

CENTRAL STATES AIR RESOURCE AGENCIES
150 (CenSARA) – Student Workbook

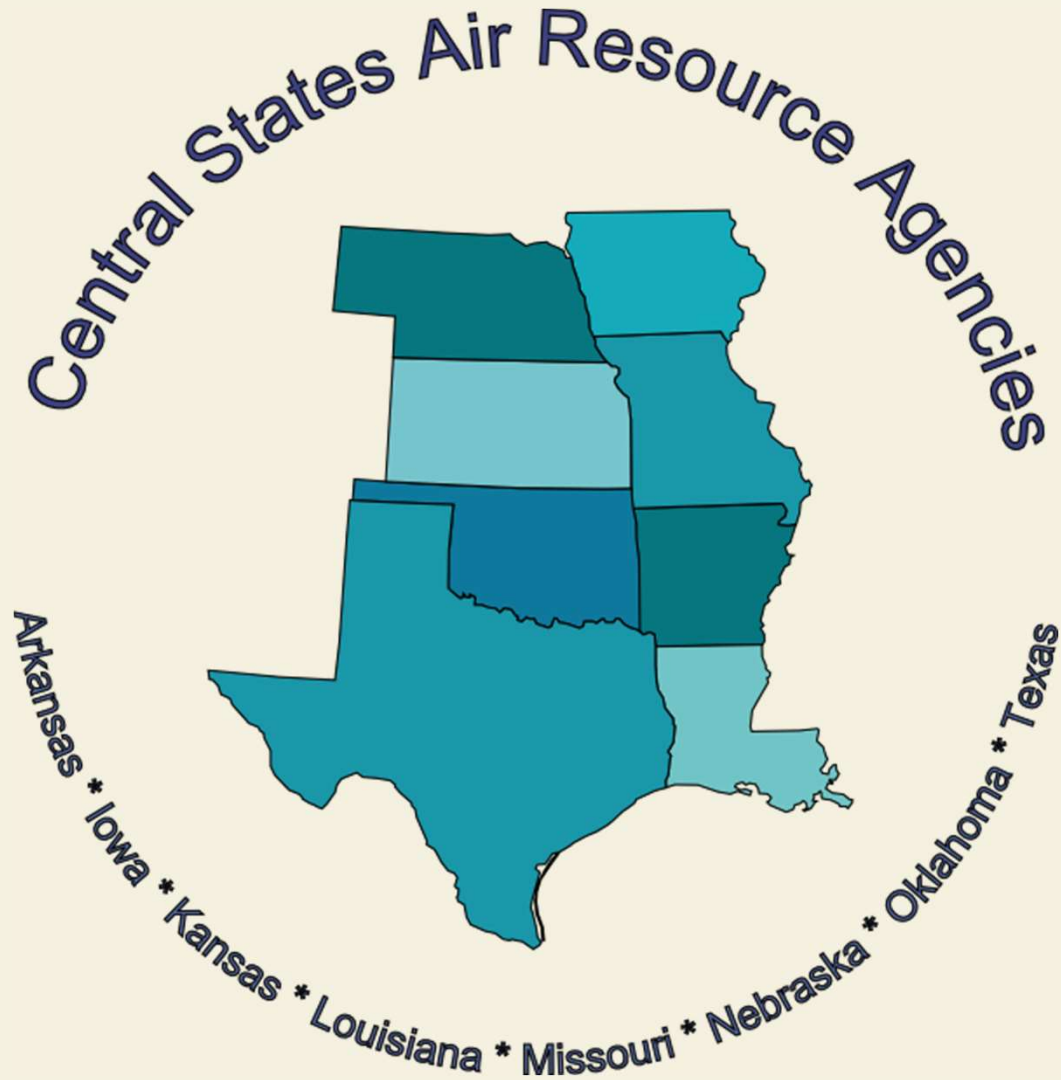


Table of Contents

Getting Started – Ribbons	Page 1-16
Table Templates and Design	Page 17-33
Primary Keys	
Deleting Tables or other objects	Page 36-41
Importing Excel and other data	Page 42-56
Lookup Wizards	Page 64-74
Manually using Value list	
Date Properties	Page 71
Short and Long Text	Page 72
Default Vale – Now () vs Date ()	Page 85
Table Relationships and Primary Keys	Page 102-120
Adding relationships	
Setting Primary and Foreign Keys	
Different data type problem	
Enforcing Referential Integrity	
Infinity sign Referential Integrity	
Query Design and Query Types	Page 122-175
Query Builder and the Bang (!)	
Criteria in queries	

Table of Contents

Like feature in criteria * and ?

Between function

Grouping in Queries Page 176-188

Using Lookup to insert items in a field Page 189-201

Delete Query Page 202-210

Importing Text files Page 211-227

Make Table Query Page 228-246

Concatenating fields in a query

Append Query Page 247-277

Problems with Primary Keys and No Dups

Update Query Page 278-290

Using "Is Null" in a query

Crosstab Query Page 279-307

Find Duplicates query Page 308-328

Calculations in Queries Page 331-363

Using =1

Formatting

Calculating off Table fields

Top function Page 364-376

Table of Contents

Domain Aggregate	Page 377-389
Creating Forms	Page 393-443
Using Form Wizard	
Changing Record Source	
Embedding one form into another	
Removing Layout from a form	
Master / Child	
Finding records using combo boxes	Page 444-469
Concatenating fields	
Creating Reports	Page 473-530
Using Report Wizard	
Changing Record Source	
Embedding one report into another	
Removing Layout from a report	
Master / Child	
Unbound Forms	Page 534-594
Referencing a form in a query	
Using a command button to execute a report	
Date range referencing to execute a report	

Table of Contents

Make table and append table Page 598-625

Macros Page 626-652

 Show All actions

 Message box in Macro

 Turning on and off the warnings

**CENTRAL STATES AIR RESOURCE AGENCIES
150 (CenSARA) – Student Workbook**

- 1. Getting Started – Table Templates and Design**
- 2. Table Relationships and Primary Keys**
- 3. Query Design and Query Types**
- 4. Calculations in Queries**
- 5. Form Design, Layout, and Embedding**
- 6. Report Design, Layout, and Embedding**
- 7. Unbound Forms**
- 8. Macros**

**CENTRAL STATES AIR RESOURCE AGENCIES
150 (CenSARA) – Student Workbook**



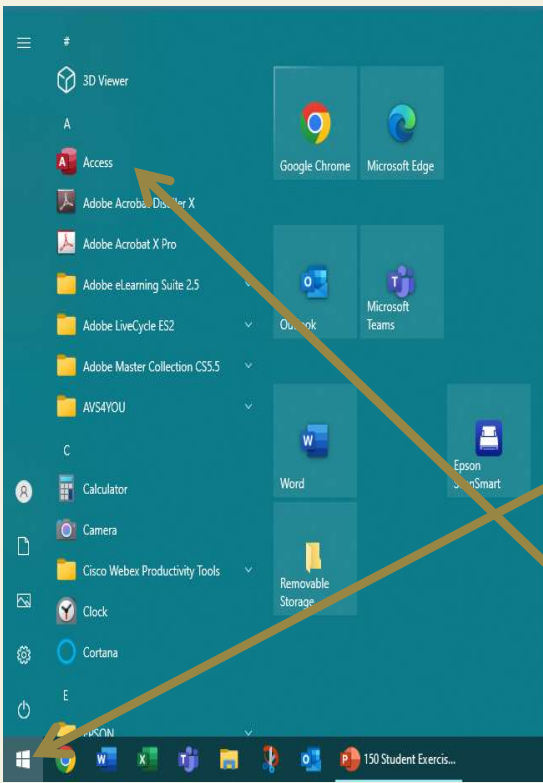
Hands On

1

TABLE (Exercises)

1. Open up Microsoft Access and create a Blank database. Call the database “**TEST**”.
2. Create a new TABLE using the Wizard. Select the “**Contacts**” template.
3. Create a new TABLE using the Design view. Add EmployeeID as a Text field and FullName as a Text Field. Save it as “**EmployeeDesign**”. with No Primary Key.
4. Delete both TABLEs, Queries, Forms, and Reports.
5. Import from your “Flash” drive the **Employees.xls** spreadsheet.
6. Open up the Employees TABLE in **datasheet** view.

1. Open up Microsoft Access and create a Blank database. Call the database “**TEST**”.



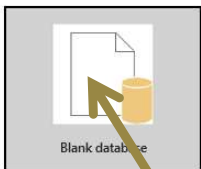
Click on the Window at the very bottom.

1

2

Click on "Access"

New



Blank database



Northwind starter edition



Northwind dev edition



Asset tracking



Contacts



Students



Event management



Task management



Nutrition tracking

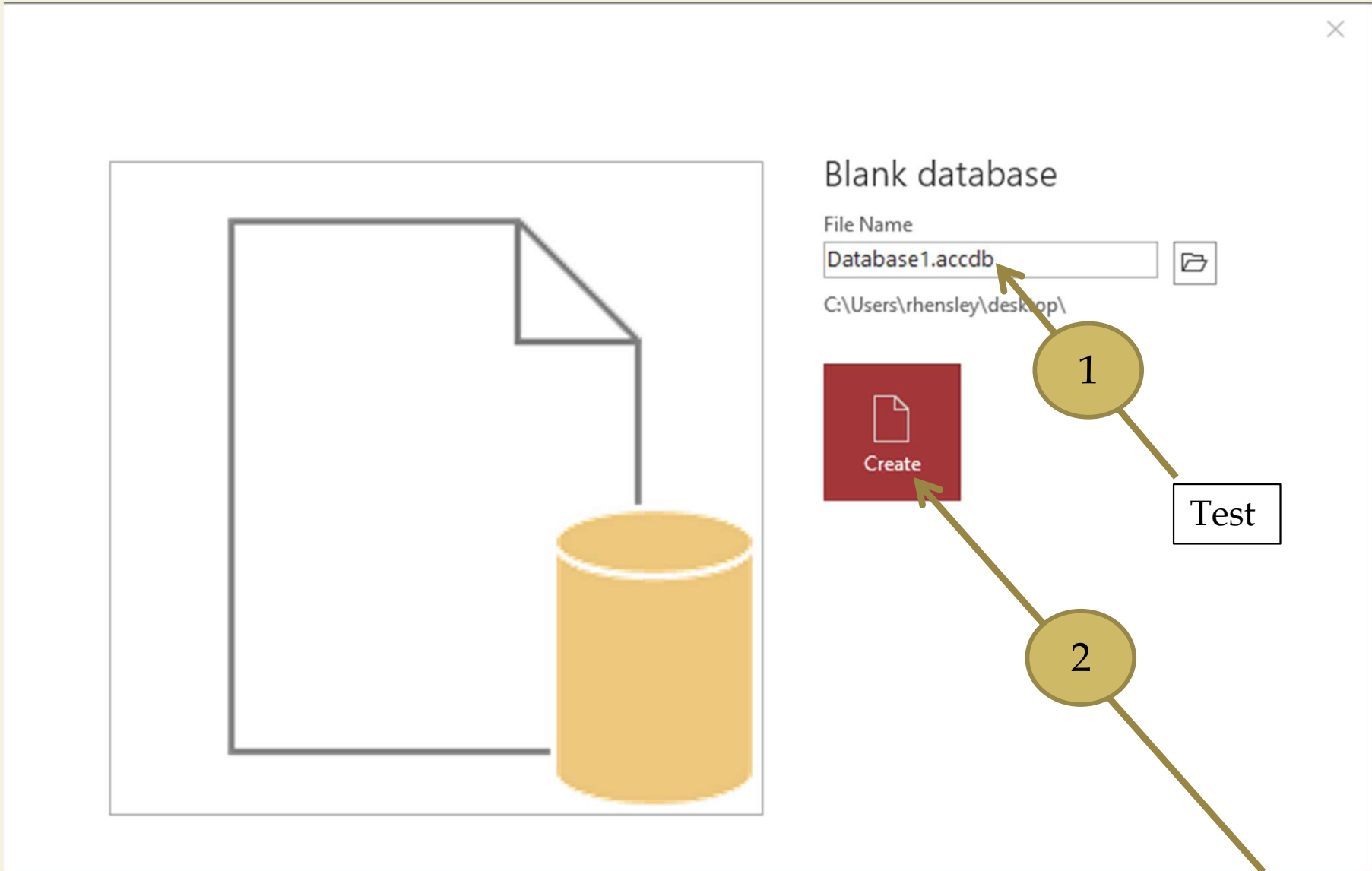
More templates →

Search

Recent Pinned

Name	Date modified
RFP and Contracts.accdb C: » Users » rhensley » Central States Air Resources Agencies » CenSARA Office - Office	Wed at 1:41 PM
Office Quarterly Report.accdb Desktop » Quarterly Reports » QR	September 2
Compressor Stations.accdb Desktop » Access Databases	August 16
Username .accdb E: » My Documents 01052022 » MS Access	August 16
CenSARA Users.accdb Desktop » Access Databases	August 12
2024 requests.accdb Desktop	July 25
310 CenSARA.accdb Documents » 310 CenSARA	July 3
Database1.accdb Desktop	June 8
Linked Travel and Credit Card System.accdb Desktop	June 7
LMS DATA.accdb Desktop	May 30

Click on "Blank database"



Type "Test" and then "Create"

All Access Obj... <

Search...

Tables

Table1

ID	Click to Add
*	(New)



You can click on the down arrow and add your fields this way. But it is not the best way to create the fields. Best to close this out by clicking on the "X" on the top right-hand side. The table on the left side will disappear.



