Lab 19 – Microsoft Access D

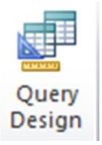
Topics covered in this lab

- Create and use parameter queries
- Use compound criteria in queries
- Sort data in queries

Start

- From Blackboard, download the file named **lab19_student_file**
- Save the file on your Q drive, inside the ITE100 folder, inside  3-Microsoft Access
- Double click on the file to open it

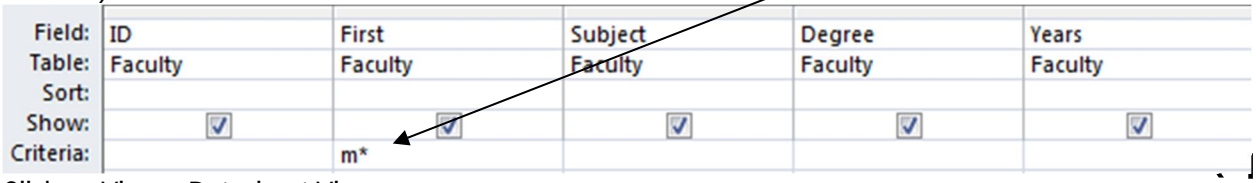
Query 1 – to use a Wildcard

- Click on the Create tab, then click on 

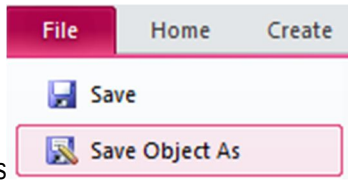
- Click Add once
- Click Close
- From the field list

- Double click on ID, First, Subject, Degree and Years to add to the query

- In the criteria row for First type m***** (the * will return any collection of letters that come after the letter **m**)



- Click on View > Datasheet View.
- You should have 2 records, the faculty members with first names starting with m.



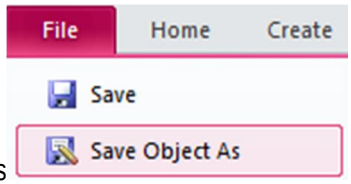
- Click on File, click Save Object As
- Give the name Query1-Start with M
- Click Ok

Query 2 - Create and use parameter queries

- Parameter queries allows the user to enter a value
- Click on Home, then go to View > Design View
- Remove the "Like m*" from column First
- In the Criteria row for Degree, type **[Enter Degree]**

Field:	ID	First	Subject	Degree	Years
Table:	Faculty	Faculty	Faculty	Faculty	Faculty
Sort:					
Show:	☑	☑	☑	☑	☑
Criteria:				[Enter Degree]	

- Click on View > Datasheet View. Type MA
- 3 records are returned



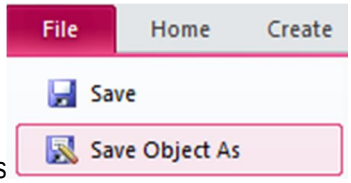
- Click on File, click Save Object As
- Give the name Query2-Enter Degree
- Click Ok

Query 3 - Comparison operator

- Click on Home, then go to View > Design View
- Remove the criteria [Enter Degree] from column Degree
- In the Criteria row for Years, type **>15** (this will return the faculty members who have worked more than 15 years)

Field:	ID	First	Subject	Degree	Years
Table:	Faculty	Faculty	Faculty	Faculty	Faculty
Sort:					
Show:	☑	☑	☑	☑	☑
Criteria:					>15

- Click on View > Datasheet View. 5 records are returned



- Click on File, click Save Object As
- Give the name Query3-More than 15, click Ok

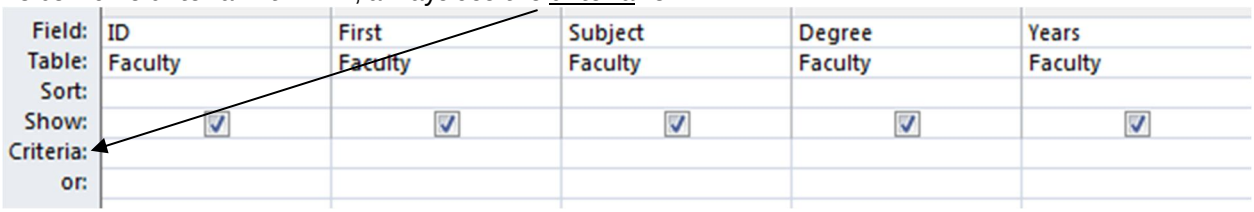
Query 4 - Comparison operator

- Click on Home, then go to View > Design View
- Change the Criteria for Years to **<=6**
- Click on View > Datasheet View
- 2 records are returned, the faculty members who have worked less than or equal to 6 years
- Click on File, click Save Object As
- Give the name Query4-Less or equal to 6, click Ok

Use compound criteria in queries

Query 5 - AND

- Click on Home, then go to View > Design View
- Remove the criteria <=6 from Years
- To combine criteria with AND, always use the criteria row



