Lab 1
use MS Access

1. Download and open the Hospital.accdb in MS Access
2. Click the “Query Design” button.
3. You'll see a “Show Table” dialog box popped up. Click “close” on this dialog box without selecting any tables.
4. Select the “SQL View” or “SQL” button near the top left of the screen. This will open a right panel with highlighted command “SELECT;”
5. Type your SQL commands in this view (SQL View).
6. To run a command, click the "Run" button.

Here are the screen captures according to the steps (including two queries examples):

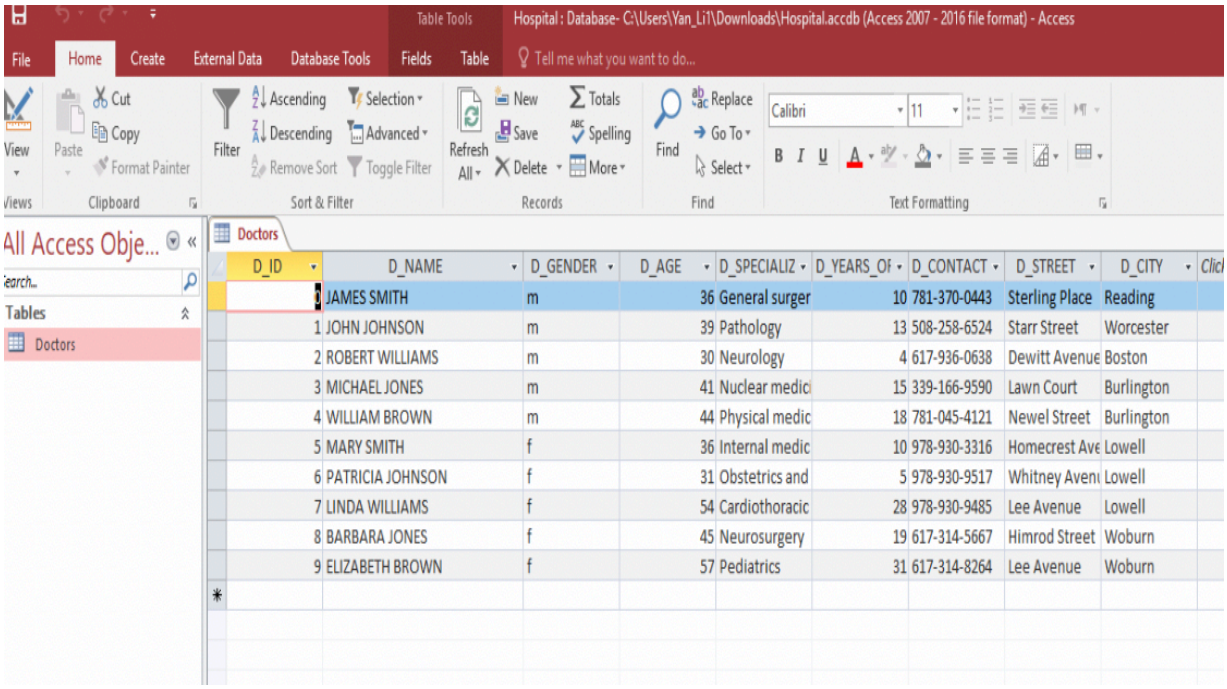
Table Tools
Hospital : Database- C:\Users\Yan_Li1\Downloads\Hospital.accdb (Access 2007 - 2016 file format) - Access
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
Cut
Copy
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All Access Obje...
Search...