Before we go on, we must turn off the warnings

If you do not turn them off, macros will be declared unsafe and will not run

To do this go to File

Good morning



Home

New

Open

Info

Save

Save As

Print

Close

New



Blank database



Northwind starter edition



Northwind dev edition



Asset tracking



Contacts



Students



Event management



Task management



Nutrition tracking

More templates →

Search

Recent Pinned

Name	Date modified
Test.accdb Desktop	2m ago
Test.accdb Desktop	4m ago
Linked Travel and Credit Card System.accdb Desktop	6m ago
RFP and Contracts.accdb C:\Users\rhensley\Central States Air Resources Agencies\CenSARA Office - Office	Wed at 1:41 PM
Office Quarterly Report.accdb Desktop » Quarterly Reports » QR	September 2
Compressor Stations.accdb Desktop » Access Databases	August 16
Username .accdb E:\My Documents 01052022 » MS Access	August 16
CenSARA Users.accdb Desktop » Access Databases	August 12
2024 requests.accdb Desktop	July 25
310 CenSARA.accdb Documents » 310 CenSARA	July 3

Account

Feedback

Options

Click on "Options"

General

Current Database

Datasheet

Object Designers

Proofing

Language

Client Settings

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center



General options for working with Access.

User Interface options

Enable Live Preview 

ScreenTip style:

Show shortcut keys in ScreenTips

Creating databases

Default file format for Blank Database:

Default database folder:

New database sort order:

Personalize your copy of Microsoft Office

User name:

Initials:

Always use these values regardless of sign in to Office.

Office Background:

Office Theme:

Click on "Trust Center"

OK

Cancel

General

Current Database

Datasheet

Object Designers

Proofing

Language

Client Settings

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center



Help keep your documents safe and your computer secure and healthy.

Security & more

Visit Office.com to learn more about protecting your privacy and security.

[Microsoft Trust Center](#)

Microsoft Access Trust Center

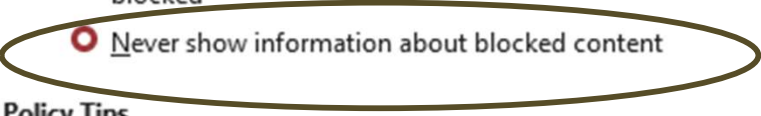
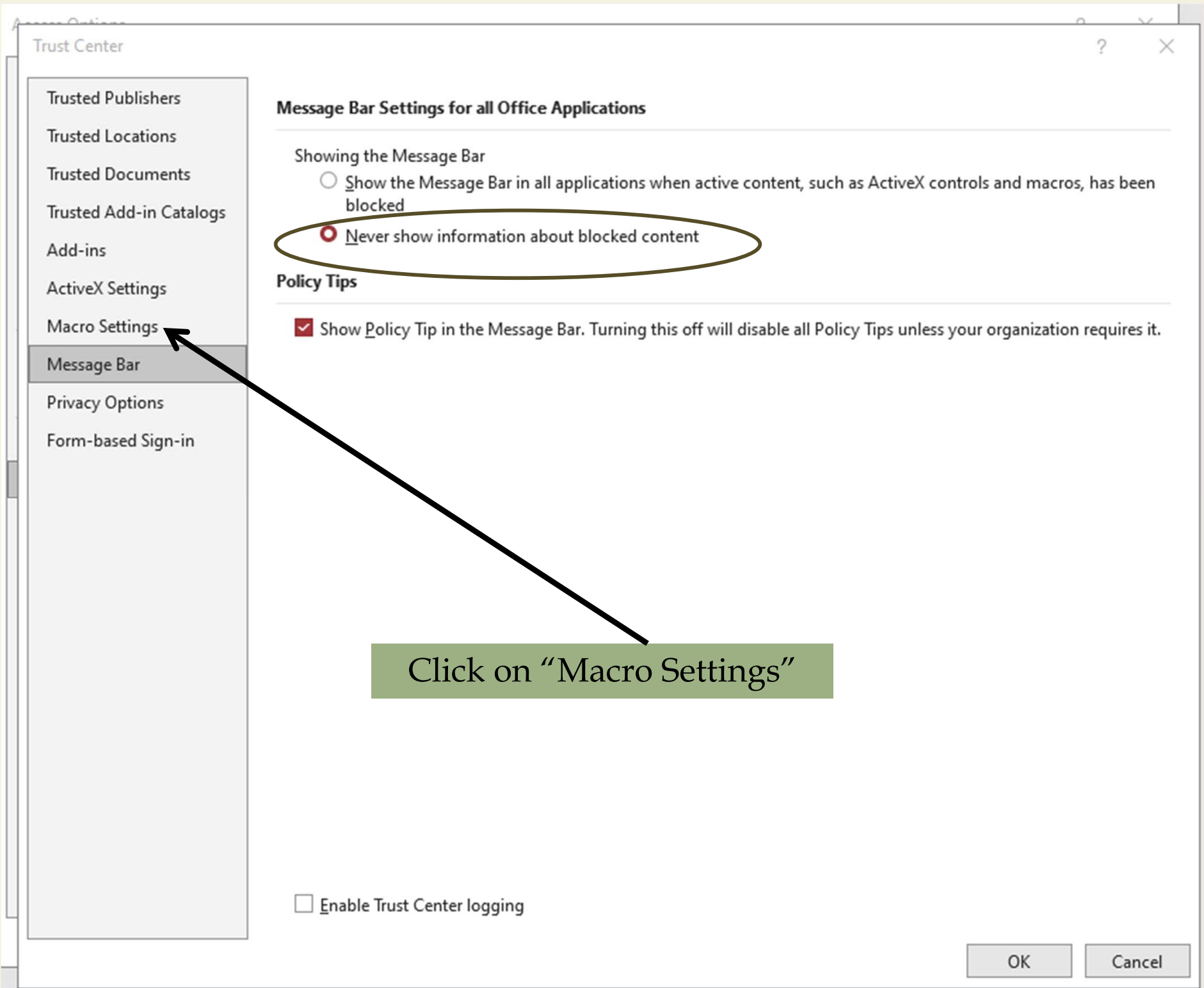
The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

Trust Center Settings...

Select "Trust Center Settings"

OK

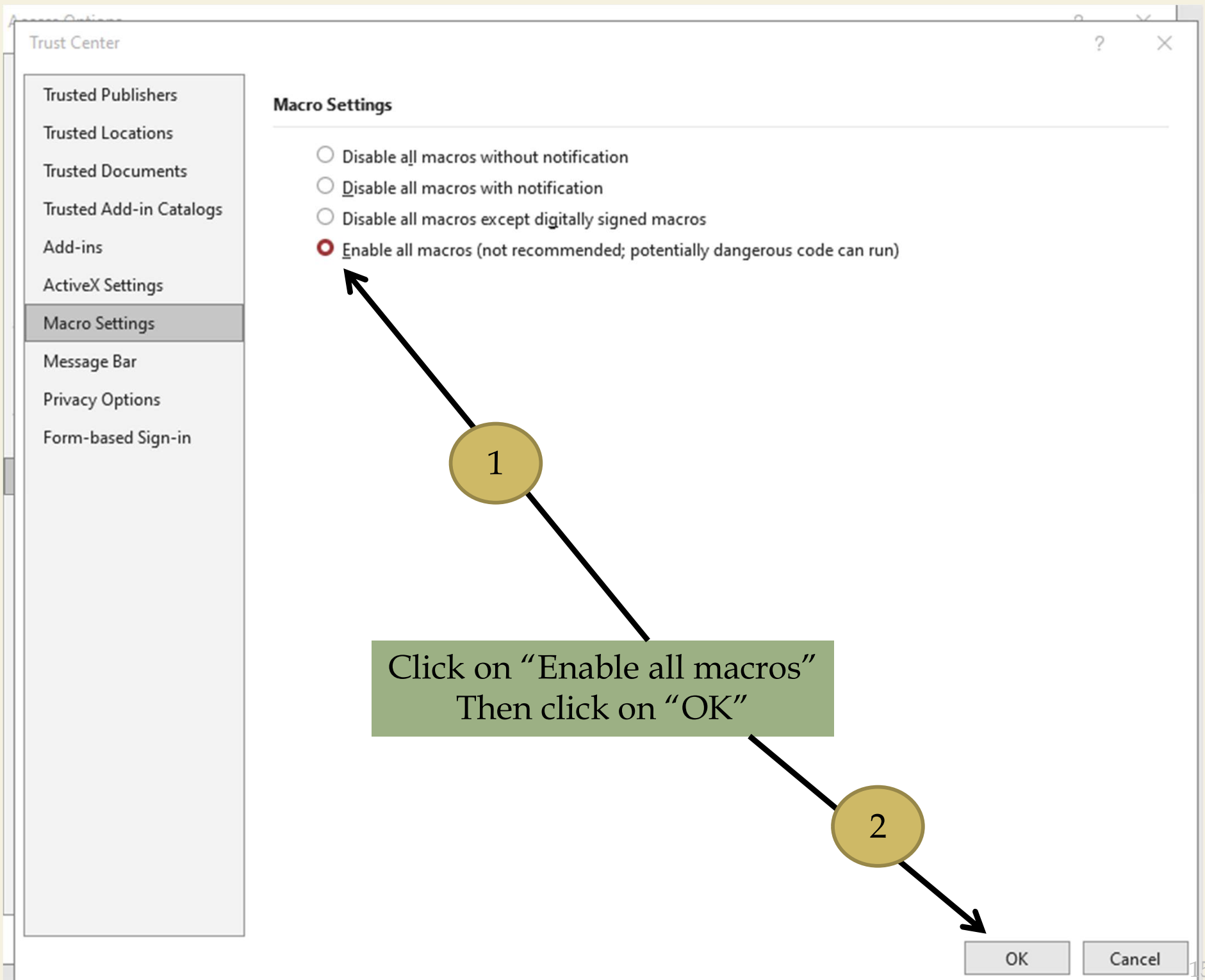
Cancel



Click on "Macro Settings"

Enable Trust Center logging

OK Cancel



Macro Settings

- Disable all macros without notification
- Disable all macros with notification
- Disable all macros except digitally signed macros
- Enable all macros (not recommended; potentially dangerous code can run)

Click on "Enable all macros"
Then click on "OK"

OK

Cancel

File Home Create External Data Database Tools Help Tell me what you want to do

View Paste Copy Format Painter Filter Sort & Filter Records Find Text Formatting

Clipboard Sort & Filter Records Find Text Formatting

File Home Create External Data Database Tools Help Tell me what you want to do

Application Parts Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Report Report Design Blank Report Labels Macro Class Module Visual Basic

Templates Tables Queries Forms Reports Macros & Code

File Home Create External Data Database Tools Help Tell me what you want to do

New Data Source Saved Imports Linked Table Manager Saved Exports Database Excel Text File PDF or XPS Email Word Merge Access

Import & Link Export

File Home Create External Data Database Tools Help Tell me what you want to do

Compact and Repair Database Visual Basic Run Relationships Object Dependencies Database Documenter Analyze Performance Analyze Table Access SharePoint Database Add-ins

Tools Macro Relationships Analyze Move Data Add-ins

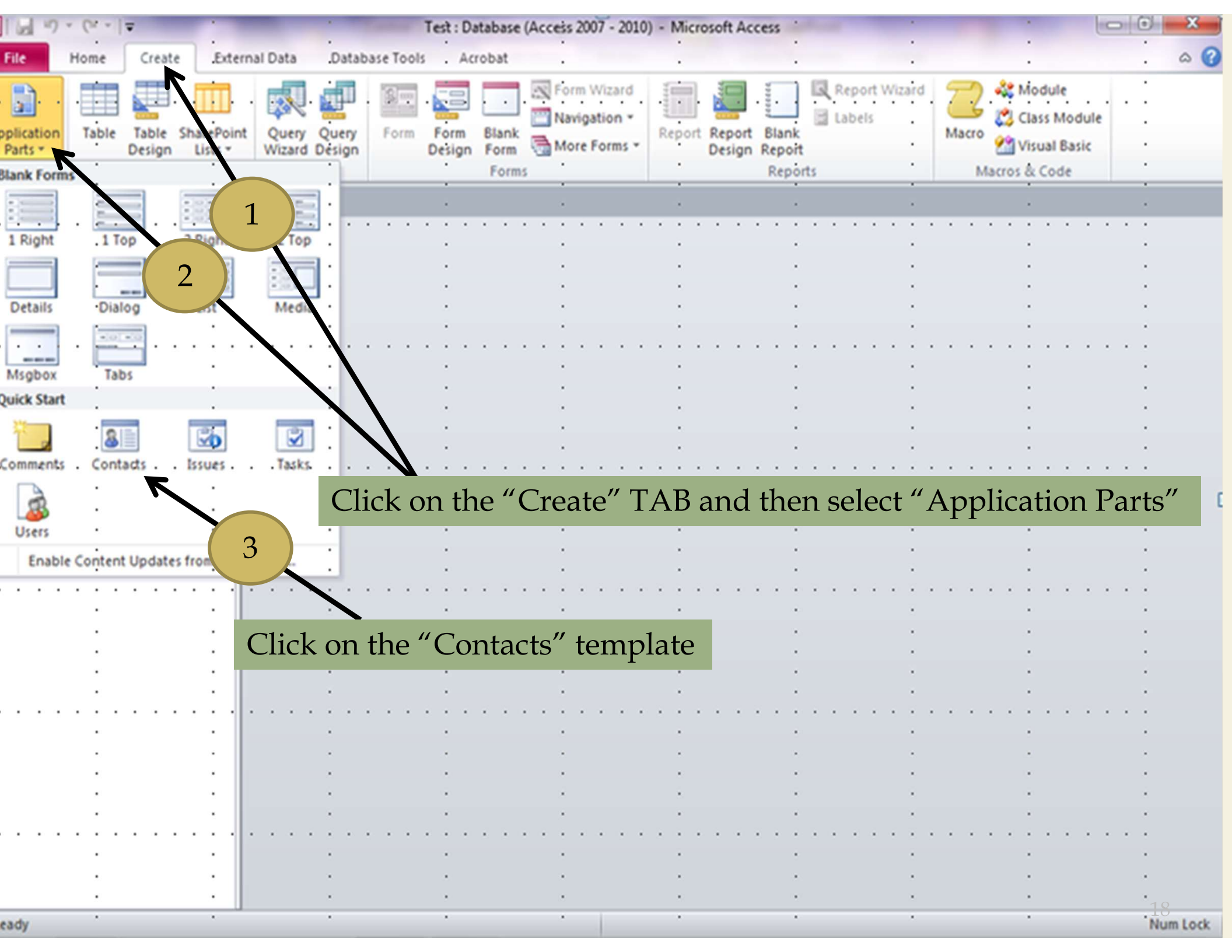
File Home Create External Data Database Tools Help Tell me what you want to do

