



 Home Coding Ground Jobs Whiteboard Tools

In MS Access and other DBMS systems, queries can do a lot more than just displaying data, but they can actually perform various actions on the data in your database.

Action queries are queries that can add, change, or delete multiple records at one time.

The added benefit is that you can preview the query results in Access before you run it.

Microsoft Access provides 4 different types of Action Queries –

Append

Update

Delete

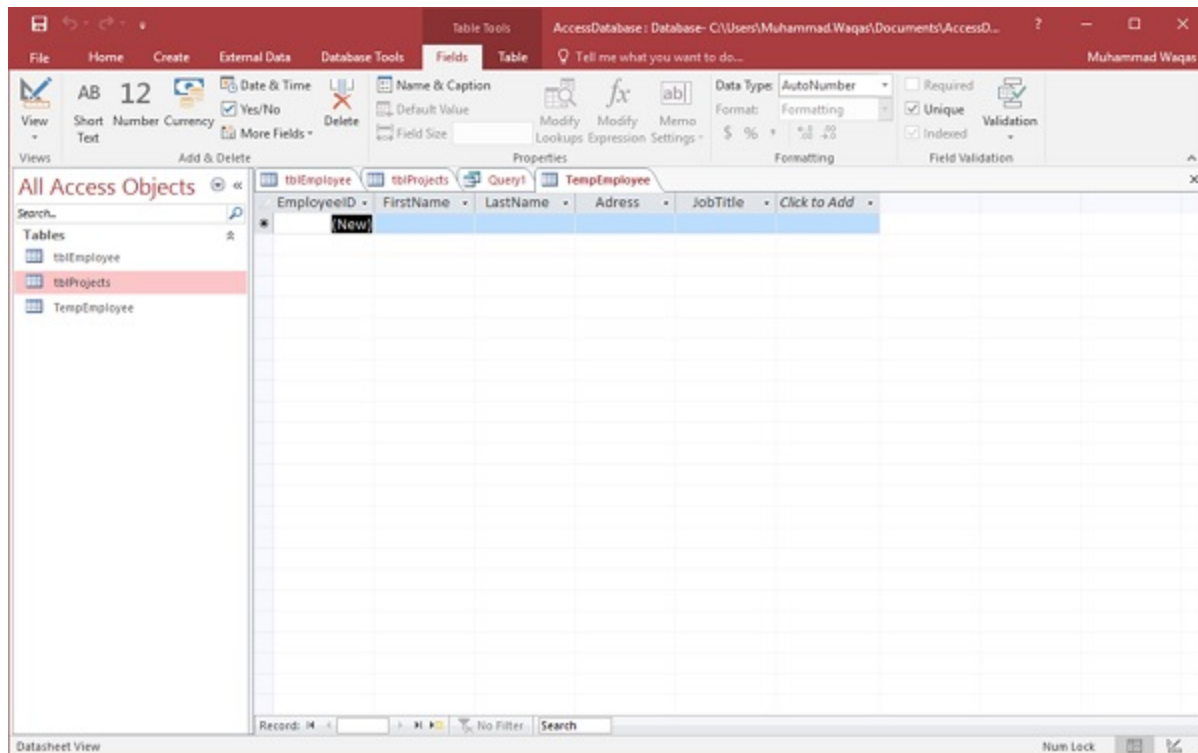
Make-table

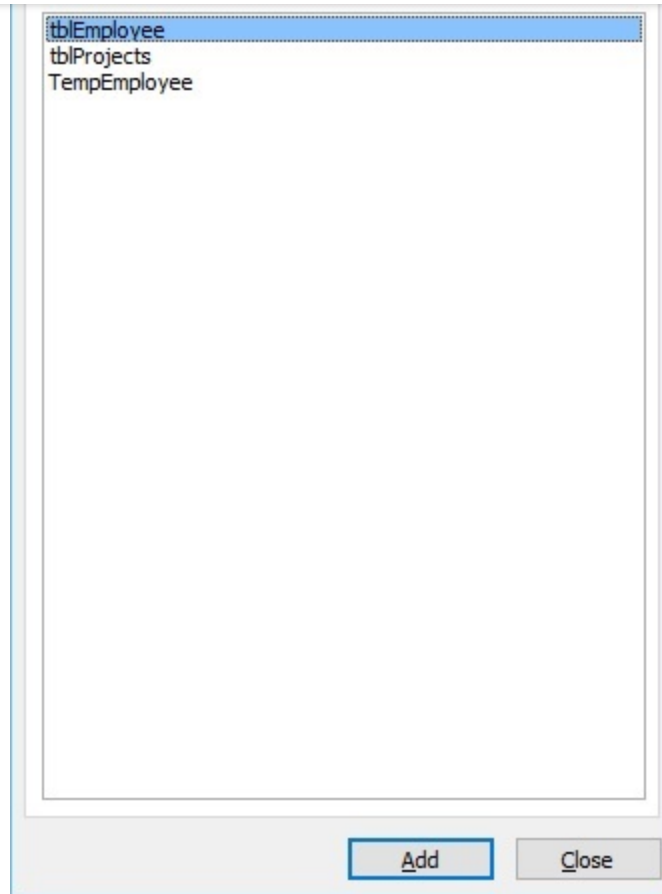
An action query cannot be undone. You should consider making a backup of any tables that you will update by using an update query.

Create an Append Query

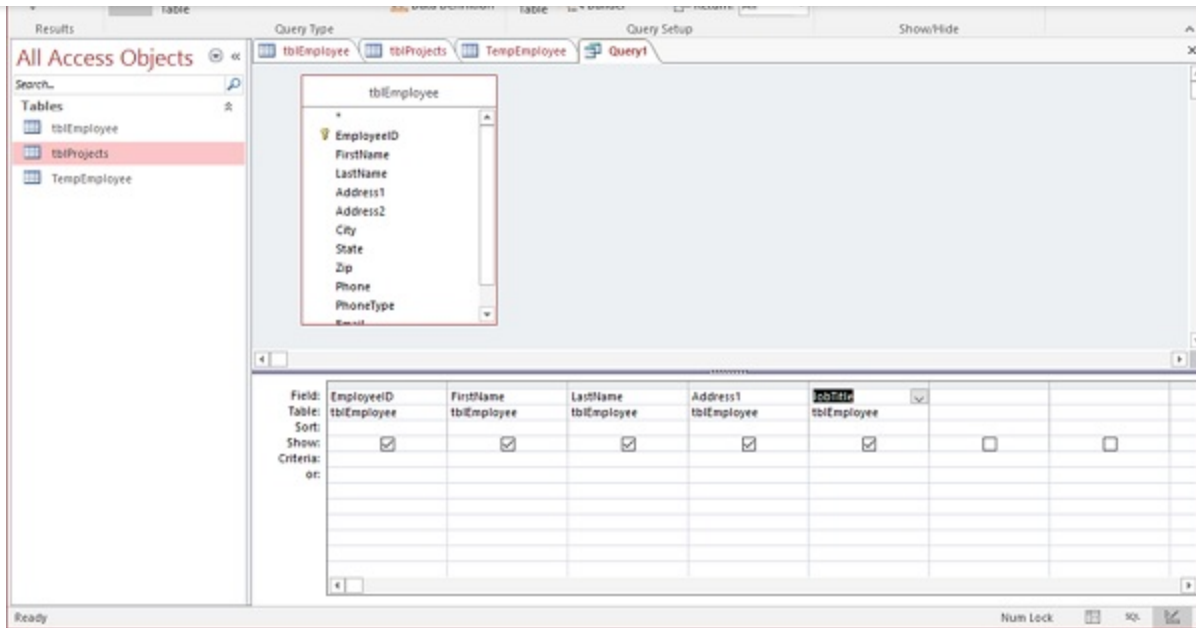


Let us call it **TempEmployees** and this contains the fields as shown in the following screenshot.