Tables
Doctors
Doctors
D_ID
D_NAME
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D_YEARS_OF
D_CONTACT
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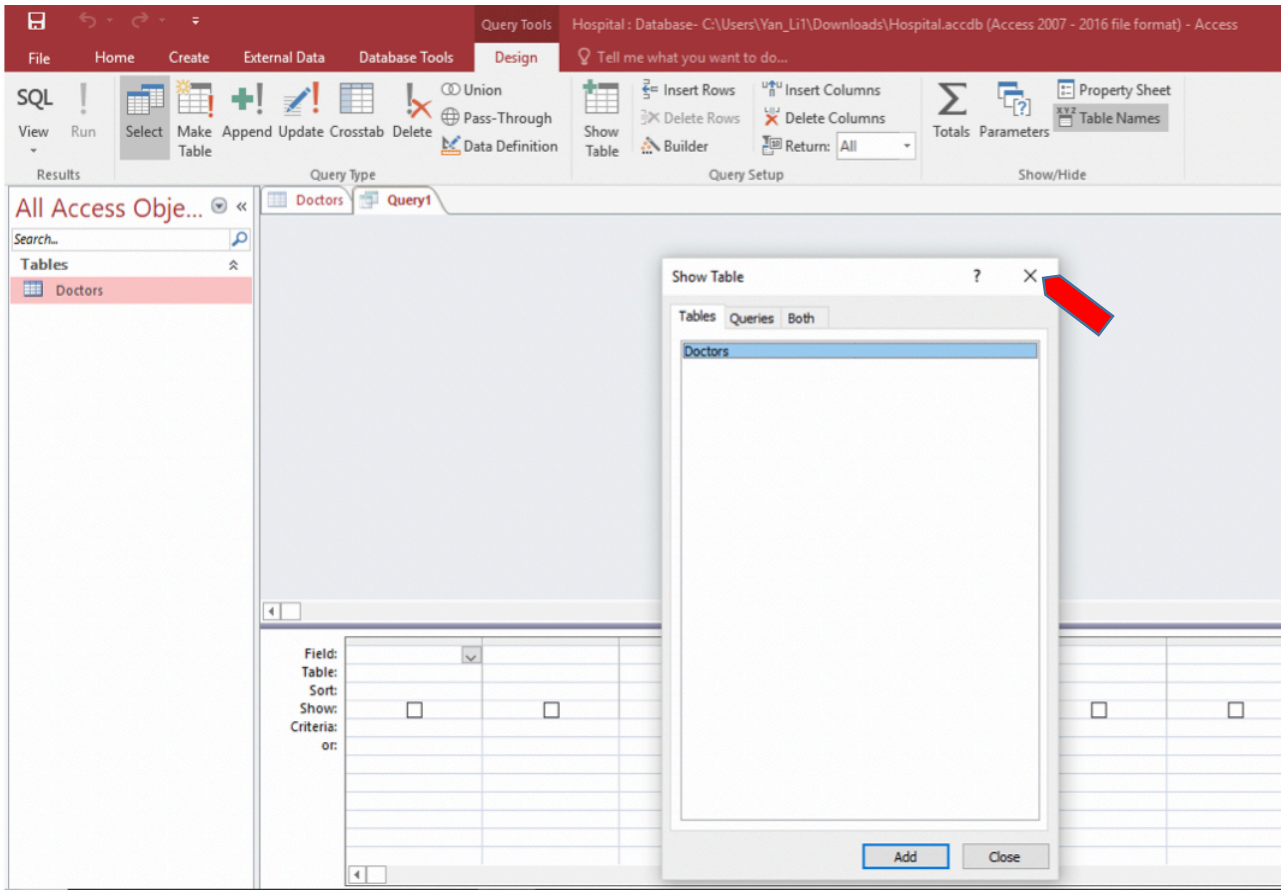
D_CITY
0 JAMES SMITH m 36 General surger 10 781-370-0443 Sterling Place Reading
1 JOHN JOHNSON m 39 Pathology 13 508-258-6524 Starr Street Worcester
2 ROBERT WILLIAMS m 30 Neurology 4 617-936-0638 Dewitt Avenue Boston
3 MICHAEL JONES m 41 Nuclear medici 15 339-166-9590 Lawn Court Burlington
4 WILLIAM BROWN m 44 Physical medic 18 781-045-4121 Newel Street Burlington
5 MARY SMITH f 36 Internal medic 10 978-930-3316 Homecrest Ave Lowell
6 PATRICIA JOHNSON f 31 Obstetrics and 5 978-930-9517 Whitney Aven Lowell
7 LINDA WILLIAMS f 54 Cardiothoracic 28 978-930-9485 Lee Avenue Lowell
8 BARBARA JONES f 45 Neurosurgery 19 617-314-5667 Himrod Street Woburn
9 ELIZABETH BROWN f 57 Pediatrics 31 617-314-8264 Lee Avenue Woburn


Query Tools
Hospital : Database- C:\Users\Yan_Li1\Downloads\Hospital.accdb (Access 2007 - 2016 file format) - Access
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
SQL
View
Run
Results
Select
Make Table
Append
Update
Crosstab
Delete
Union
Pass-Through
Data Definition
Query Type
Show Table
Insert Rows
Delete Rows
Builder
Insert Columns
Delete Columns
Return: All
Query Setup
Totals
Parameters
Property Sheet
Table Names
Show/Hide
All Access Obje...
Search...