Help Contact Feedback Support Show Training What's New

Help

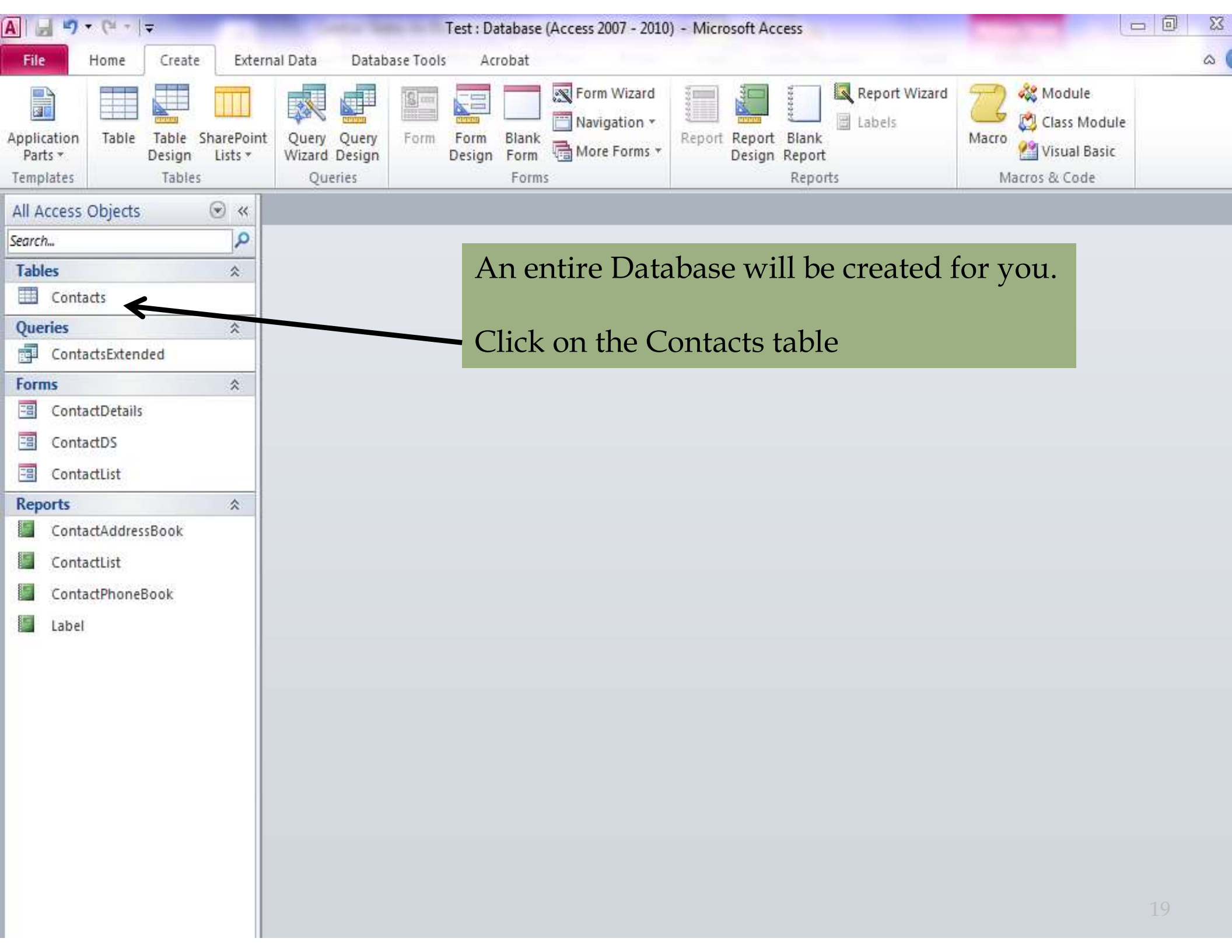
2. Create a new TABLE using the Wizard.
Select the “**Contacts**” template.



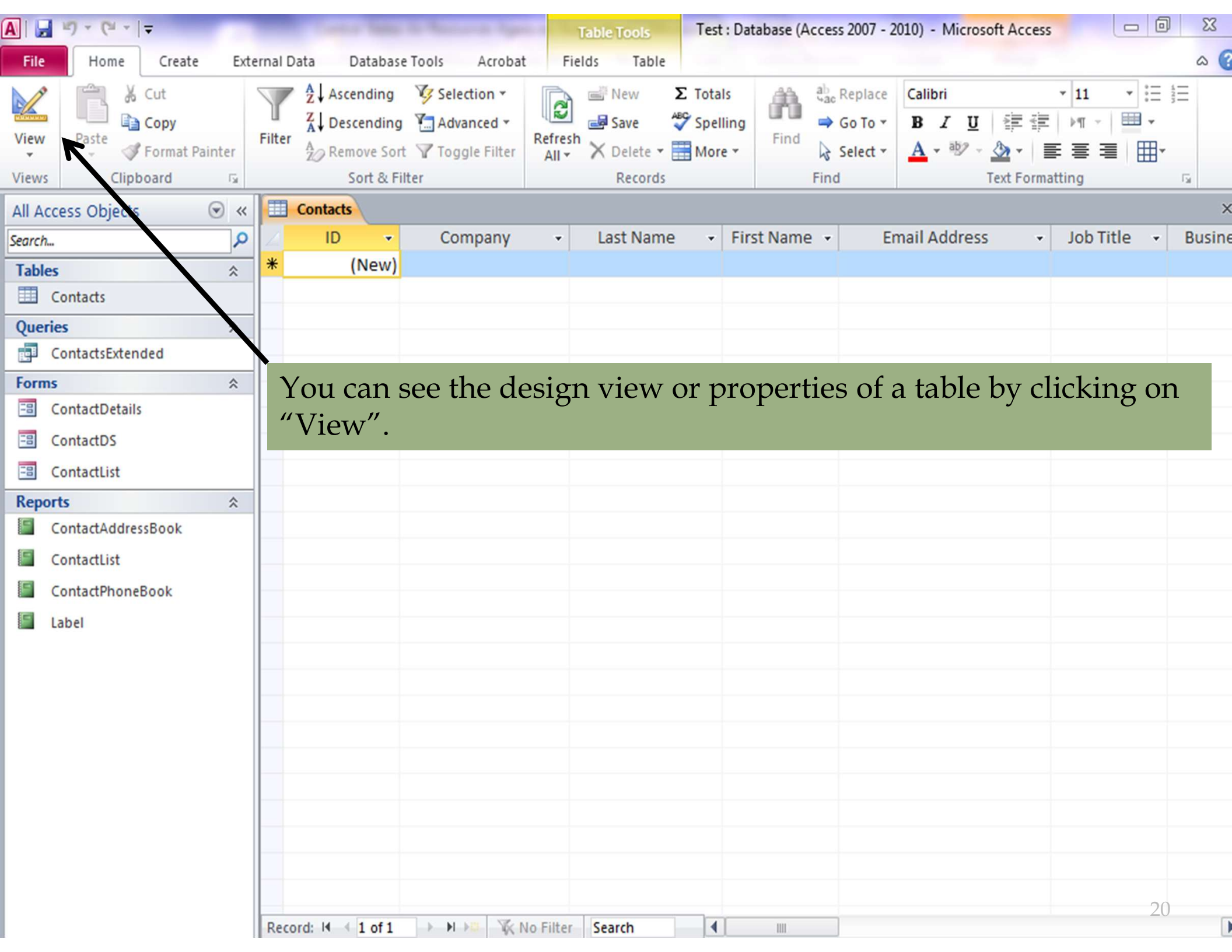


Click on the "Create" TAB and then select "Application Parts"

