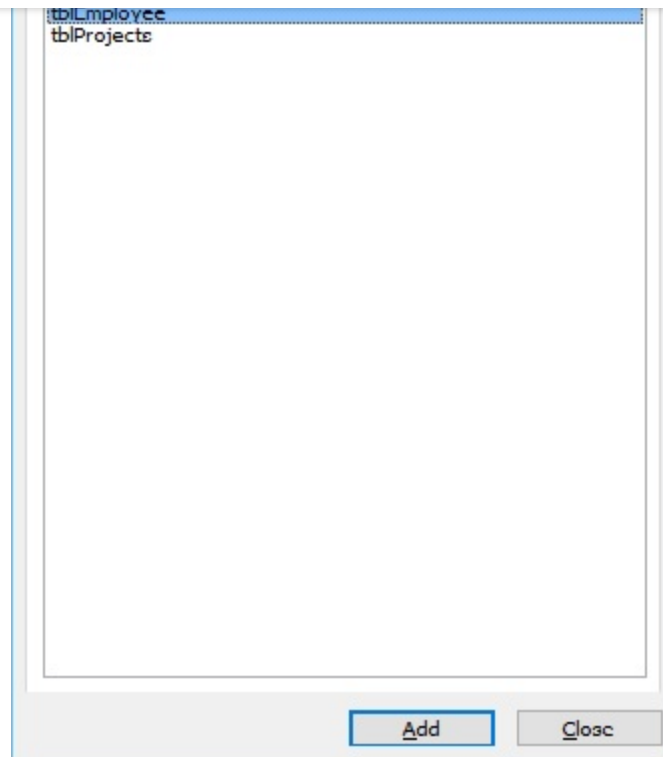


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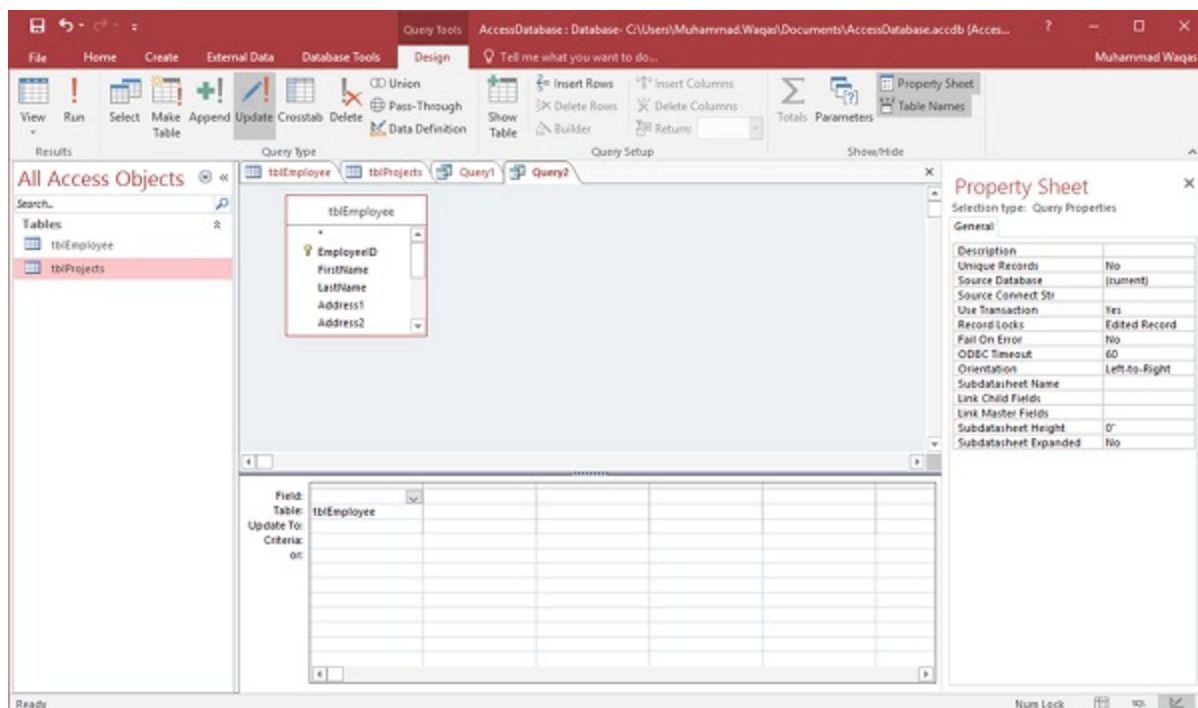
Let us understand how to create queries in this chapter.