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Doctors
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Query1
Show Table
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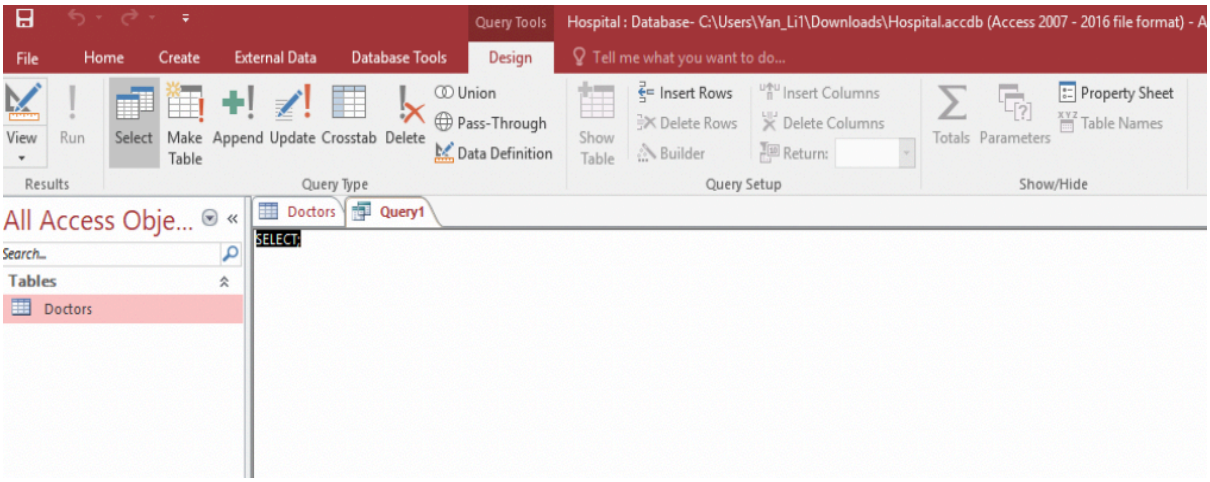
Query Tools
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External Data
Database Tools
Design
Tell me what you want to do...
View
Run
Select
Make Table
Append
Update
Crosstab
Delete
Union
Pass-Through
Data Definition
Show Table
Insert Rows
Delete Rows
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Insert Columns
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Return:
Totals
Parameters
Property Sheet
Table Names
Results
Query Type
Query Setup
Show/Hide
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Search...
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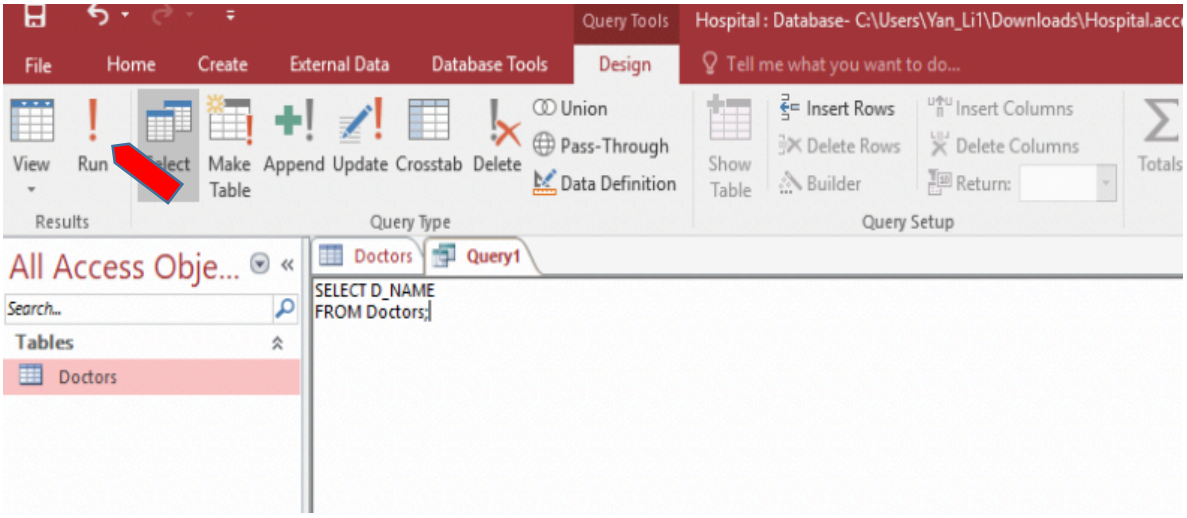
Doctors
Doctors
Query1
SELECT;


Query Tools
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External Data
Database Tools
Design
Tell me what you want to do...