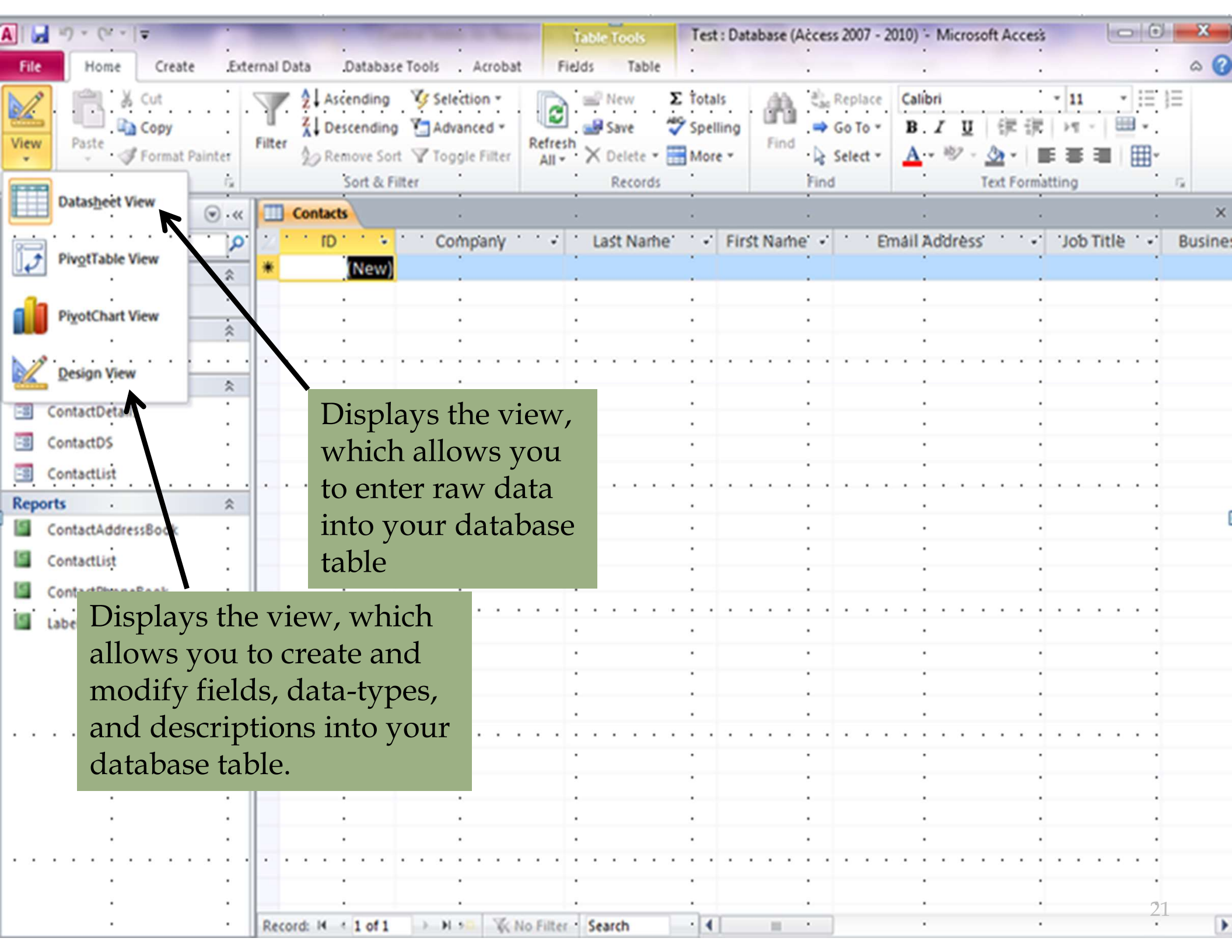
Click on the "Contacts" template



An entire Database will be created for you.
Click on the Contacts table

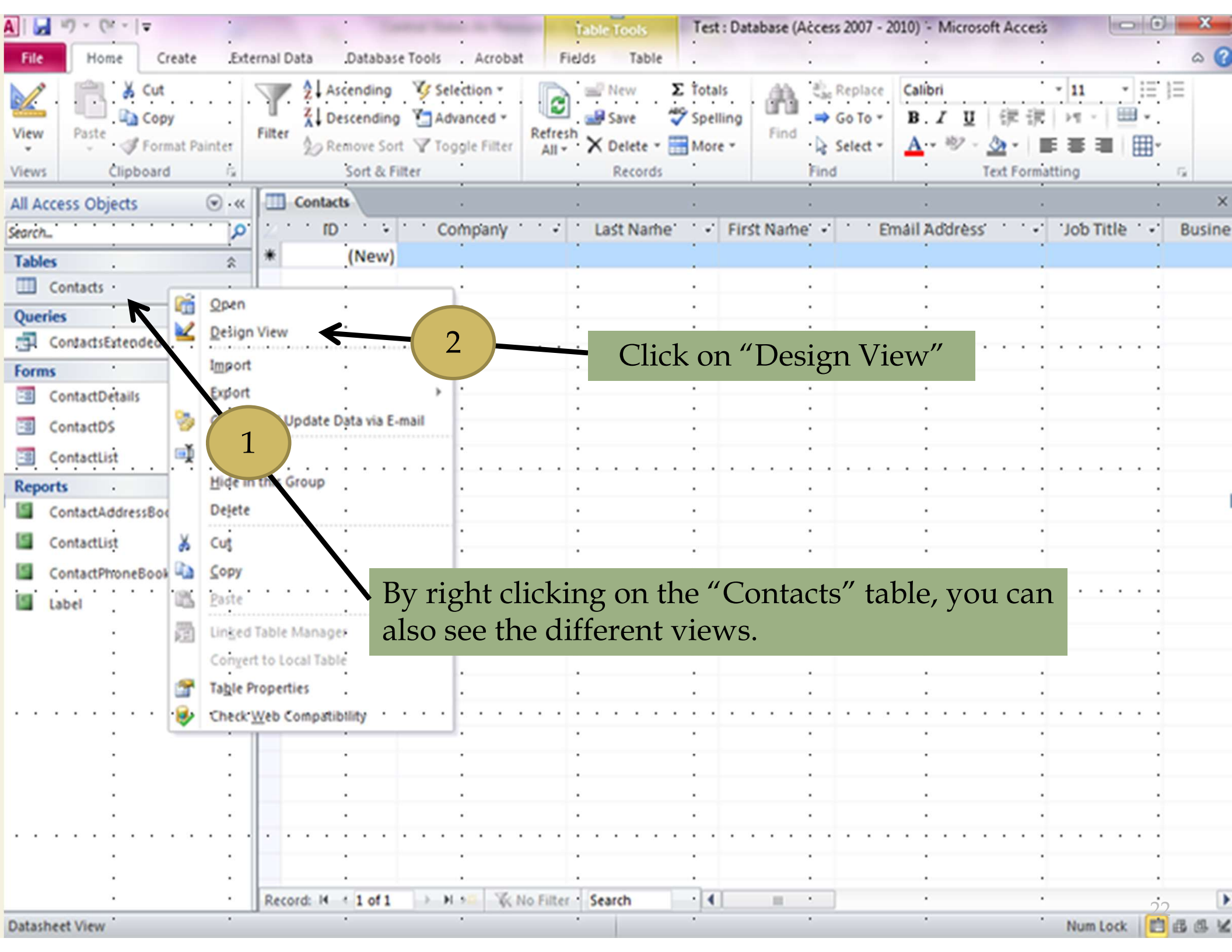


You can see the design view or properties of a table by clicking on "View".



Displays the view, which allows you to enter raw data into your database table

Displays the view, which allows you to create and modify fields, data-types, and descriptions into your database table.



Click on "Design View"

By right clicking on the "Contacts" table, you can also see the different views.

File Home Create External Data Database Tools Acrobat Design

Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Show/Hide Create Data Macros Rename/Delete Macro Relationships Object Dependencies Relationships

All Access Objects

Search...

Tables

- Contacts

Queries

- ContactsExtended

Forms

- ContactDetails
- ContactDS
- ContactList

Reports

- ContactAddressBook
- ContactList
- ContactPhoneBook
- Label

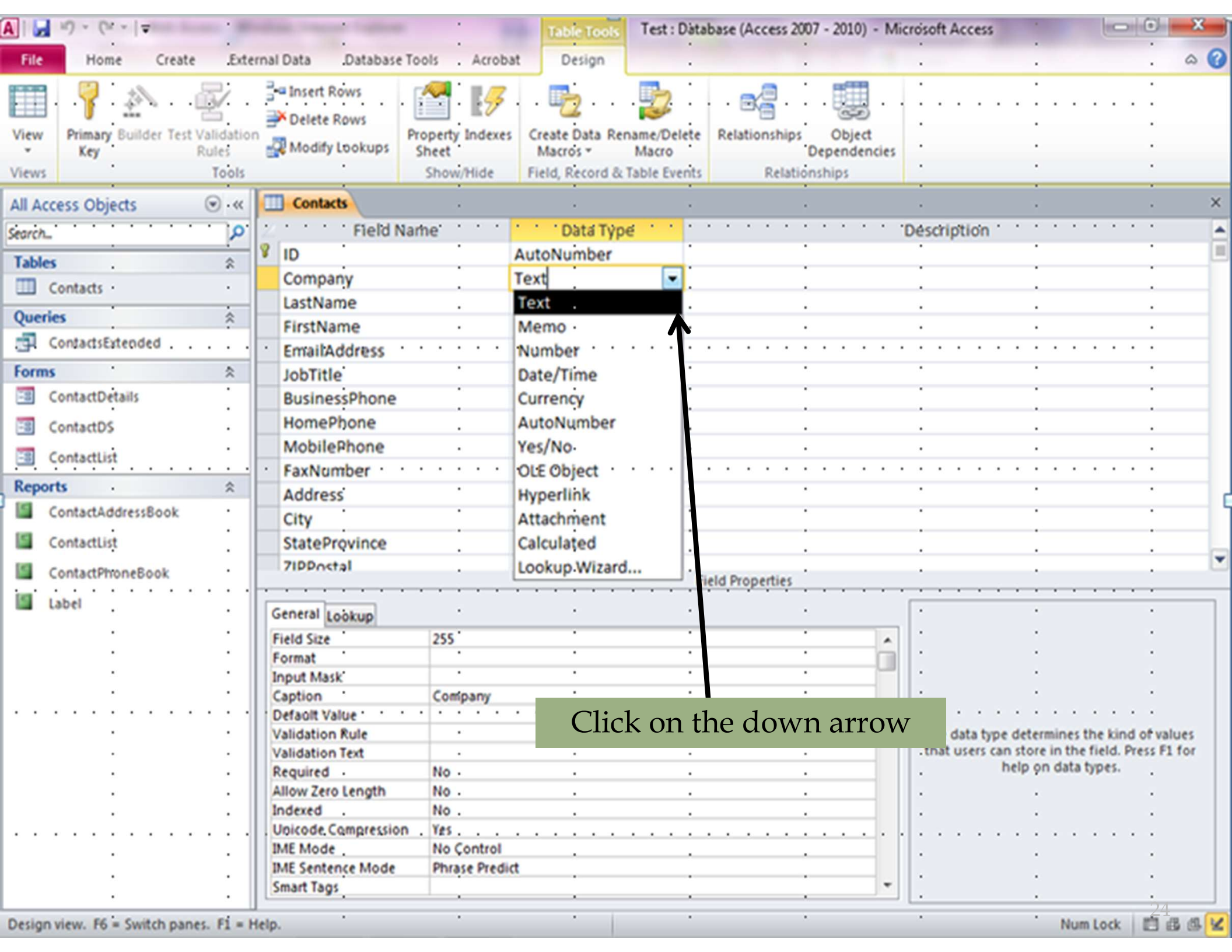
Field Name	Data Type
ID	AutoNumber
Company	Text
LastName	Text
FirstName	Text
EmailAddress	Text
JobTitle	Text
BusinessPhone	Text
HomePhone	Text
MobilePhone	Text
FaxNumber	Text
Address	Text
City	Text
StateProvince	Text
ZIPPostal	Text

Primary Key

Field Properties

General	
Field Size	Long Integer
New Values	Increment
Format	
Caption	ID
Indexed	Yes (No Duplicates)
Smart Tags	
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.



Click on the down arrow

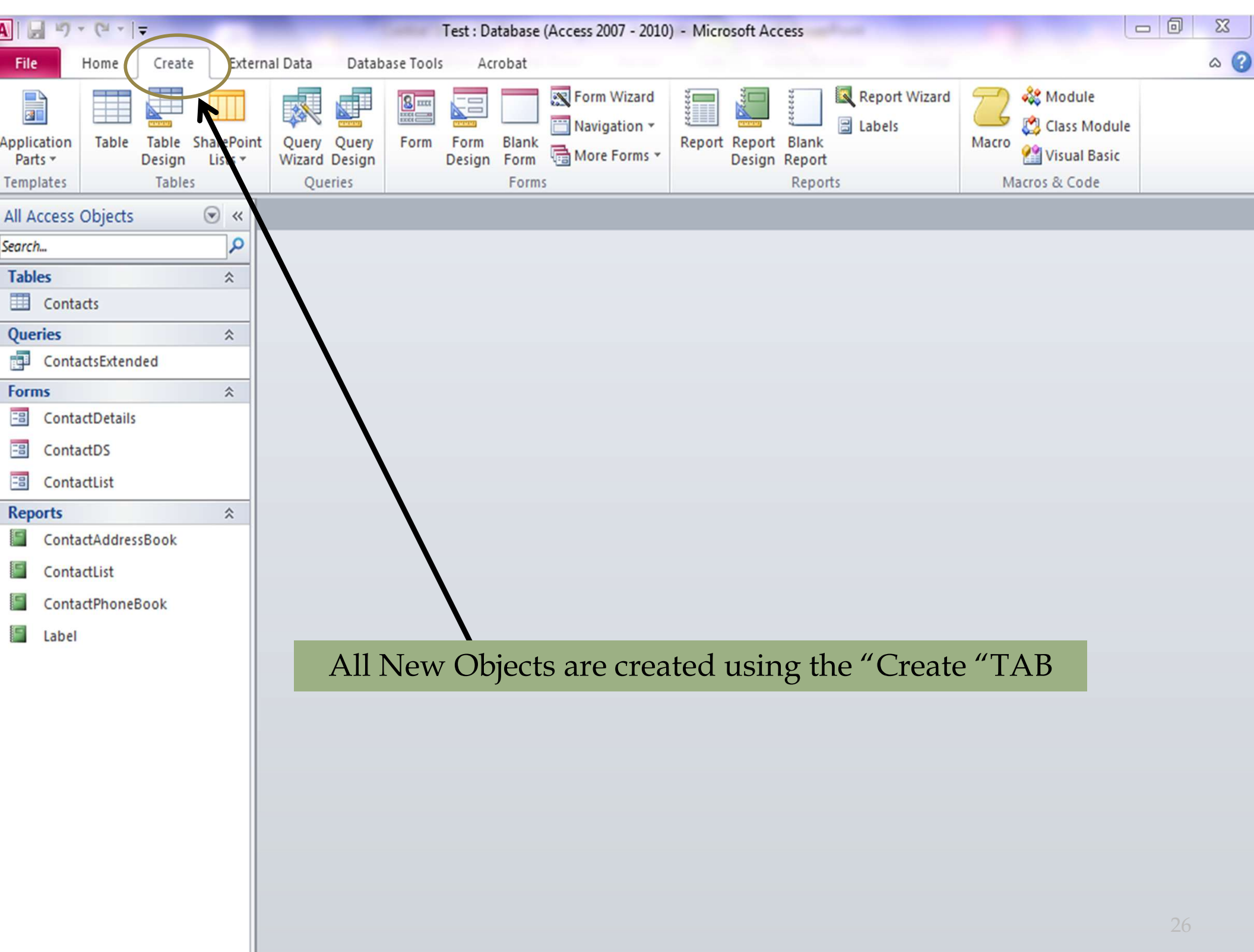
data type determines the kind of values that users can store in the field. Press F1 for help on data types.

3. Create a new TABLE using the Design view.

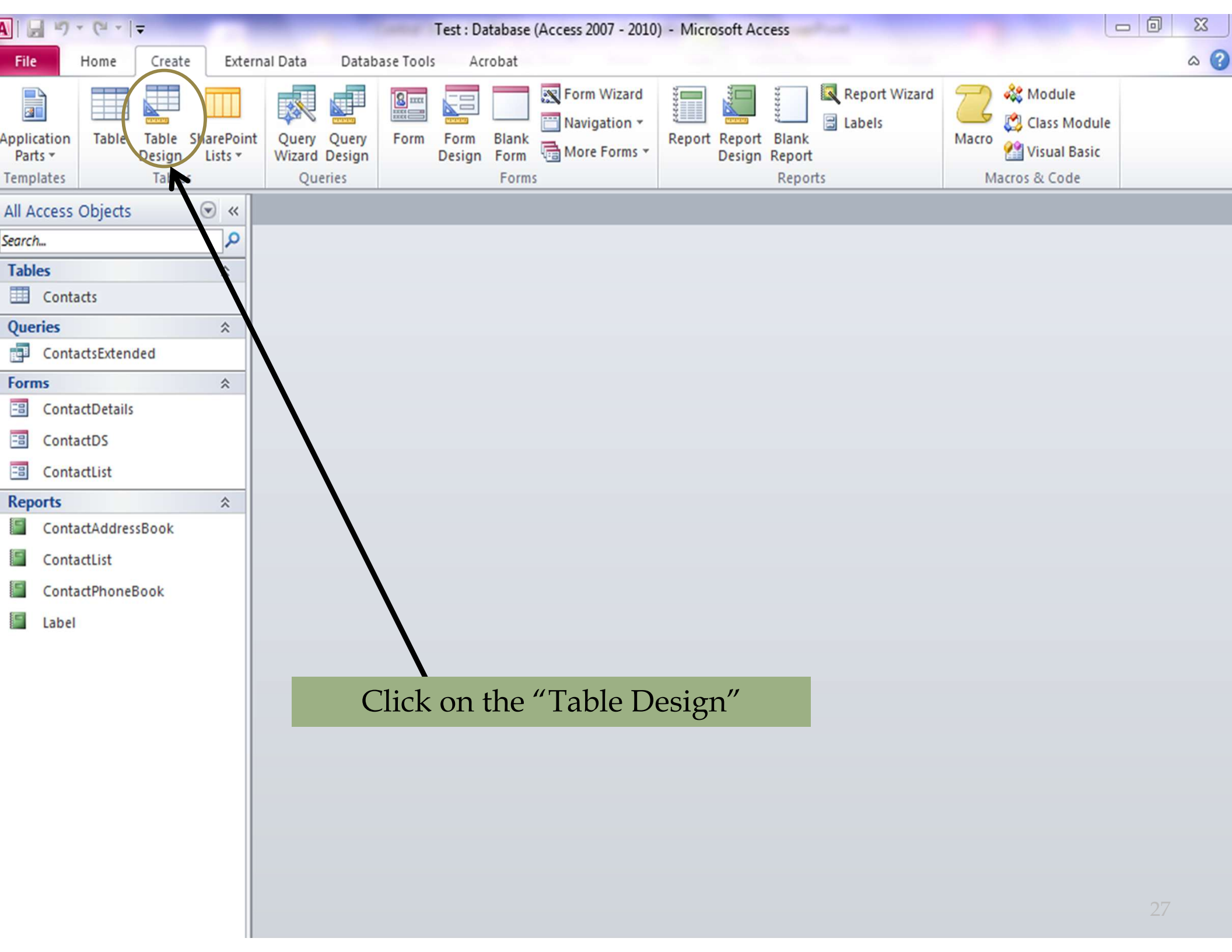
Add EmployeeID as a Text field and
FullName as a Text Field.