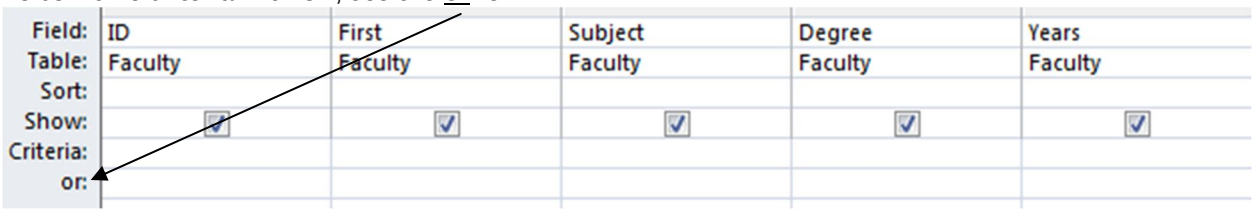
Field:	ID	First	Subject	Degree	Years
Table:	Faculty	Faculty	Faculty	Faculty	Faculty
Sort:					
Show:	☑	☑	☑	☑	☑
Criteria:					
or:					

- In the Criteria row for Subject, type **English**
- In the Criteria row for Degree, type **PhD**
- Click on View > Datasheet View
- 1 record is returned, the faculty member who teaches English and has a PhD

- Click on File, click Save Object As
- Give the name Query5-English and PhD, click Ok

Query 6 - OR

- Click on Home, then go to View > Design View
- Remove the criteria PhD from Degree
- To combine criteria with OR, use the or row



Field:	ID	First	Subject	Degree	Years
Table:	Faculty	Faculty	Faculty	Faculty	Faculty
Sort:					
Show:	☑	☑	☑	☑	☑
Criteria:					
or:					

- So, in the or row for Subject , type **Computer**

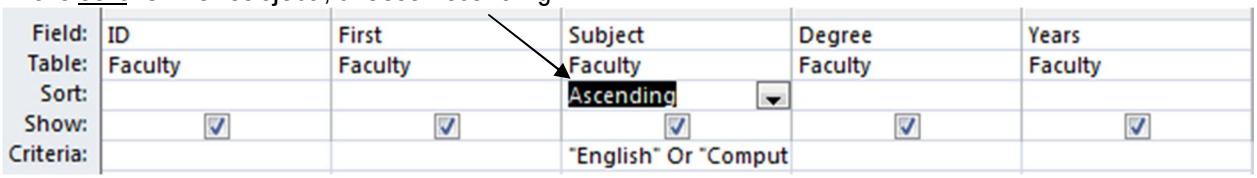
Field:	ID	First	Subject	Degree	Years
Table:	Faculty	Faculty	Faculty	Faculty	Faculty
Sort:					
Show:	☑	☑	☑	☑	☑
Criteria:			"English"		
or:			Computer		

- Click on View > Datasheet View
- 6 records are returned, the faculty members who teach English or Computer

- Click on File, click Save Object As
- Give the name Query6-English or Computer, click Ok

Query 7 - Sort data in queries

- Click on Home, then go to View > Design View
- In the Sort row for Subject , choose Ascending

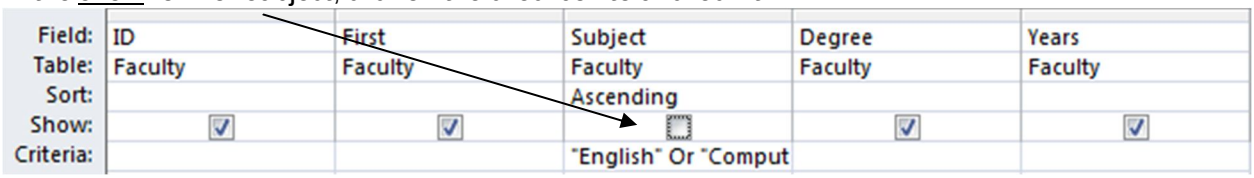


Field:	ID	First	Subject	Degree	Years
Table:	Faculty	Faculty	Faculty	Faculty	Faculty
Sort:			Ascending		
Show:	☑	☑	☑	☑	☑
Criteria:			"English" Or "Comput		

- Click on View > Datasheet View
- 6 records are returned, this is the same as query 6, but the results are sorted by subject in alphabetical order
- Click on File, click Save Object As
- Give the name Query7-sort, click Ok

Query 8 – to hide a field in Datasheet View

- Click on Home, then go to View > Design View
- In the Show row for Subject, click on the checkbox to uncheck it



Field:	ID	First	Subject	Degree	Years
Table:	Faculty	Faculty	Faculty	Faculty	Faculty
Sort:			Ascending		
Show:	☑	☑	☐	☑	☑
Criteria:			"English" Or "Comput		

- Click on View > Datasheet View
- 6 records are returned, this is the same as query 7, but the Subject field is not appearing in the query result
- Click on File, click Save Object As
- Give the name Query8-hide, click Ok

Query 9

- Based on your understanding from this lab, think about this, and do it on your own
- Create a new query for the Faculty table, include all fields.
- The query should display the faculty members who teach English and have worked for more than 10 years or faculty members with an MS degree.
- Sort the query by Degree in Descending order
- Don't show the ID field in the query result
- 8 records are returned
- Click on File, click Save Object As
- Give the name Query9-English and >10 or MS
- Click Ok

- Show the 9 queries to your teacher