Create an Update Query

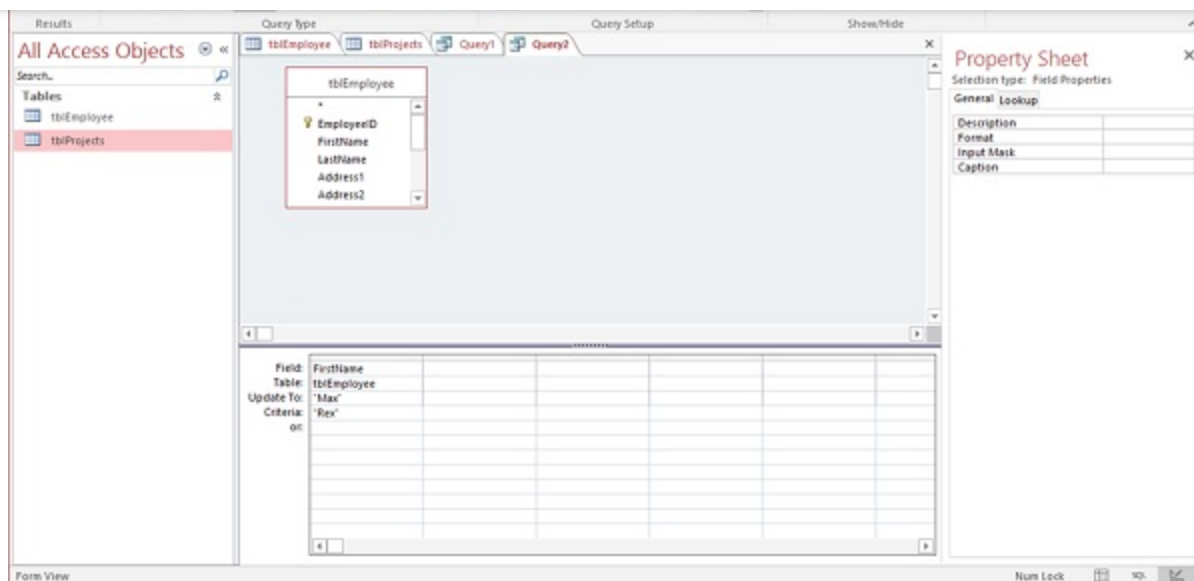
You can use an Update Query to change the data in your tables, and you can use an update query to enter criteria to specify which rows should be updated. An update query provides you an opportunity to review the updated data before you perform the update. Let us go to the Create tab again and click Query Design.



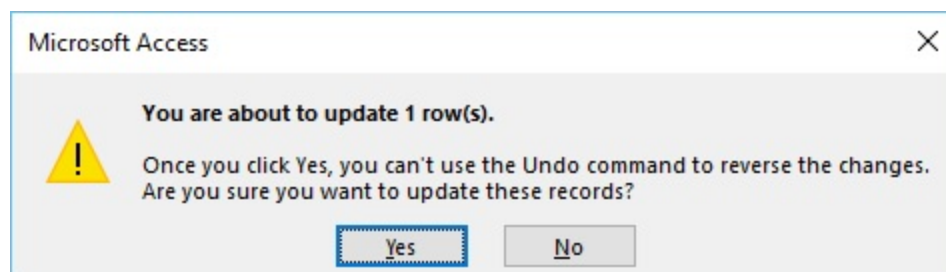
In the Tables tab, on the Show Table dialog box, double-click on the **tblEmployees** table and then close the dialog box.



On the **Design** tab, in the Query Type group, click Update and double-click on the field in which you want to update the value. Let us say we want to update the FirstName of "Rex" to "Max".



In the **Update** row of the **Design** grid, enter the updated value and in Criteria row add the original value which you want to be updated and run the query. This will display the confirmation message.



Click **Yes** and go to Datasheet View and you will see the first record — FirstName is updated to "Max" now.



Views | Clipboard | Sort & Filter | Records | Find | Text Formatting

All Access Objects

Search...

Tables

tblEmployee

tblProjects

tblEmployee

Employee ID	FirstName	LastName	JobTitle	Email
2	Max	Clay	Accounting Ass	rclay@mycom
3	Janell	Frank	Accounting Ma	jfrank@mycom
4	Claudine	Goff	Administrative	cgoft@mycom
5	Annemarie	Marks	Accounting Ass	amarks@myco
6	Cecil	Snyder	Accounting Ass	csnyder@mycc
7	Elvis	Manning	Office Coordin	emanning@my
8	Delores	Townsend	Administrative	dtownsend@n
9	Ruthie	Higgins	Marketing Co	rhiggins@mycc
10	Mark	Pollard	Marketing Co	mpollard@myi
11	Todd	Watson	Marketing Co	twatson@myci
(New)				