Save it as “EmployeeDesign”. with No
Primary Key.





All New Objects are created using the “Create “TAB



Click on the "Table Design"

File Home Create External Data Database Tools Acrobat Design

View Primary Builder Test Validation Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Show/Hide Create Data Macros Rename/Delete Macro Relationships Object Dependencies

- All Access Objects
- Search...
- Tables**
- Contacts
- Queries**
- ContactsExtended
- Forms**
- ContactDetails
 - ContactDS
 - ContactList
- Reports**
- ContactAddressBook
 - ContactList
 - ContactPhoneBook
 - Label

Table1

Field Name	Data Type	Description

Field Properties

General Lookup

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

All Access Objects

Search...

Tables

- Contacts

Queries

- ContactsExtended

Forms

- ContactDetails
- ContactDS
- ContactList

Reports

- ContactAddressBook
- ContactList
- ContactPhoneBook
- Label

Field Name	Data Type	Description
EmployeeID	Text	
FullName	Text	

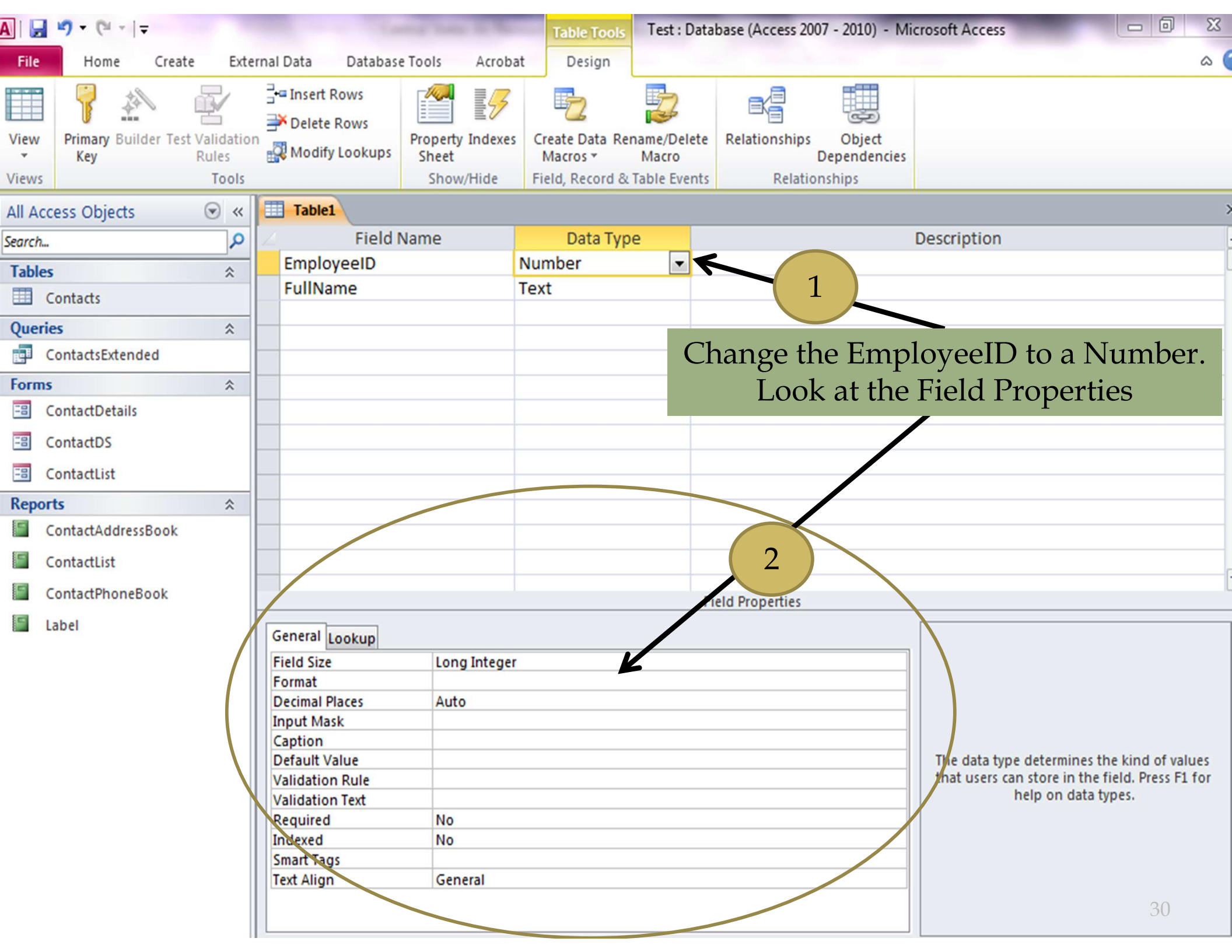
Add EmployeeID as a Text field and FullName as a Text Field.

Field properties are listed below.

Field Properties

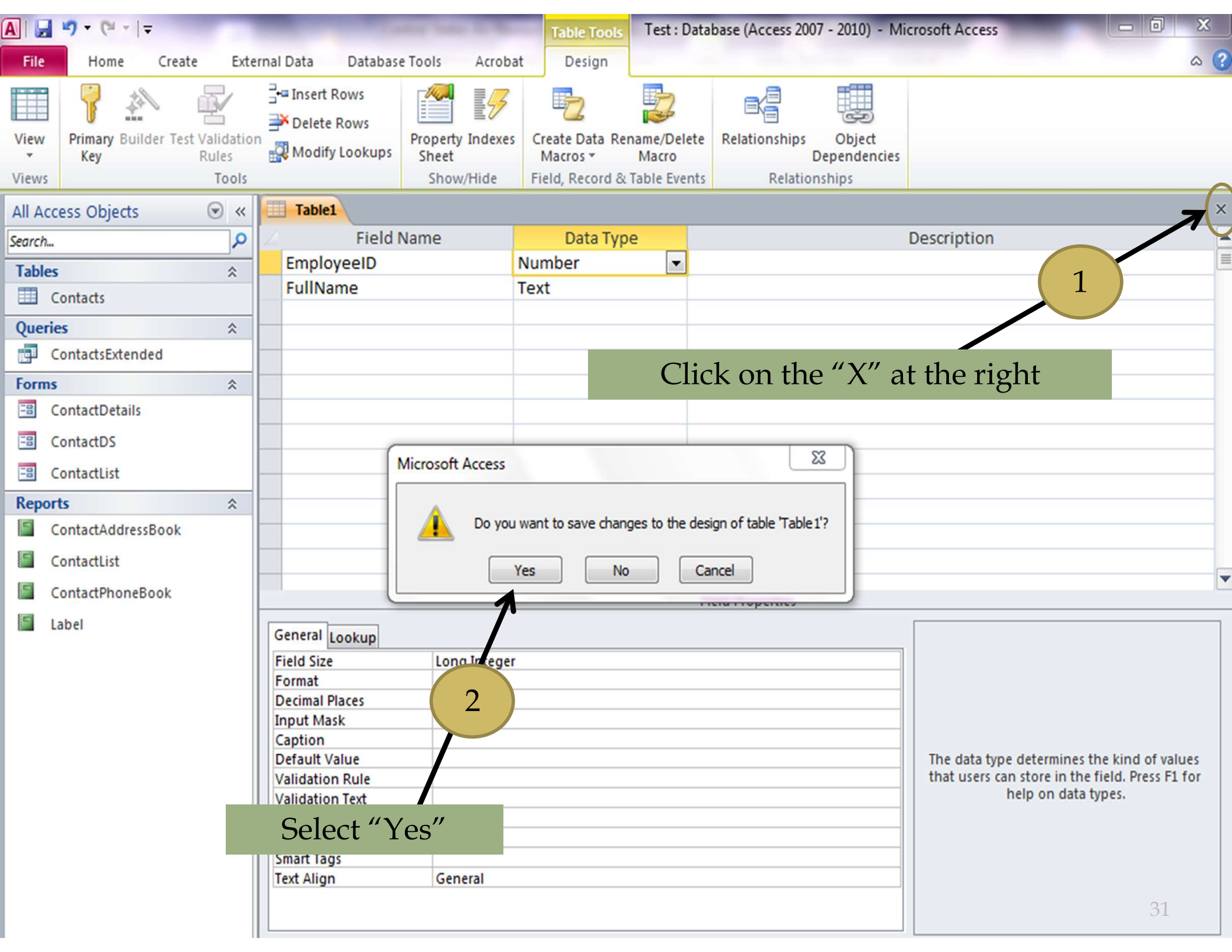
Property	Value
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.



Change the EmployeeID to a Number.
Look at the Field Properties

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.



Click on the "X" at the right

Microsoft Access
Do you want to save changes to the design of table 'Table1'?
Yes No Cancel

Select "Yes"