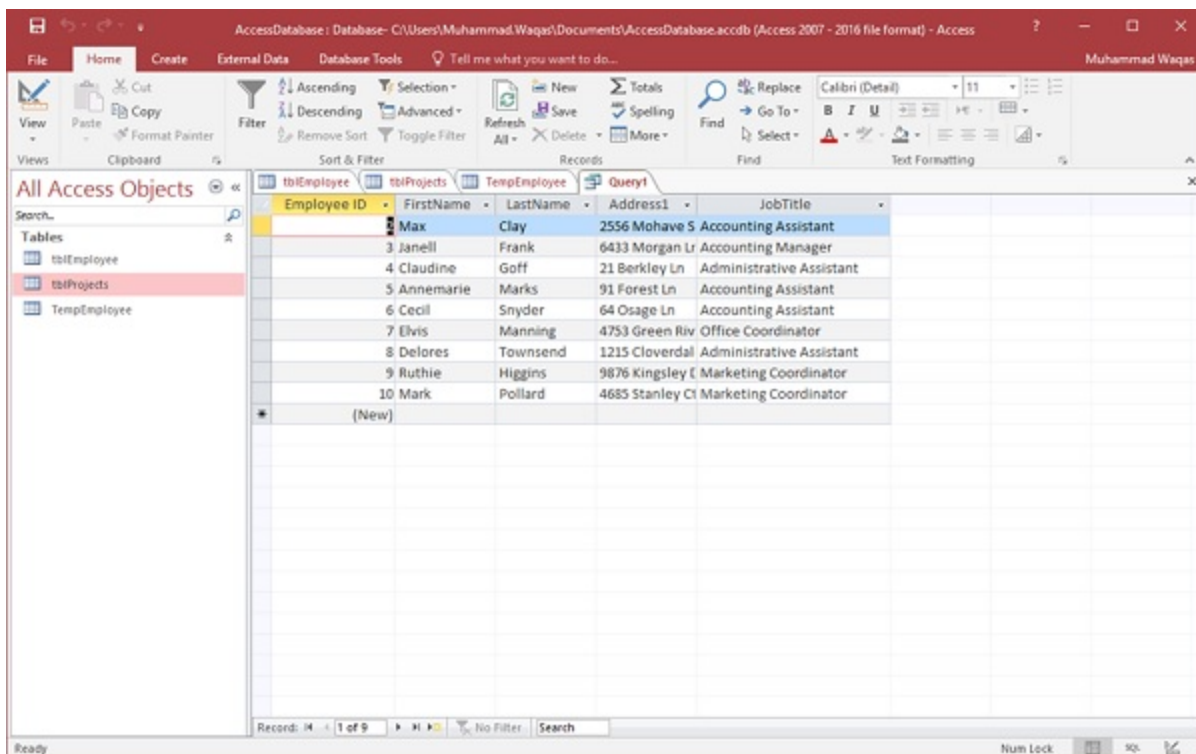




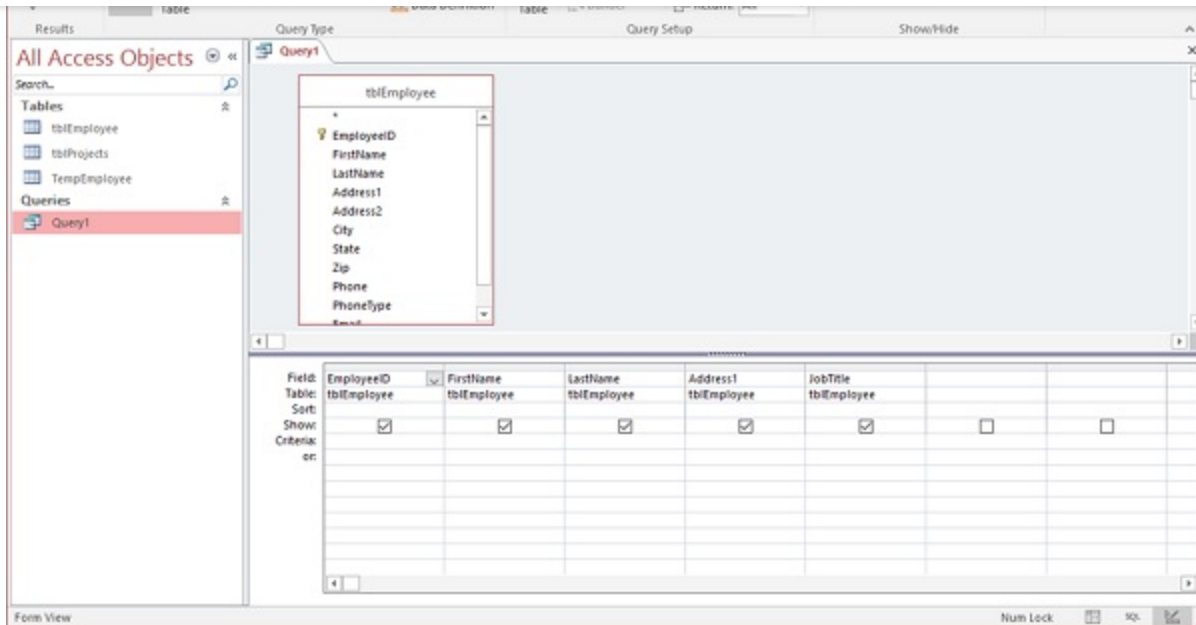
In the **Tables** tab, on the Show Table dialog box, double-click on the **tblEmployees** table and then close the dialog box. Double-click on the field you want to be displayed.



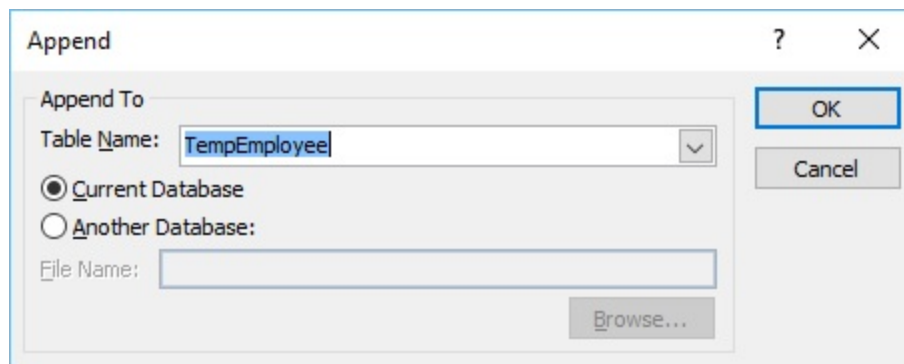
Let us run your query to display the data first.