View
Run
Select
Make Table
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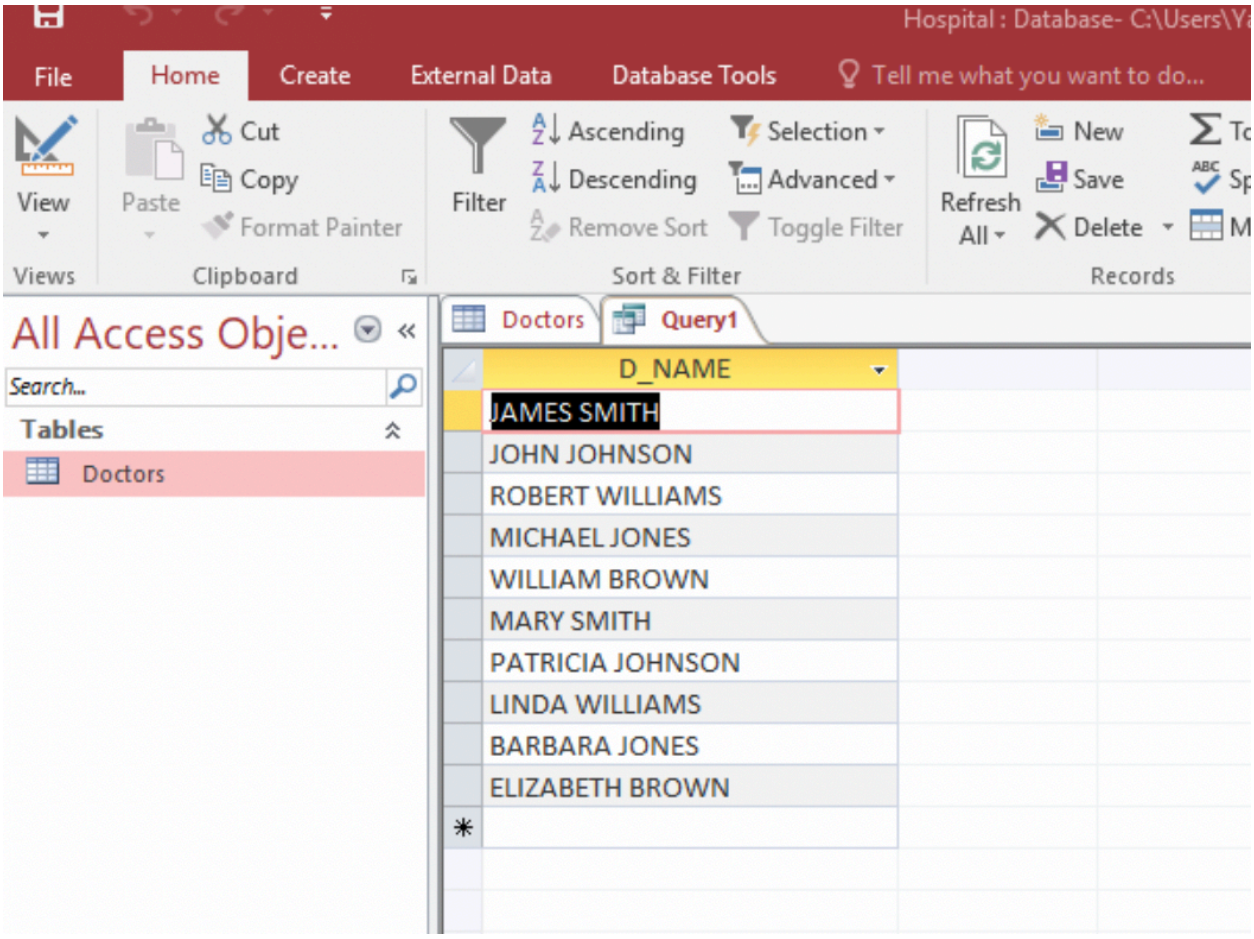
Update
Crosstab
Delete
Union
Pass-Through
Data Definition
Show Table
Insert Rows
Delete Rows
Builder
Insert Columns
Delete Columns
Return:
Totals
Results
Query Type
Query Setup
All Access Obje...
Search...