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

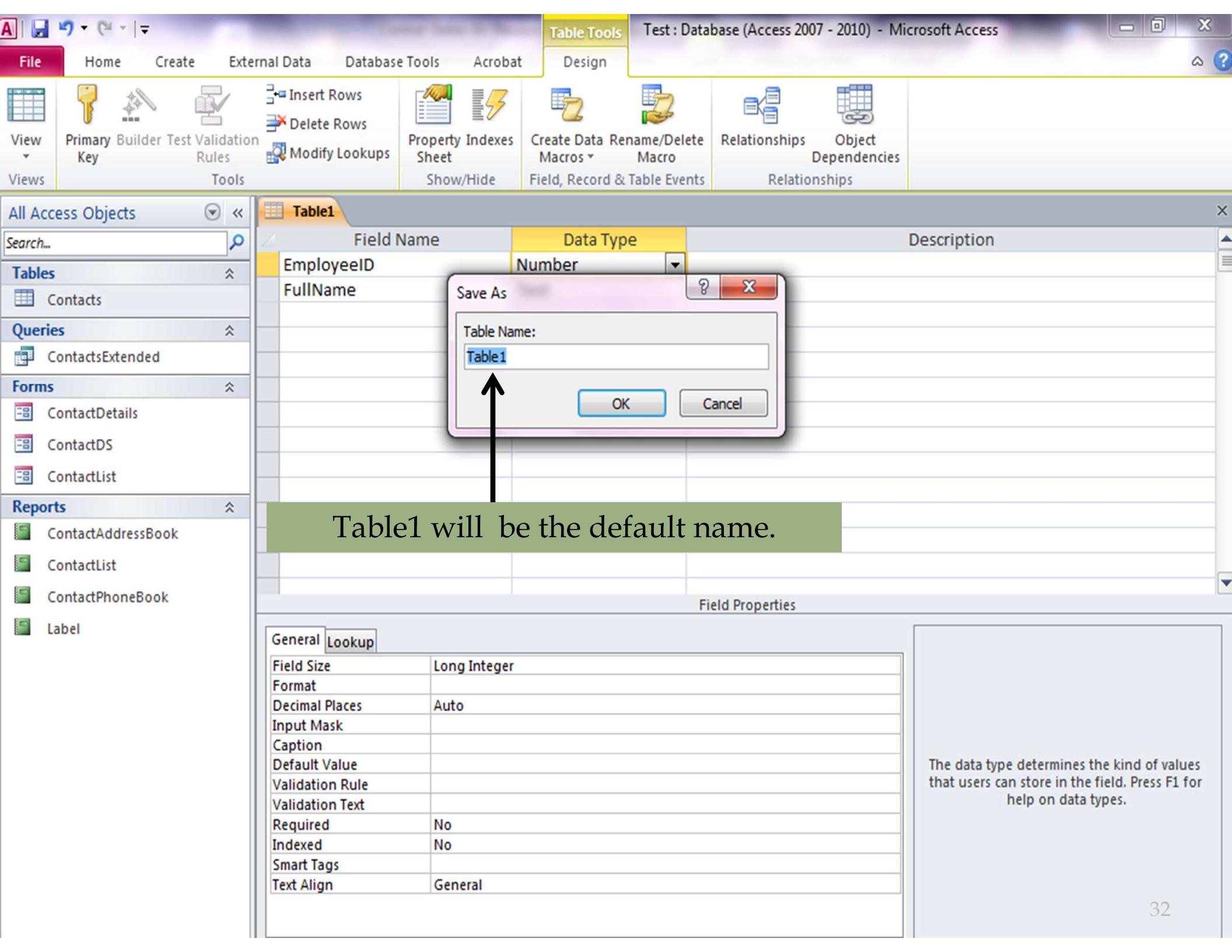
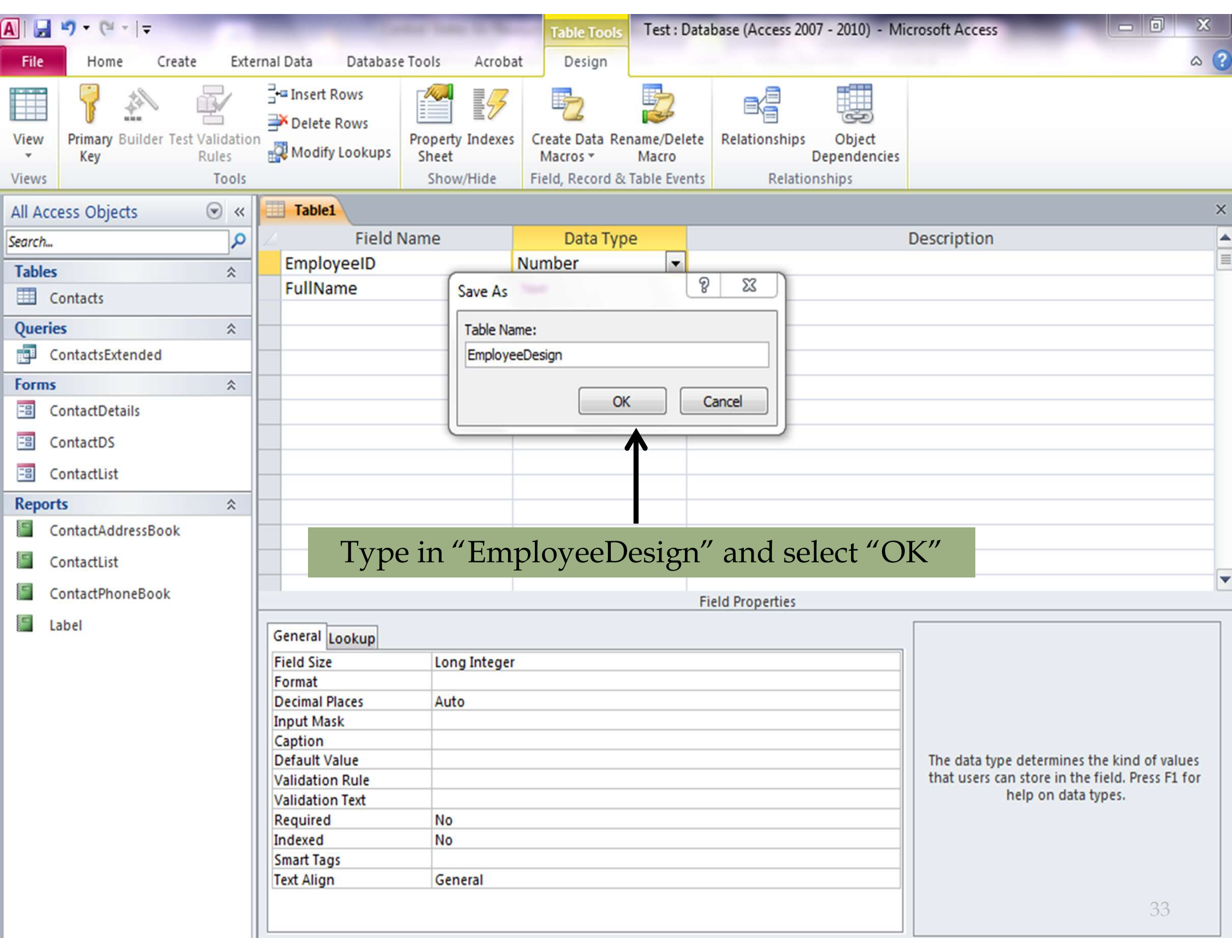


Table1 will be the default name.

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.



Type in "EmployeeDesign" and select "OK"

Save As

Table Name:
EmployeeDesign

OK Cancel

Field Properties	
General	
Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Smart Tags	
Text Align	General

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.



There is no primary key defined.



Although a primary key isn't required, it's highly recommended. A table must have a primary key for you to define a relationship between this table and other tables in the database.
Do you want to create a primary key now?

Yes

No

Cancel



Select No

All Access Objects

Search...

Tables

Contacts

EmployeeDesign

Queries

ContactsExtended

Forms

ContactDetails

ContactDS

ContactList

Reports

ContactAddressBook

ContactList

ContactPhoneBook

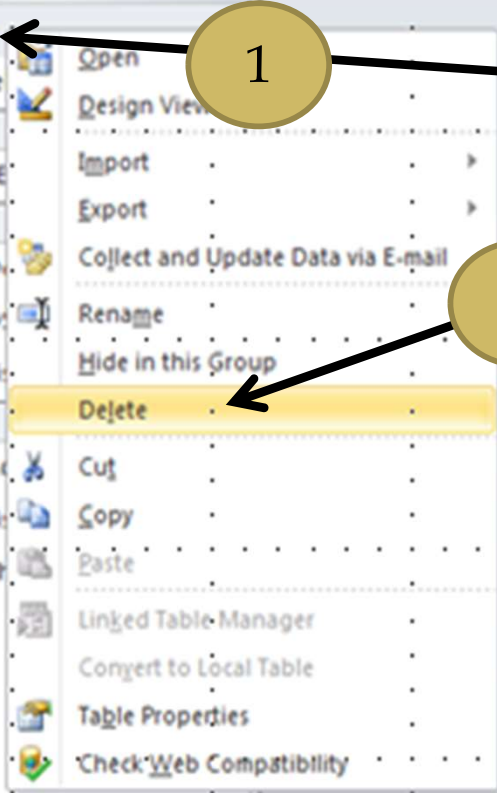
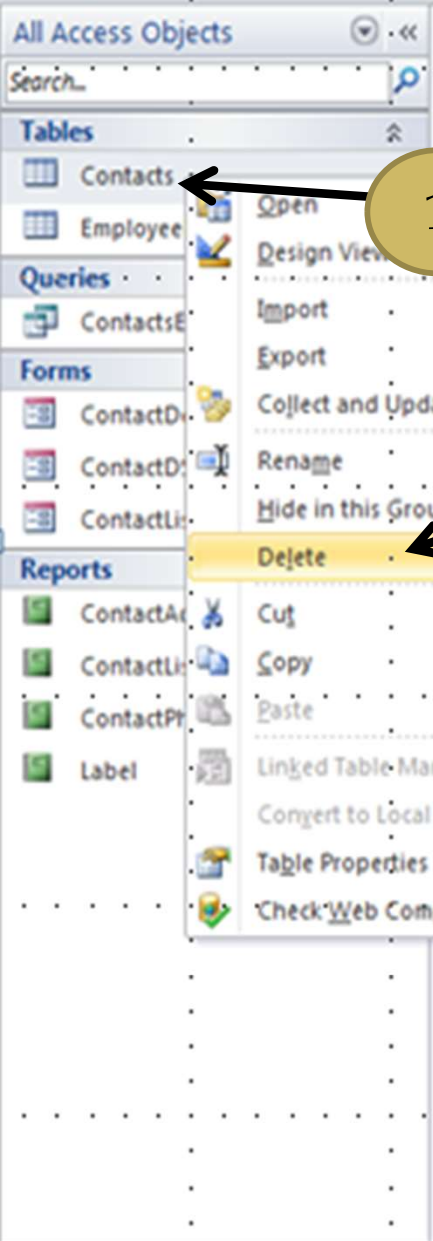
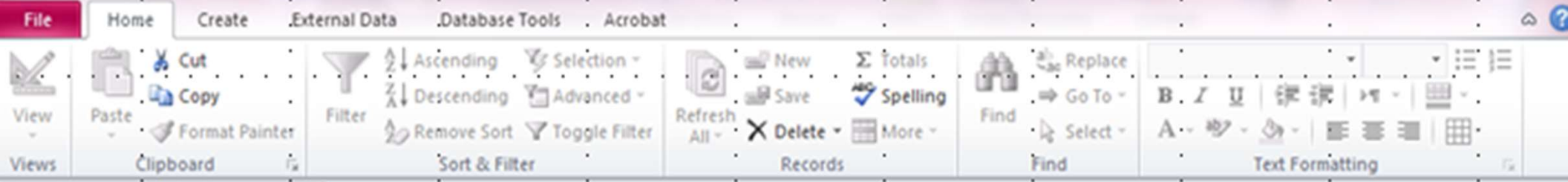
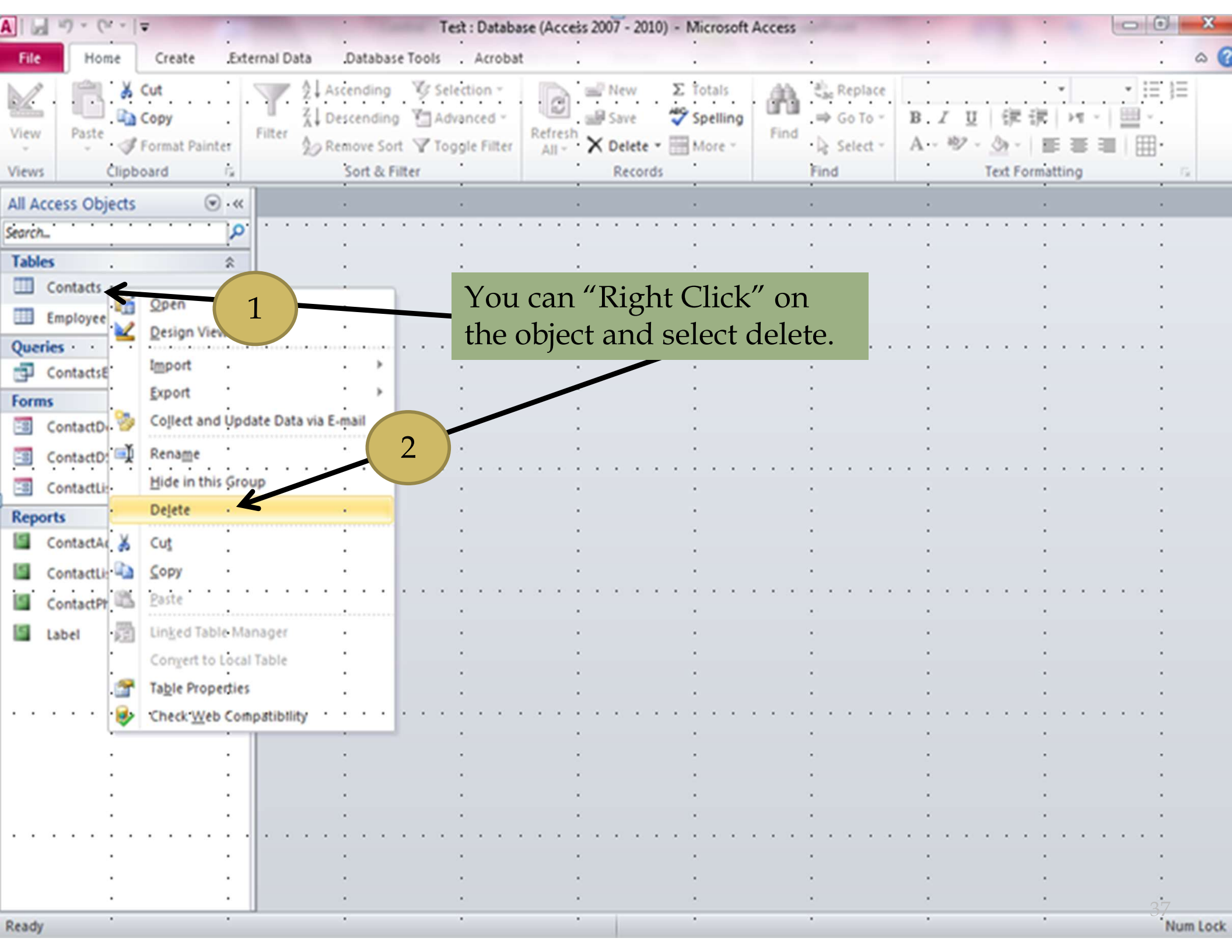
Label