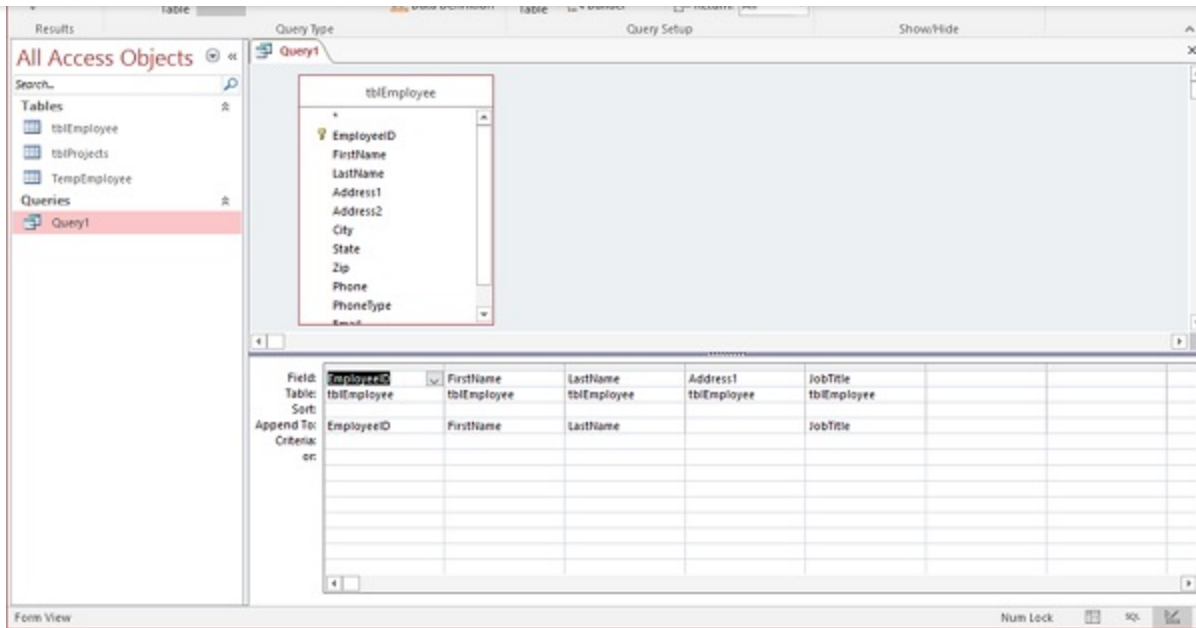
Now let us go back to Query design and select the **Append** button.



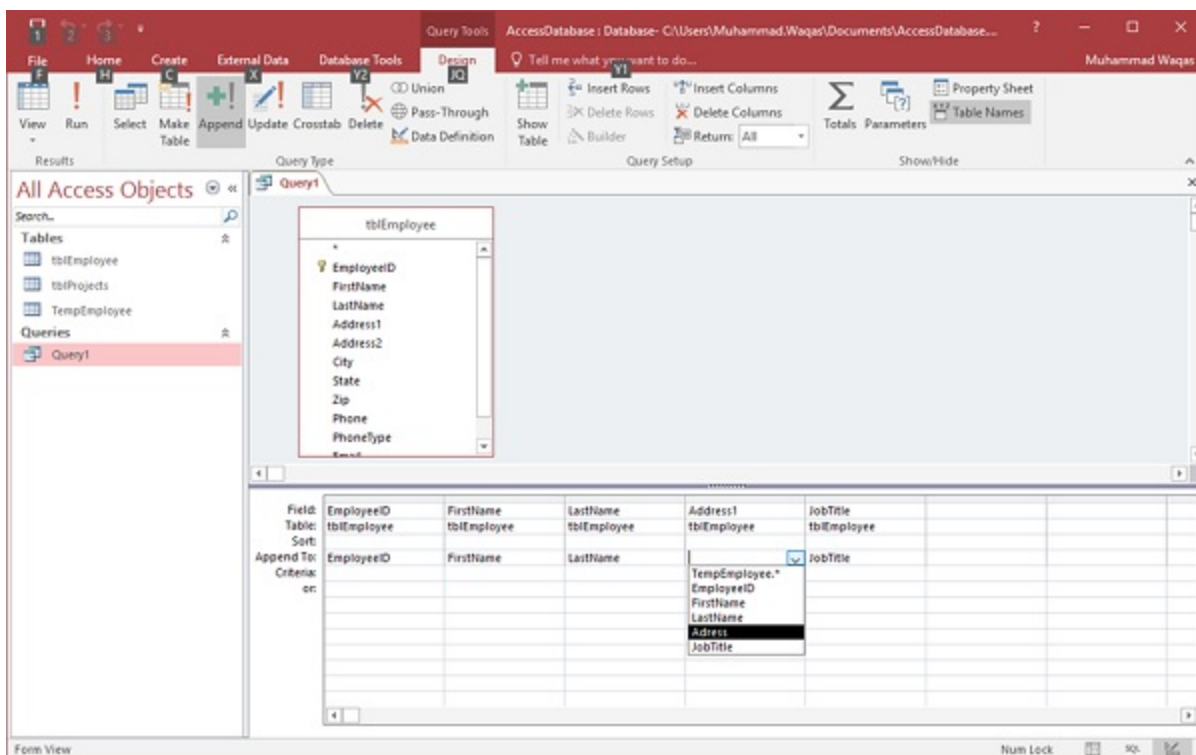
In the Query Type, select the Append option button. This will display the following dialog box.