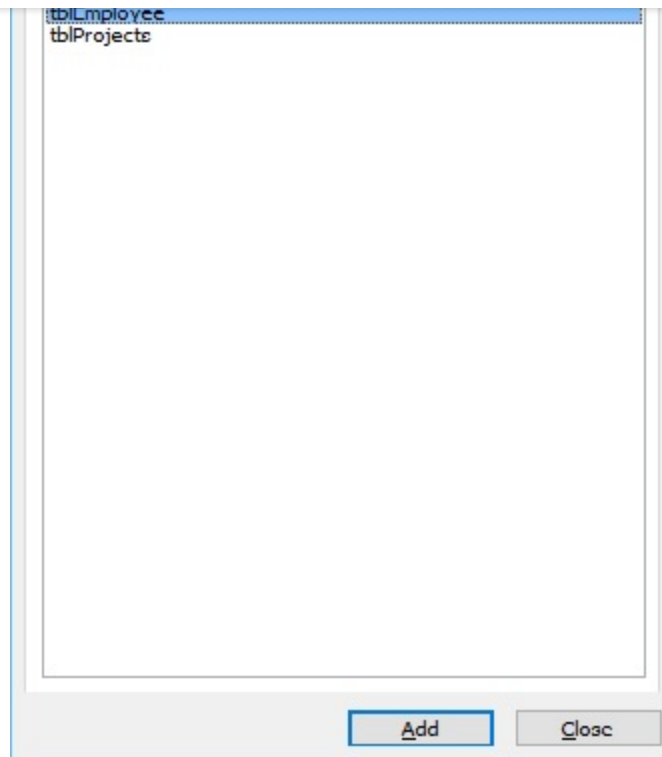
Record: 7 of 10 | No Filter | Search

Datasheet View

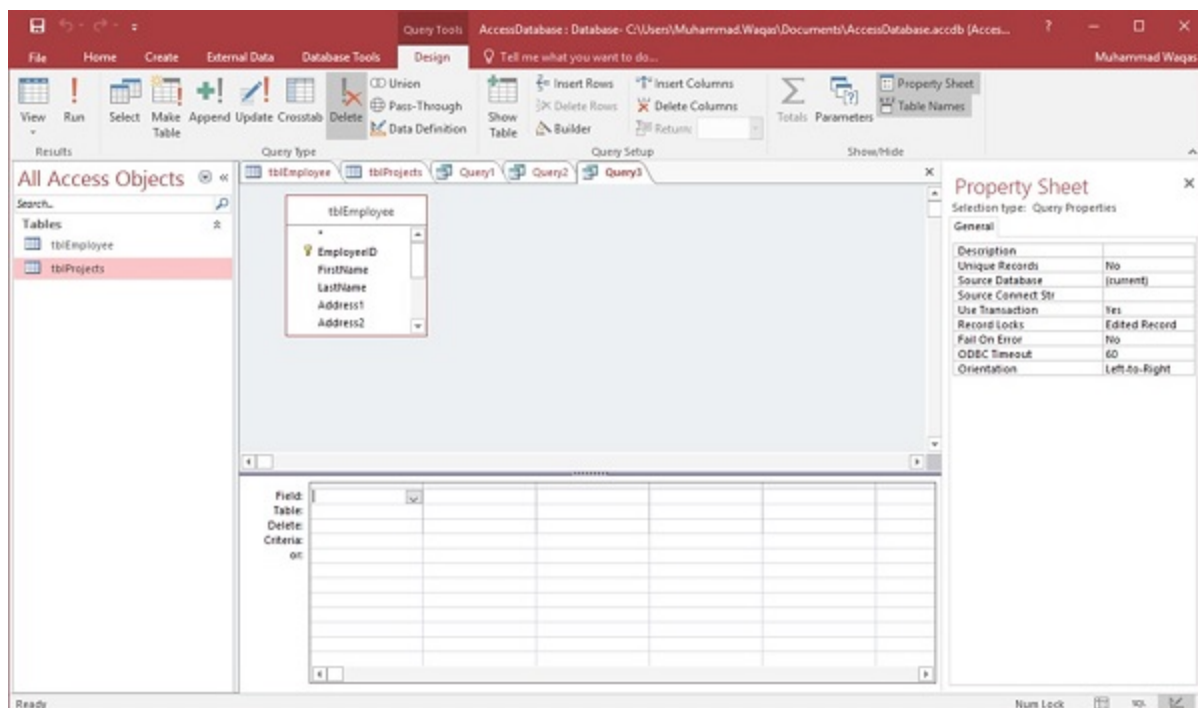
Num Lock

Create a Delete Query

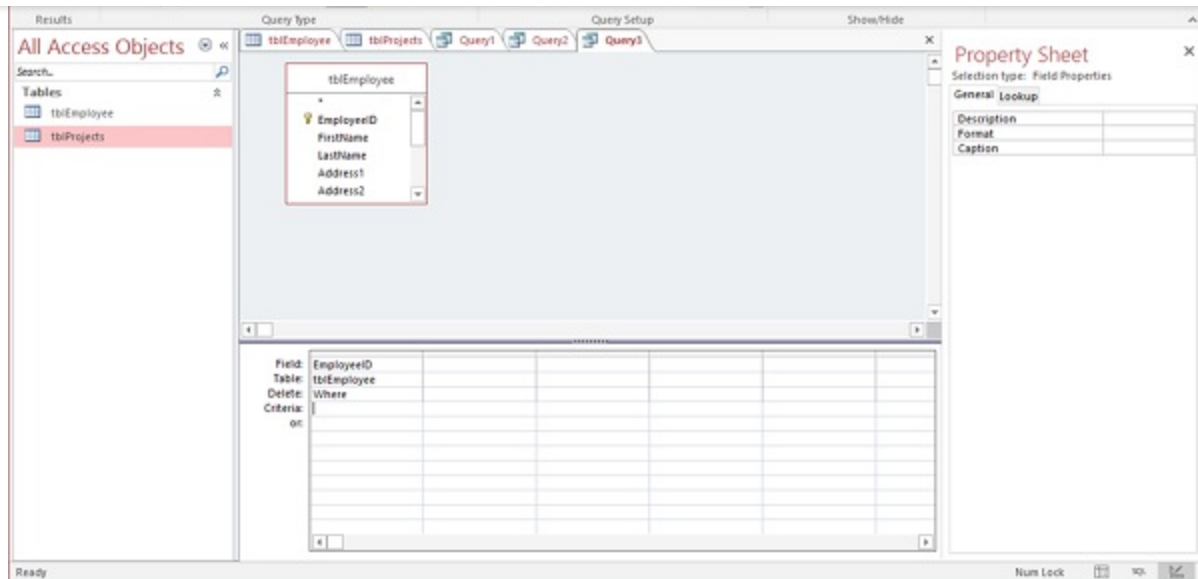
You can use a delete query to delete data from your tables, and you can use a delete query to enter criteria to specify which rows should be deleted. A Delete Query provides you an opportunity to review the rows that will be deleted before you perform the deletion. Let us go to the **Create** tab again and click **Query Design**.