“EmployeeDesign” Added



4. Delete both Tables, all Queries, Forms, and Reports.

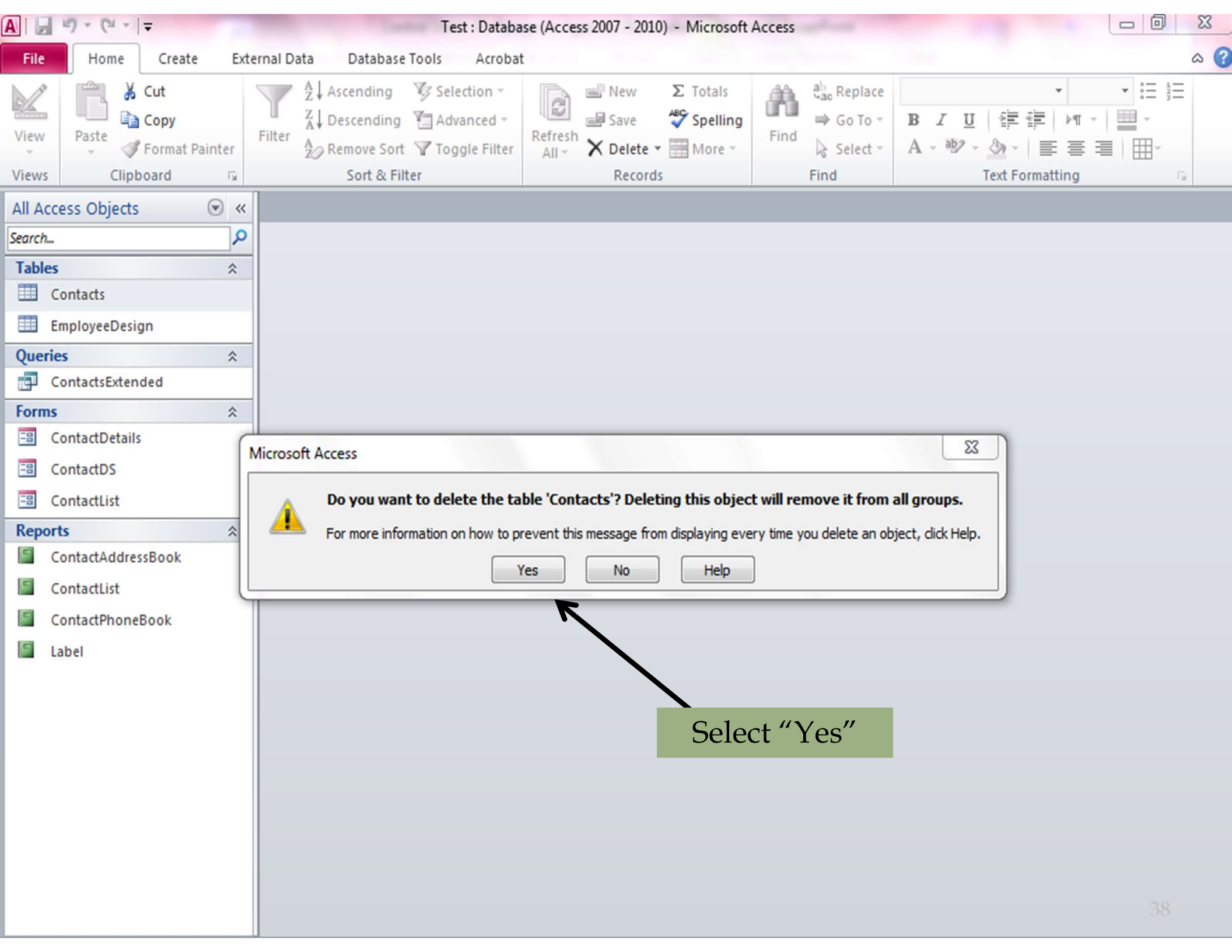




You can "Right Click" on the object and select delete.

1

2



Microsoft Access



Do you want to delete the table 'Contacts'? Deleting this object will remove it from all groups.

For more information on how to prevent this message from displaying every time you delete an object, click Help.

Yes

No

Help

Select "Yes"

Test: Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools Acrobat

View Paste Copy Cut Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Delete More Records New Save Delete Totals Spelling More Find Replace Go To Select Text Formatting

All Access Objects

Search...

Tables

- EmployeeDesign

Queries

- ContactsExtended

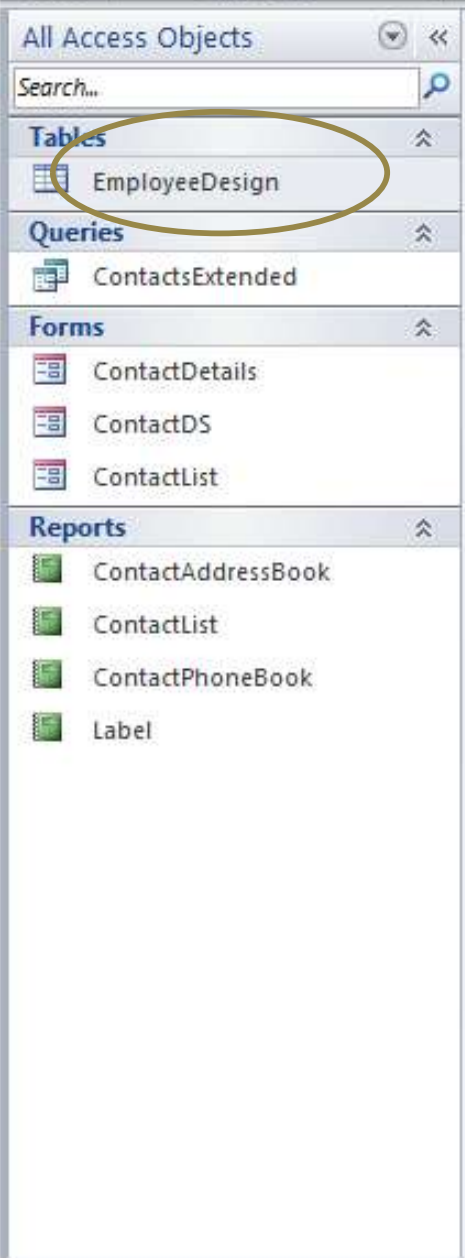
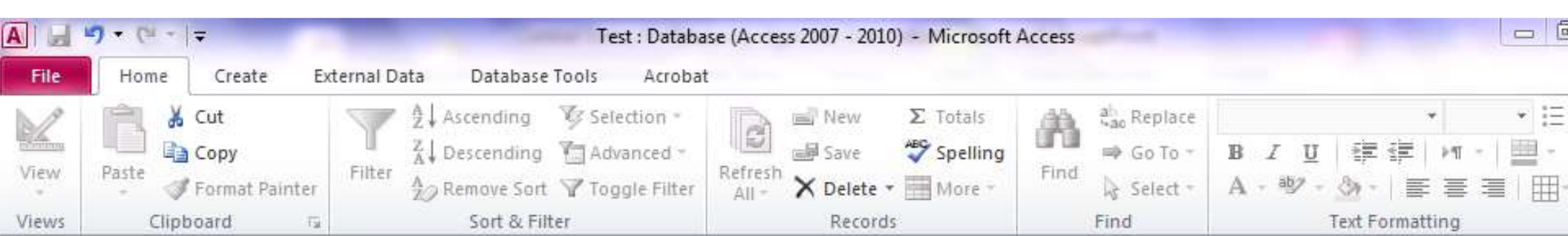
Forms

- ContactDetails
- ContactDS
- ContactList

Reports

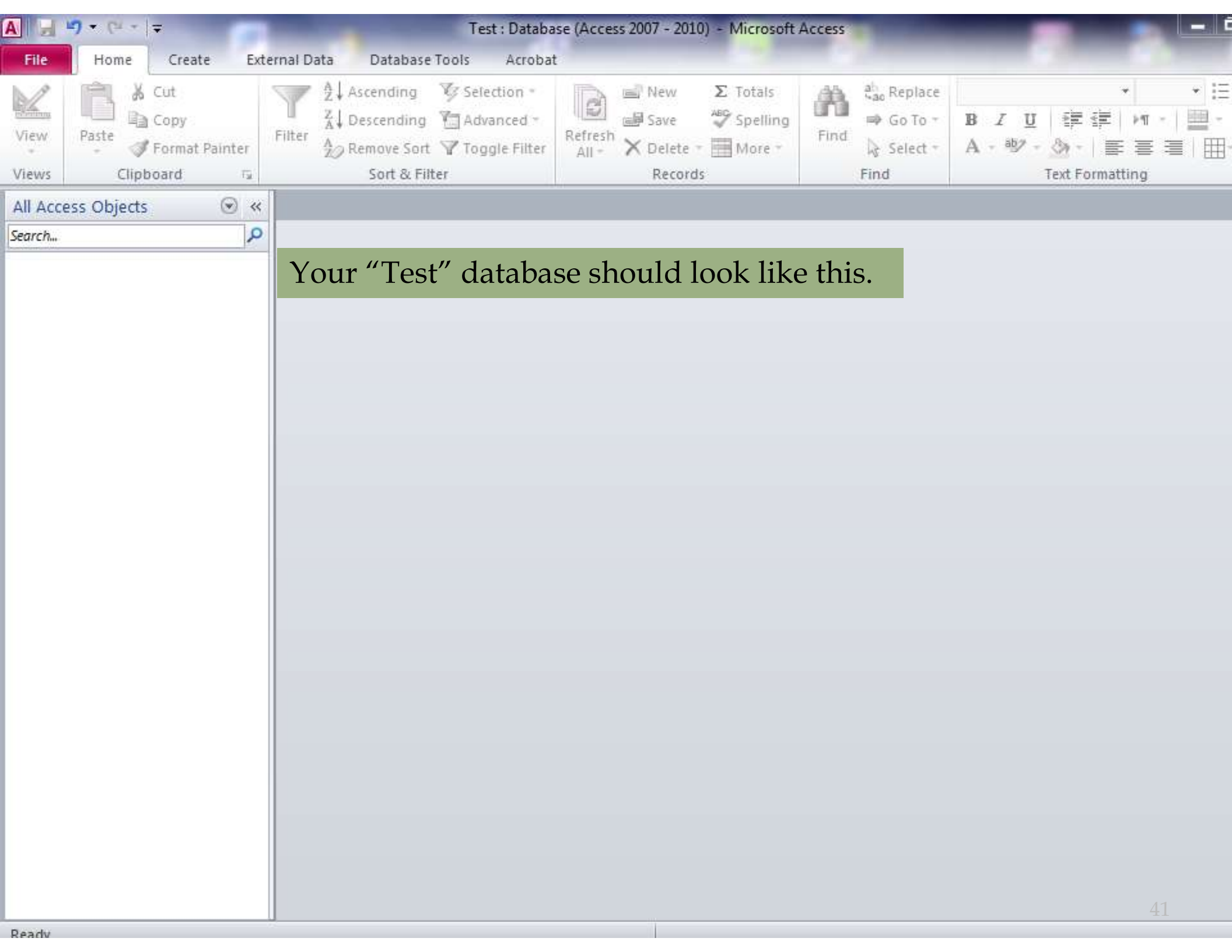
- ContactAddressBook
- ContactList
- ContactPhoneBook
- Label

And it's gone from the list



You can also highlight any object and push the "Delete" key on your keyboard. Go ahead and delete all objects.

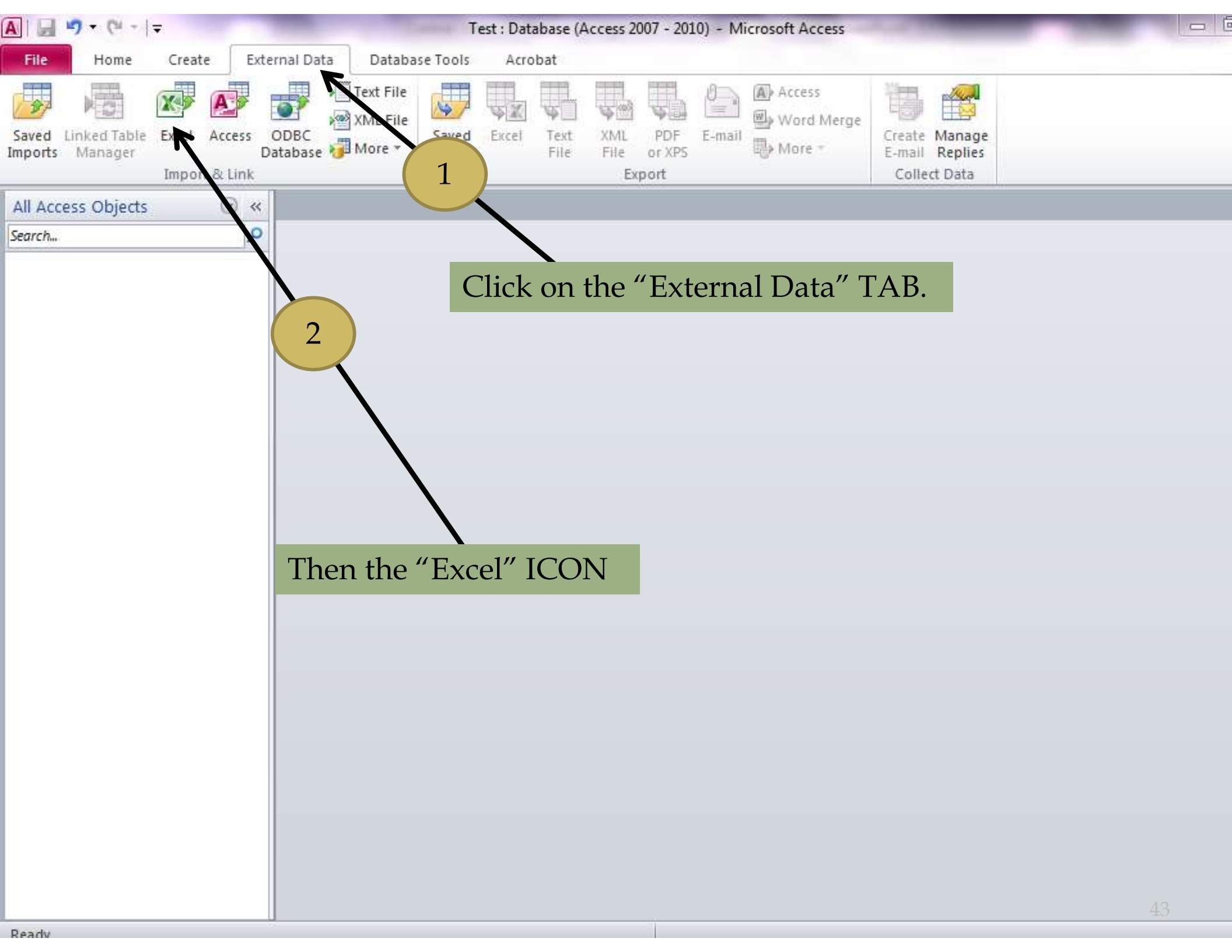




Your "Test" database should look like this.

