHRIS	JJ8	36514	212/597-0013
8899	JENNY	ANNA	KJ9	65800	934/455-2337

IdNum	LName	FName	JobCode	Salary	Phone
1114	GREENWALD	JANICE	ME3	38000	212/588-1092
1130	WOOD	DEBORAH	PT2	36514	212/587-0013
1354	PARKER	MARY	FA3	65800	914/455-2337
1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
1876	CHIN	JACK	TA1	42400	212/588-5634