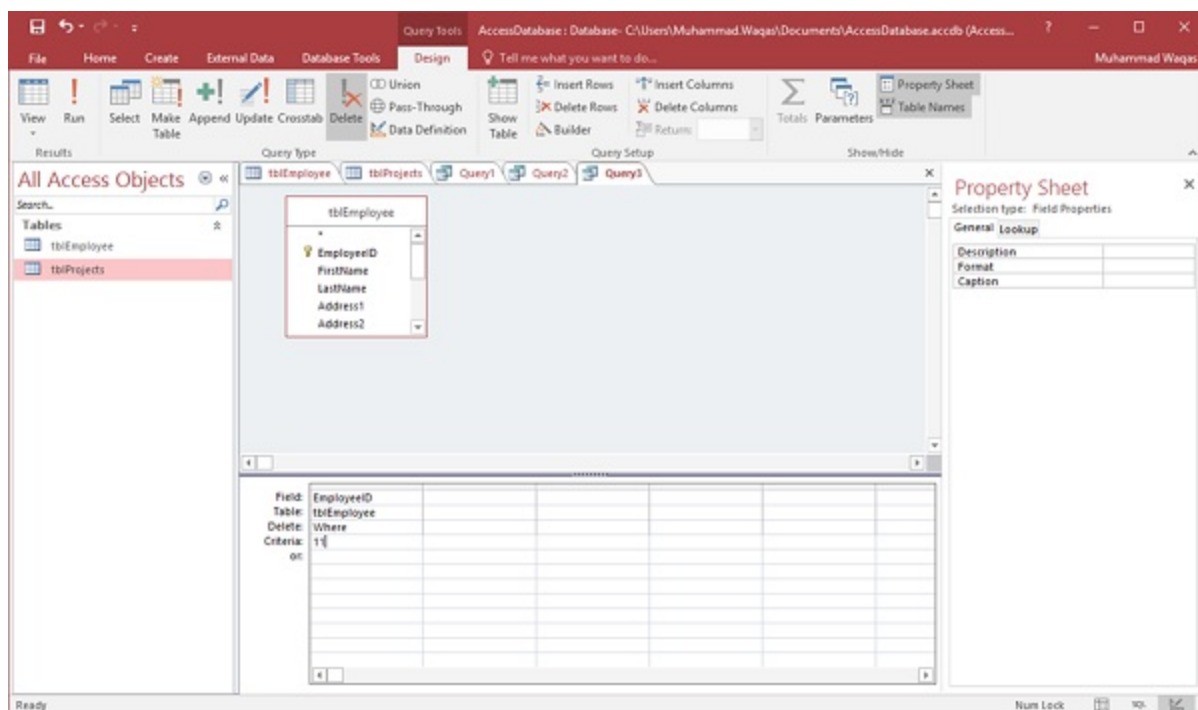
In the Tables tab on the Show Table dialog box, double-click the **tblEmployees** table and then close the dialog box.



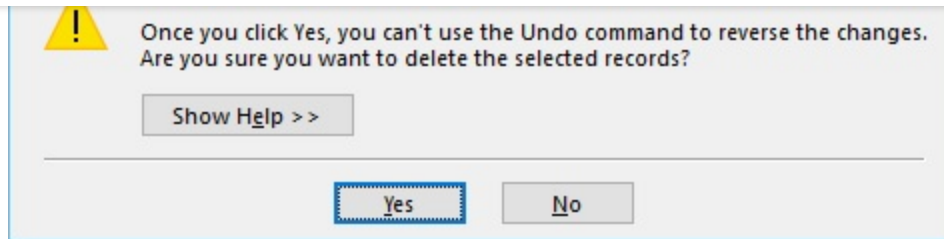
On the **Design** tab, in the **Query Type** group, click **Delete** and double-click on the **EmployeeID**.



