FastCourse Series

Access Chapter 7: Creating Complex Queries

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Learning Objectives

- After studying this chapter, you will be able to:
  - Create a crosstab query
  - Create a find unmatched query
  - Create a find duplicates query
  - Create and run parameter queries
  - Create and run action queries

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Crosstab Queries

- Crosstab queries analyze data.

Original Data

Employee	Product Description	Line Total
JFW	Secondary Page	$1,200.00
JFW	Image, Custom Designed	$440.00
JFW	Home Page, Nav, CSS, Design	$400.00
MJW	Image, Custom Designed	$560.00
MJW	Home Page, Nav, CSS, Design	$400.00
MJW	Secondary Page	$1,400.00
MJW	Hourly Rate for Modifications	$400.00
JMM	Image, Custom Designed	$240.00
JMM	Secondary Page	$400.00
MJW	Blog, Integrated Into Site	$300.00

Reorganized by Crosstab Query

Emp Name	Tot Sales	Home Pg	2nd Page	Blogs	Carts	Images	Hourly
Kramer	$13,680.00	$800.00	$7,600.00	$600.00		$2,520.00	$2,160.00
Mansfield	$10,520.00	$400.00	$4,800.00	$600.00	$1,200.00	$1,680.00	$1,840.00
Waters	$20,080.00	$1,600.00	$10,000.00	$1,200.00	$1,200.00	$2,080.00	$4,000.00
Winchester	$17,100.00	$2,000.00	$8,800.00	$300.00	$800.00	$3,040.00	$2,160.00

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Finding Queries

- Database tables can contain common fields that link (relate) the tables.
- The find unmatched query locates records in one table that have no related records in another.
- The find duplicates query locates records with duplicate field values in a single table or query datasheet.

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Parameter Queries

- A parameter query prompts the user to enter new criteria each time the query is run.
  - Example: Last name
- A complex parameter query returns results for more than one criteria.

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Action Queries

- Action queries:
  - Modify a database table or group of records in a table
  - Are run whenever they are opened
  - Action query types:

Action Query	Description
Make Table	Creates a new table using data from multiple database tables
Append	Adds a group of records from one or more tables to the end of one or more tables in the same or a different database
Update	Makes global changes to a group of records in one or more tables
Delete	Removes a group of records from one or more tables

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