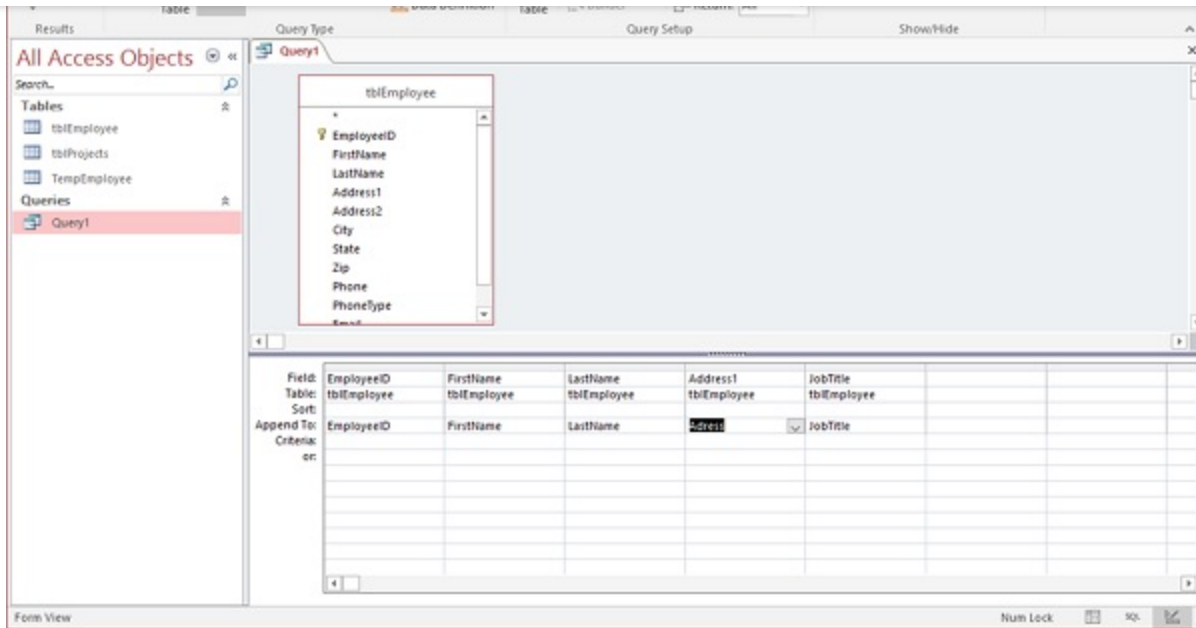
Select the table name from the drop-down list and click Ok.



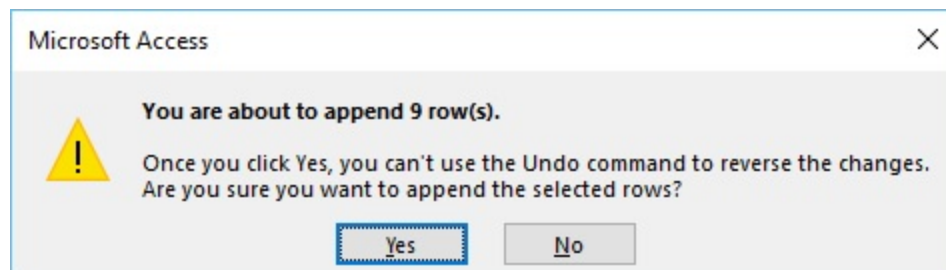
In the Query grid, you can see that in the **Append To** row all the field are selected by default except **Address1**. This because that Address1 field is not available in the **TempEmployee** table. So, we need to select the field from the drop-down list.