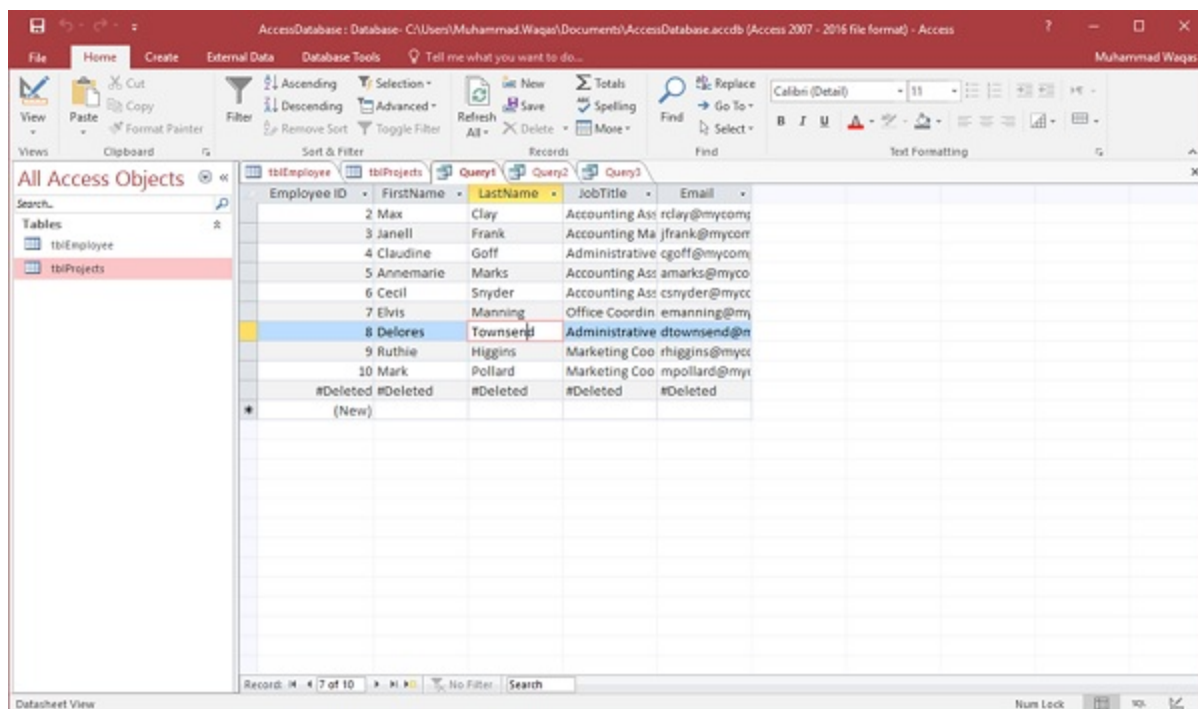
In the Criteria row of the Design Grid, type 11. Here we want to delete an employee whose EmployeeID is 11.



Let us now run the query. This query will display the confirmation message.

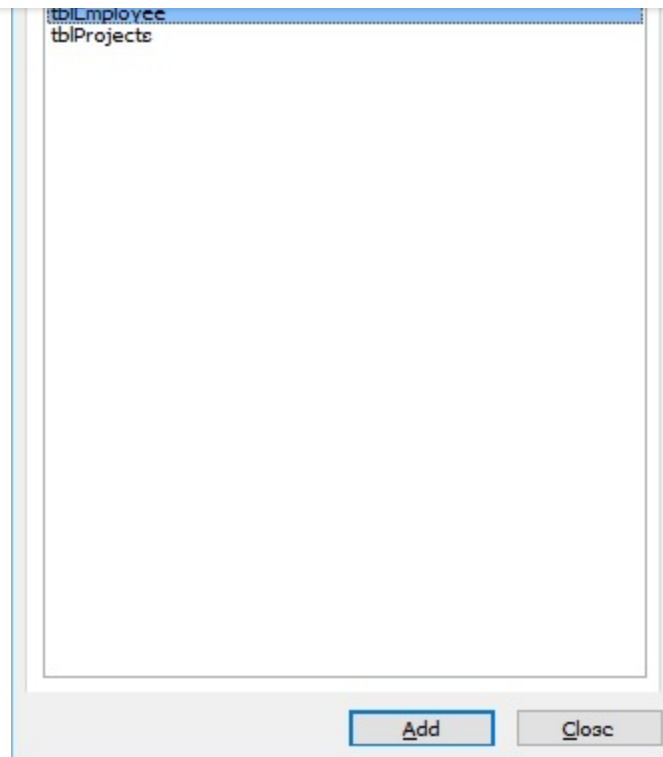


Click **Yes** and go to your Datasheet View and you will see that the specified employee record is deleted now.

