

Lab 20 – Microsoft Access E

Topics covered in this lab

- Create a report and a form from a query
- Perform calculations and calculate statistics in queries

Start

- From Blackboard, download the file named **lab20_student_file**



3-Microsoft Access

- Save the file on your Q drive, inside the ITE100 folder, inside
- Double click on the file to open it

Calculate statistics in queries

Query1

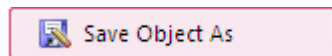
- From the Create tab, click on Query Design
- Select Item, click Add once
- Click Close
- From the field list, double click on Cost to add to the query



- From the Design tab click on
- Choose Avg from the Total row for Cost

Field:	Cost
Table:	Item
Total:	Group By
Sort:	Group By
Show:	Sum
Criteria:	Avg
or:	Min

- Go to View > Datasheet View
- You should get **\$9.38**



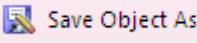
- Query1-avg
- Click Ok

Query2 – Use criteria in calculating statistics

- Click on Home, View > Design View
- From the field list, double click on Vendor Code to add to the query

- Choose Where from the Total row for Vendor Code
- In the criteria row for Vendor Code, type TM

Field:	Cost	Vendor Code
Table:	Item	Item
Total:	Avg	Where
Sort:		
Show:	☒	☐
Criteria:		TM
or:		

- Go to View > Datasheet View
- You should get **\$11.13**, this is the average cost for vendors with code TM
-  Save Object As Query2-Vendor Avg
- Click Ok

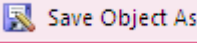
Query3 - Grouping

- We want to find the average cost for each vendor (GG, TM, AL)
- Click on Home, View > Design View
- Choose Group By from the Total row for Vendor Code
- Remove TM from the criteria row for Vendor Code, make sure the check box is checked

Field:	Cost	Vendor Code
Table:	Item	Item
Total:	Avg	Group By
Sort:		
Show:	☒	☒
Criteria:		

- Go to View > Datasheet View

Query1-avg	
AvgOfCost	Vendor Code
\$8.08	AL
\$9.38	GG
\$11.13	TM

- You should get
-  Save Object As Query3-Group Avg
- Click Ok

Perform calculations in queries

Query4

- Click on Home, click on the Create tab, then click on Query Design
- Select Item, click Add once
- Click Close
- From the field list double click on Item ID, On Hand, and Selling Price to add them to the query

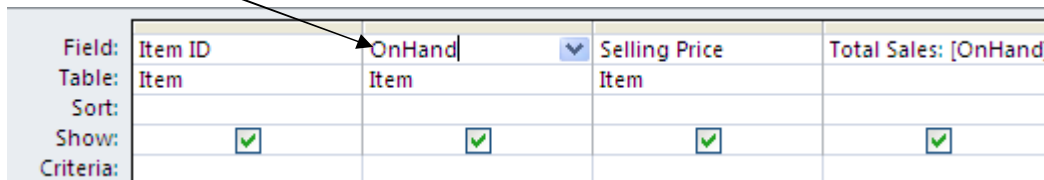
- Right click on the fourth empty field, choose Zoom



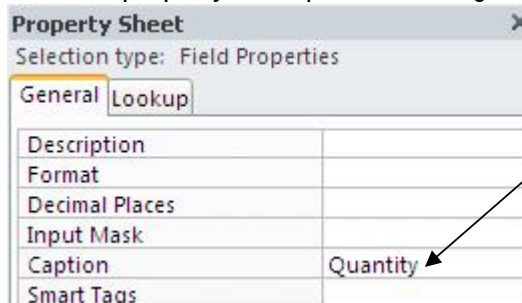
- Type **Total Sales: [OnHand]*[Selling Price]**, press Ok
- Click on View > Datasheet View
- Notice a new fourth column created with the specified calculation. This new field has the name Total Sales, and multiplies OnHand by Selling Price
-  Save Object As Query4-calculations
- Click Ok

Query5 – to change a caption

- Click on Home, View > Design View
- Click on Hand once



- From the design tab, click on  Property Sheet
- From the property sheet pane on the right, for Caption, type Quantity



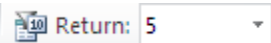
- Close the property sheet
- Go to View > Datasheet View

- Notice the caption for the second column changed from OnHand to Quantity

Item ID	Quantity	Selling Price	Total Sales
BA02	15	\$15.00	\$225.00
DM05	5	\$17.00	\$85.00
OR01	25	\$4.00	\$100.00

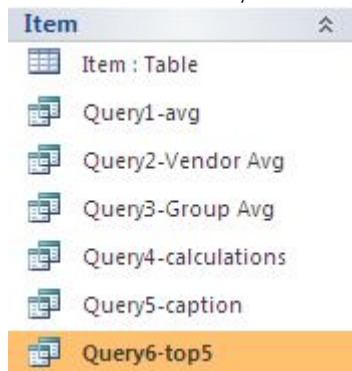
-  Save Object As Query5-caption
- Click Ok

Query 6 – To create a Top-Values Query

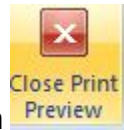
- Click on Home, View > Design View
- From the Design tab, choose 5 from the Return box arrow 
- Go to View > Datasheet View
- The result is like query 5, but only the first 5 records will be returned
-  Save Object As Query6-top5
- Click Ok

Create a report from a query

- Click on Home
- From the left menu, **click only once** on Query6-top5 to select it (don't double click)



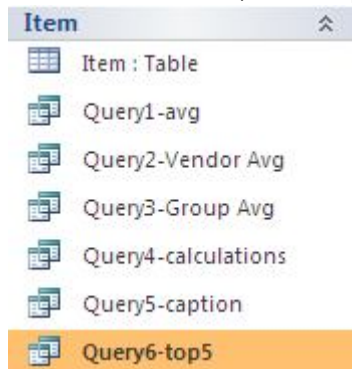
- Click on the Create tab, then click on 
- Click the add all fields button 
- Click Next
- Click Next
- Click Next
- Click Next
- For the title, type Report-Query6
- Click Finish



- Click on
- Go to View > Report View

Create a form from a query

- From the left menu, **click only once** on Query6-top5 to select it (don't double click)



- From the Create tab, click on
- Save Object As Form-Query6
- Click Ok
- Show your work to your teacher