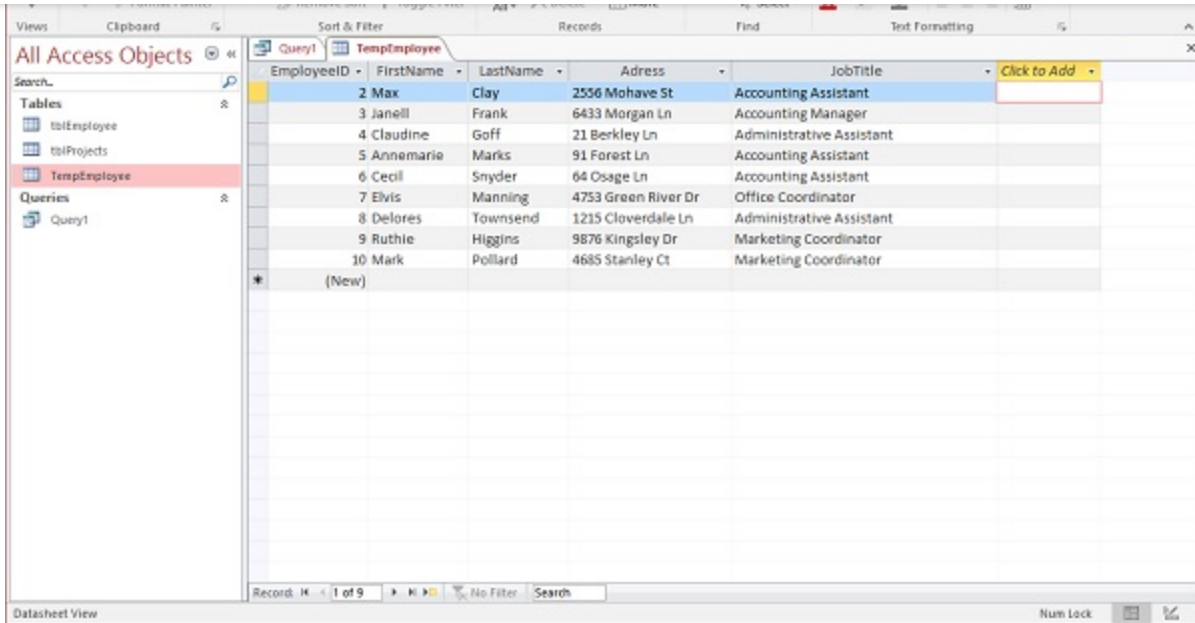
Let us look into the Address field.



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



Click **Yes** to confirm your action.



EmployeeID	FirstName	LastName	Address	JobTitle
2	Max	Clay	2556 Mohave St	Accounting Assistant
3	Janell	Frank	6433 Morgan Ln	Accounting Manager
4	Claudine	Goff	21 Berkley Ln	Administrative Assistant
5	Annemarie	Marks	91 Forest Ln	Accounting Assistant
6	Cecil	Snyder	64 Osage Ln	Accounting Assistant
7	Elvis	Manning	4753 Green River Dr	Office Coordinator
8	Delores	Townsend	1215 Cloverdale Ln	Administrative Assistant
9	Ruthie	Higgins	9876 Kingsley Dr	Marketing Coordinator
10	Mark	Pollard	4685 Stanley Ct	Marketing Coordinator
(New)				

When you open the **TempEmployee** table, you will see all the data is added from the tblEmployees to the TempEmployee table.

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