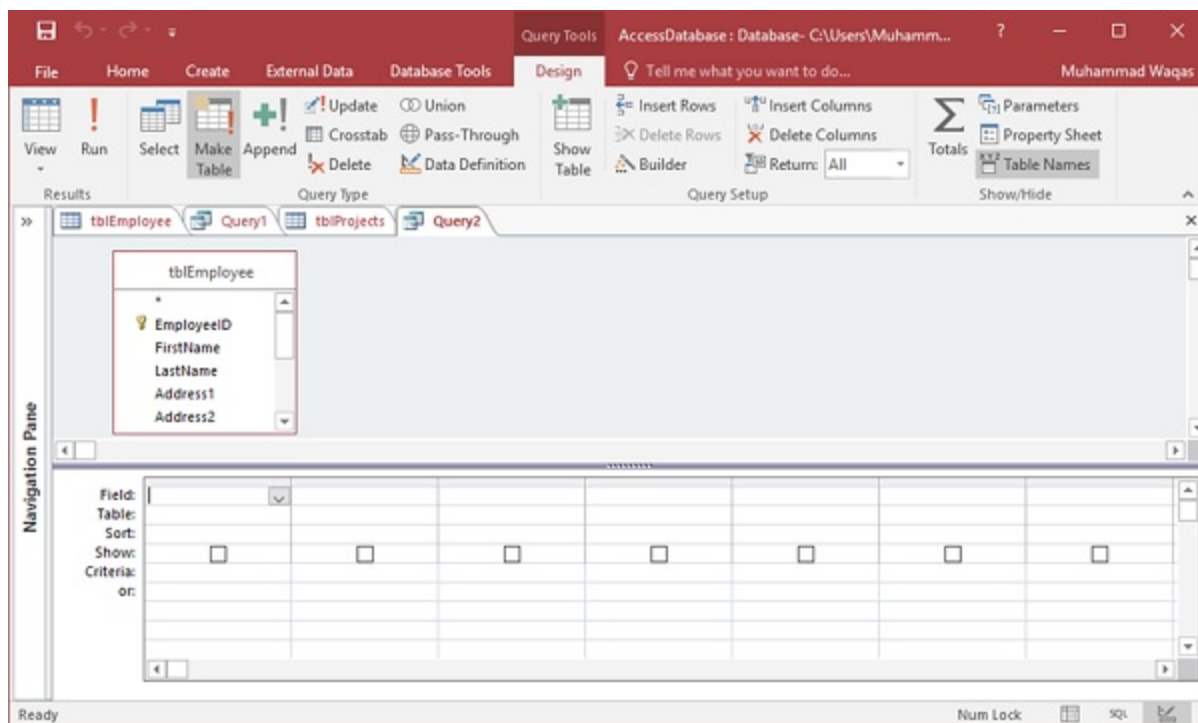


Create a Make Table Query

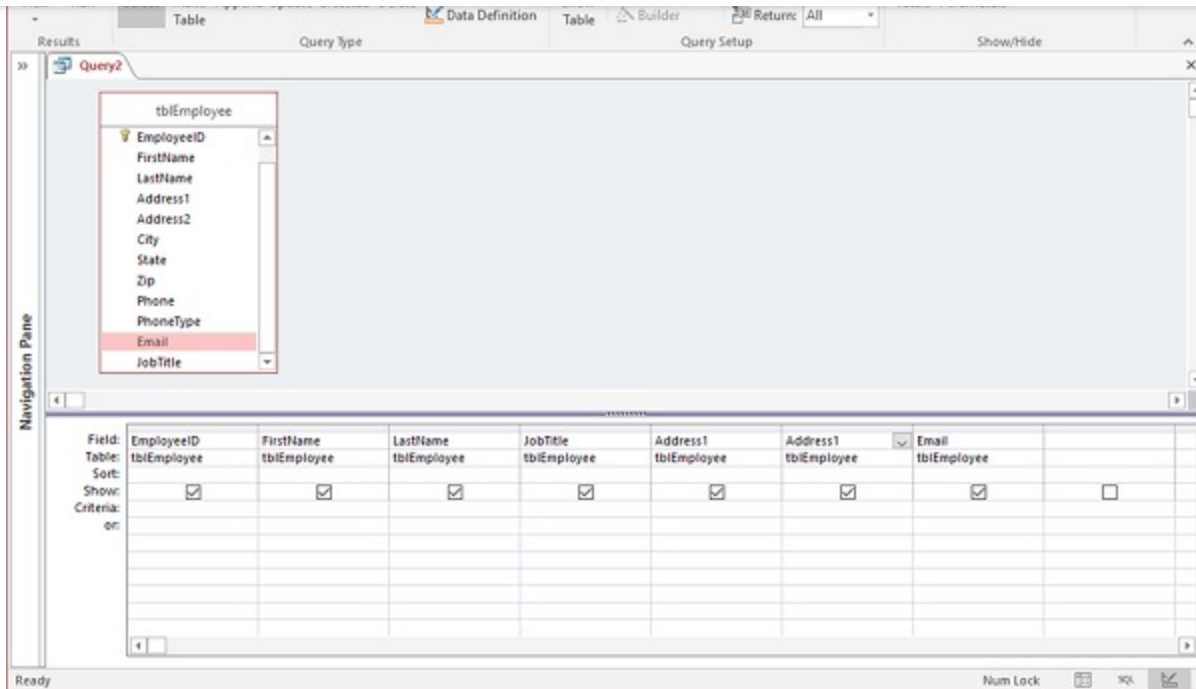
You can use a make-table query to create a new table from data that is stored in other tables. Let us go to the **Create tab** again and click **Query Design**.