Tables
Doctors
Doctors
Query1
SELECT D_NAME
FROM Doctors;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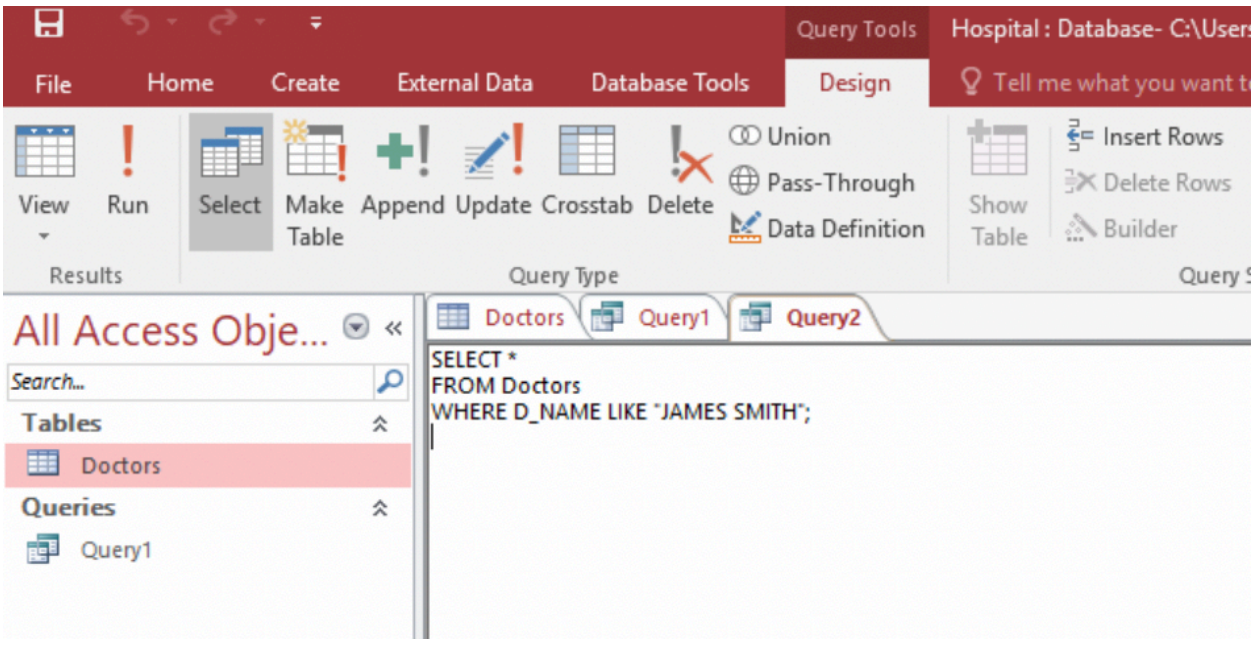
Search...
Tables
Doctors
Doctors
Query1
D_NAME
JAMES SMITH
JOHN JOHNSON
ROBERT WILLIAMS
MICHAEL JONES
WILLIAM BROWN
MARY SMITH
PATRICIA JOHNSON
LINDA WILLIAMS
BARBARA JONES
ELIZABETH BROWN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Data Definition
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Query Type
Show Table
Insert Rows
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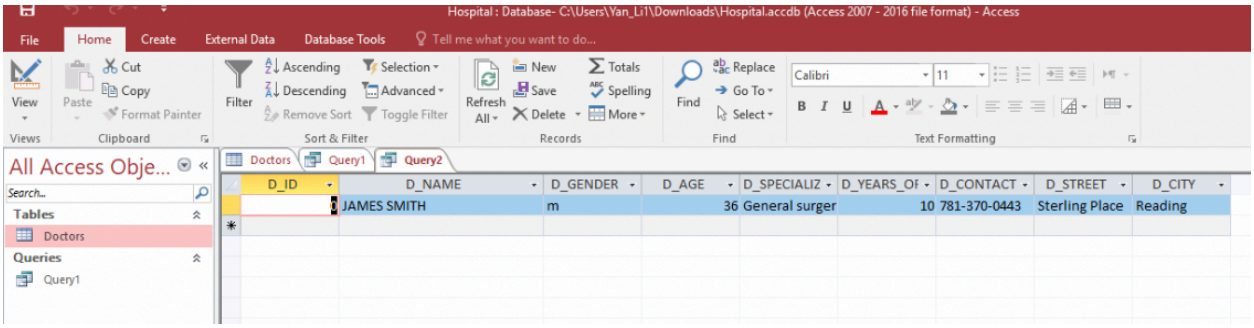
All Access Obje...
Search...
Tables
Doctors
Queries
Query1
Doctors
Query1
Query2
SELECT *
FROM Doctors
WHERE D_NAME LIKE "JAMES SMITH";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D_CONTACT
D_STREET
D_CITY
JAMES SMITH
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36
General surger
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781-370-0443
Sterling Place
Reading