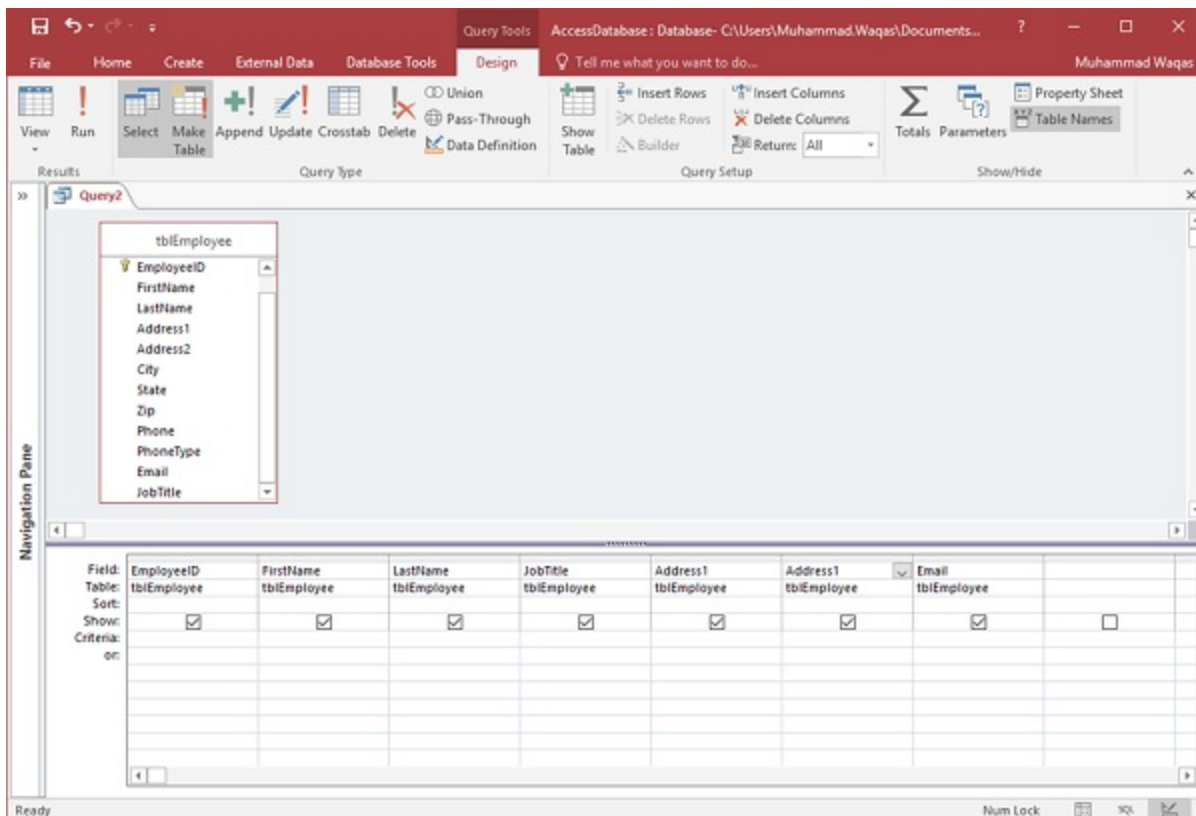
In the Tables tab, on the Show Table dialog box, double-click the **tblEmployees** table and then close the dialog box.



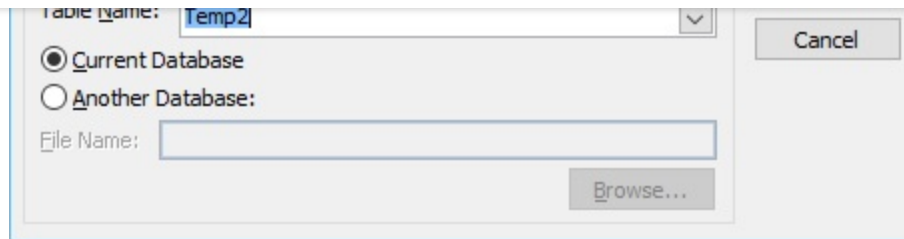
Select all those fields which you want to copy to another table.



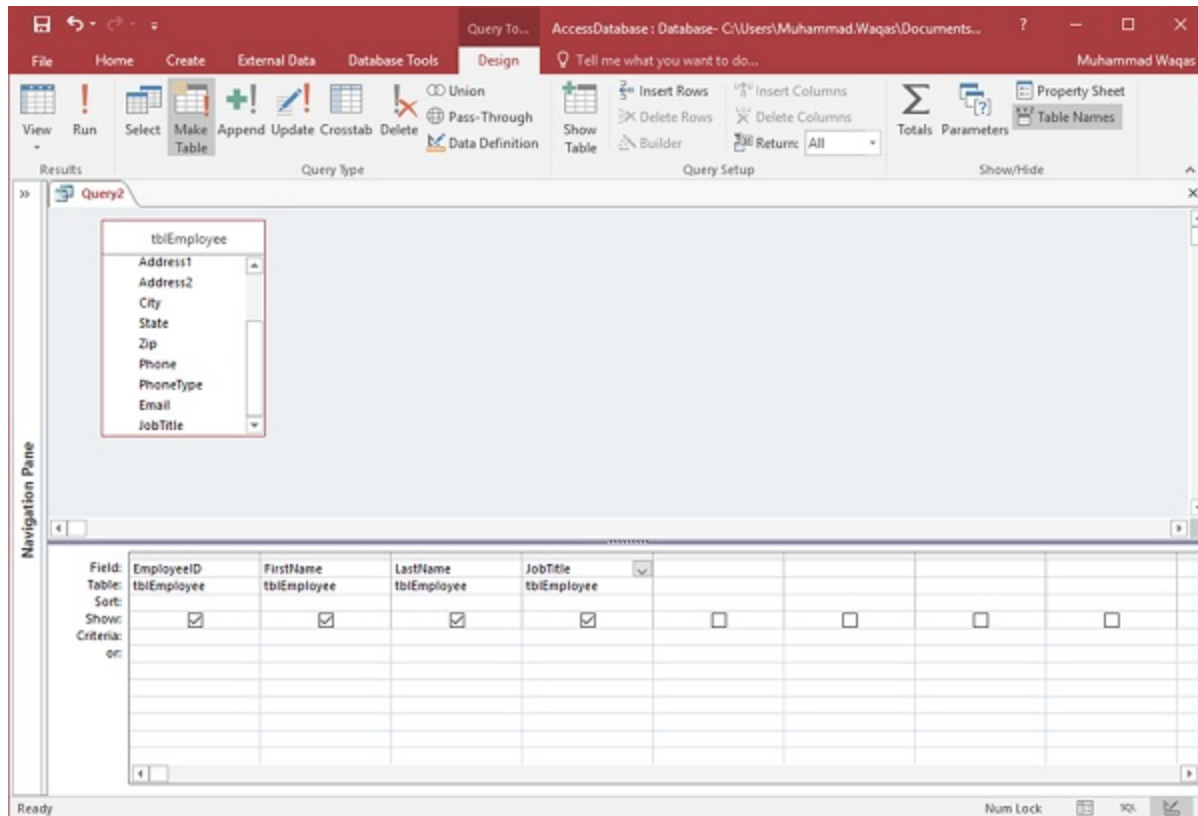
In the Query Type, select the **Make Table** option button.



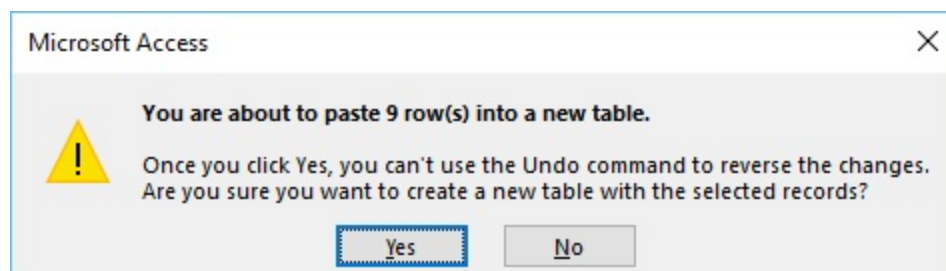
You will see the following dialog box. Enter the name of the new table you want to create and click OK.



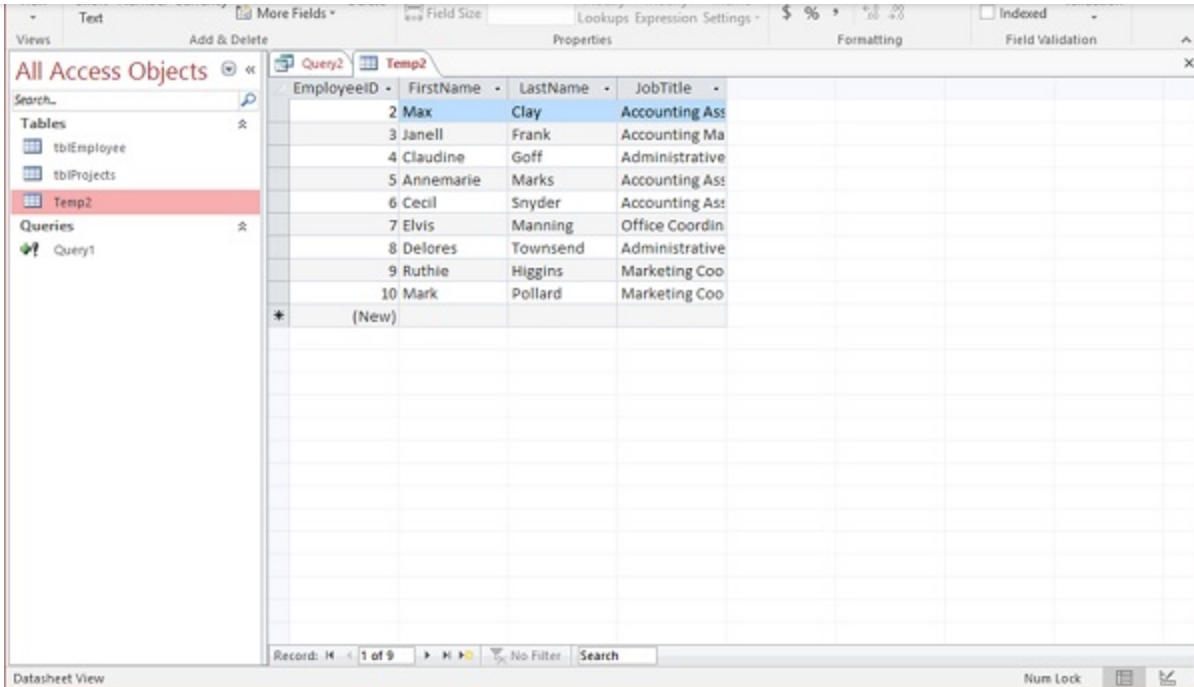
Now run your query.



You will now see the following message.



Click **Yes** and you will see a new table created in the navigation pane.



EmployeeID	FirstName	LastName	JobTitle
2	Max	Clay	Accounting Ass
3	Janell	Frank	Accounting Ma
4	Claudine	Goff	Administrative
5	Annemarie	Marks	Accounting Ass
6	Cecil	Snyder	Accounting Ass
7	Elvis	Manning	Office Coordin
8	Delores	Townsend	Administrative
9	Ruthie	Higgins	Marketing Coo
10	Mark	Pollard	Marketing Coo
*	(New)		

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