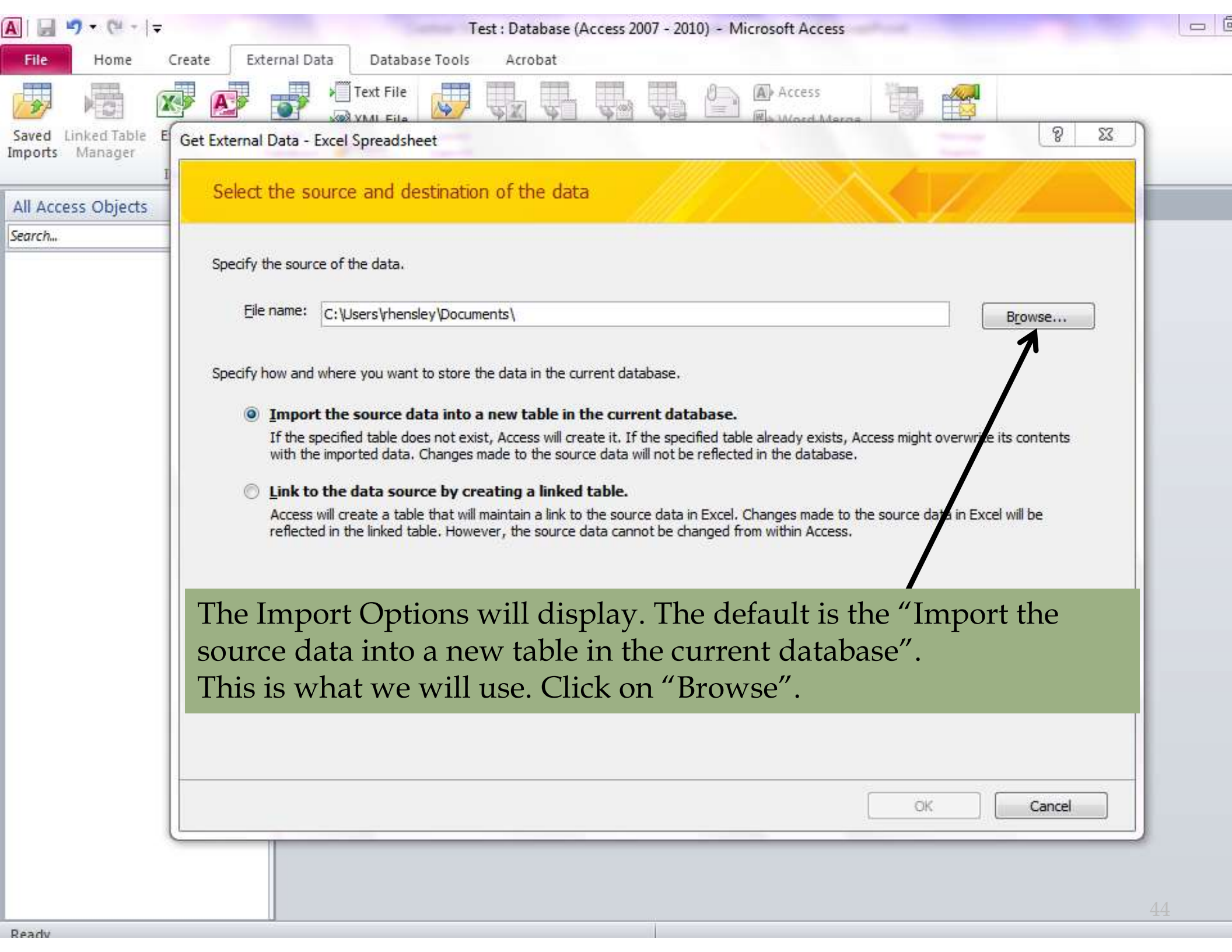
5. Import from your “Flash” drive the **Employees.xls** spreadsheet.





Click on the "External Data" TAB.

Then the "Excel" ICON



Select the source and destination of the data

Specify the source of the data.

File name: C:\Users\jhensley\Documents\

Browse...

Specify how and where you want to store the data in the current database.

- Import the source data into a new table in the current database.**
If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.
- Link to the data source by creating a linked table.**
Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. However, the source data cannot be changed from within Access.

The Import Options will display. The default is the “Import the source data into a new table in the current database”. This is what we will use. Click on “Browse”.

OK Cancel

Organize New folder

Microsoft Access

Favorites

Libraries

Documents

Music

Pictures

Videos

Computer

Local Disk (C:)

Removable Disk (E:)

office (\\cendc04) (O:)

Documents library

Arrange by: Folder

Includes: 1 location

Access Developer Extensions

Adobe Captivate Cached Projects

Applications

CARD ID Templates

Drilling Click on the "Removable Disk (E:)"

File name:

Microsoft Excel

Tools

Open

Cancel

Name	Date modified	Type
150 CenSARA	4/23/2012 9:10 AM	File folder

Double Click on the "150 CenSARA".

File Open

Removable Disk (E:) > 150 CenSARA

Organize New folder

Name	Date modified	Type
Database Solutions	4/23/2012 9:12 AM	File folder
Access ribbon mapping workbook1	12/22/2008 9:46 AM	Microsoft Excel
Employees	7/30/2008 7:09 AM	Microsoft Excel

Double Click on the "Employees"

File name: Microsoft Excel

Tools Open Cancel

Select the source and destination of the data

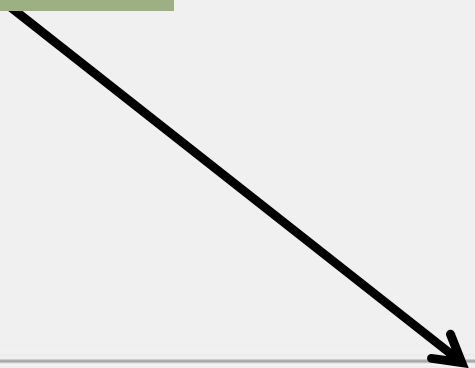
Specify the source of the data.

File name:

Specify how and where you want to store the data in the current database.

- Import the source data into a new table in the current database.**
If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.
- Link to the data source by creating a linked table.**
Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. However, the source data cannot be changed from within Access.

Select "OK".



Your spreadsheet file contains more than one worksheet or range. Which worksheet or range would you like?

- Show Worksheets
- Show Named Ranges

Employees

Select "Next".

Sample data for worksheet 'Employees':

	EmployeeID	PositionTitle	Department	LName	FName	Address
1	48	Developer	Production	Apton	Barbara	1317 N. Norm
2	154	Production Worker I	Production	Rollo	Deborah	1814 12th Av
3	166	Production Worker I	Production	Stunk	Deena	1620 NW 183r
4	167	Production Worker I	Production	Swanson	Deidra	1313 McKinle
5	168	Production Worker I	Production	Taylor	DeKeisha	11717 Shroye
6	169	Production Worker I	Production	Teel	Delonia	3012 Meadowo
7	170	Production Worker I	Production	Tener	Delonia	5313 NW 110t
8	171	Production Worker I	Production	Thomas	Demetria	11109 State
9	172	Production Worker I	Production	Tolton	Denice	6507 NW 34th
10	174	Production Worker I	Production	Turner	Denise	Rt. 2 Box 17
11	175	Production Worker I	Production	Viney	Denise A.	2517 NE 12th
12	176	Production Worker I	Production	Walker	Desirae D.	1530 N. 85th
13	258	Secretary	Administration	Santos	Jaime	1209 NW 89th

Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

The First Row contains Column Heading.

First Row Contains Column Headings

2

You will want to check the box.

1

1	EmployeeID	PositionTitle	Department	LName	FName	Address
2	48	Developer	Production	Upton	Barbara	1317 N. Norm
3	154	Production Worker I	Production	Rollo	Deborah	1814 12th Av
4	166	Production Worker I	Production	Strunk	Deena	1620 NW 183r
5	167	Production Worker I	Production	Swanson	Deidra	1313 McKinle
6	168	Production Worker I	Production	Taylor	DeKeisha	11717 Shroye
7	169	Production Worker I	Production	Teel	Delonia	3012 Meadowo
8	170	Production Worker I	Production	Tener	Delonia	5313 NW 110t
9	171	Production Worker I	Production	Thomas	Demetria	11109 State
10	172	Production Worker I	Production	Tolton	Denice	6507 NW 34th
11	174	Production Worker I	Production	Turner	Denise	Rt. 2 Box 17
12	175	Production Worker I	Production	Viney	Denise A.	2517 NE 12th
13	176	Production Worker I	Production	Walker	Desirae D.	1530 N. 85th
14	258	Secretary	Administration	Santos	Jaime	1209 NW 89th

Cancel

< Back

Next >

Finish

Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

First Row Contains Column Headings

Select "Next"

	EmployeeID	PositionTitle	Department	LName	FName	Address
1	48	Developer	Production	Upton	Barbara	1317 N. Norm
2	154	Production Worker I	Production	Rollo	Deborah	1814 12th Av
3	166	Production Worker I	Production	Strunk	Deena	1620 NW 183r
4	167	Production Worker I	Production	Swanson	Deidra	1313 McKinle
5	168	Production Worker I	Production	Taylor	DeKeisha	11717 Shroye
6	169	Production Worker I	Production	Teel	Delonia	3012 Meadowo
7	170	Production Worker I	Production	Tener	Delonia	5313 NW 110t
8	171	Production Worker I	Production	Thomas	Demetria	11109 State
9	172	Production Worker I	Production	Tolton	Denice	6507 NW 34th
10	174	Production Worker I	Production	Turner	Denise	Rt. 2 Box 17
11	175	Production Worker I	Production	Viney	Denise A.	2517 NE 12th
12	176	Production Worker I	Production	Walker	Desirae D.	1530 N. 85th
13	258	Secretary	Administration	Santos	Jaine	1209 NW 89th
14	259	Secretary	Administration	Schrott	Jaima	2821 Parksid

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: Do not import field (Skip)

The Field Highlighted will show the import properties.

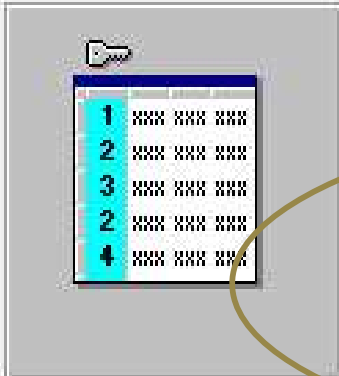
1

	EmployeeID	PositionTitle	Department	LName	FName	Address
1	48	Developer	Production	Upton	Barbara	1317 N. Norm
2	154	Production Worker I	Production	Rollo	Deborah	1814 12th Av
3	166	Production Worker I	Production	Strunk	Deena	1620 NW 183r
4	167	Production Worker I	Production	Swanson	Deidra	1313 McKinle
5	168	Production Worker I	Production	Taylor	DeKeisha	11717 Shroye
6	169	Production Worker I	Production	Teel	Delonia	3012 Meadowo
7	170	Production Worker I	Production	Tener	Delonia	5313 NW 110t
8	171	Production Worker I	Production	Thomas	Demetria	11109 State
9	172	Production Worker I	Production	Tolton	Denice	6507 NW 34th
10	174	Production Worker I	Production	Turner	Denise	Rt. 2 Box 17
11	175	Production Worker I	Production	Viney	Denise A.	2517 NE 12th
12	176	Production Worker I	Production	Walker	Desirae D.	1530 N. 85th
13	258	Secretary	Administration	Santos	Jaime	1209 NW 89th
14	259	Secretary	Administration	Schrott	Jaime	2821 Parksid

Select "Next"

2

< back Next > Finish



Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

- Let Access add primary key.
- Choose my own primary key.
- No primary key.



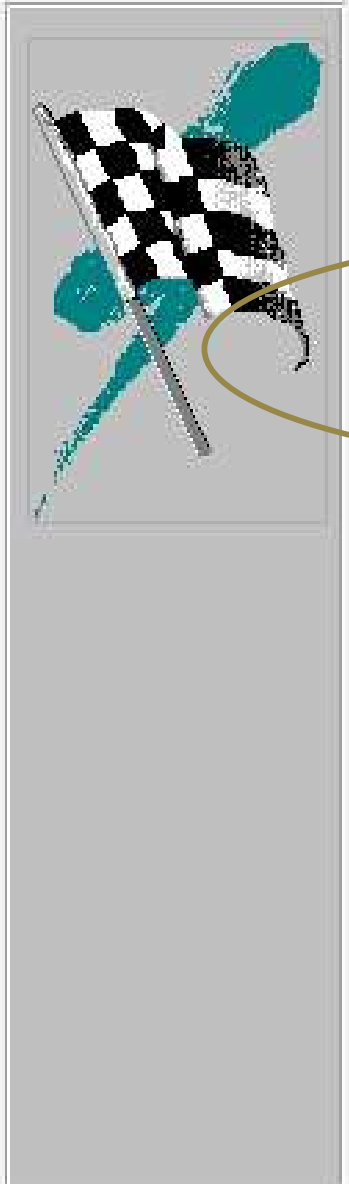
Select "No Primary Key"

	ID	EmployeeID	PositionTitle	Department	LName	FName	Address
1	1	48	Developer	Production	Upton	Barbara	1317 N.
2	2	154	Production Worker I	Production	Rollo	Deborah	1814 12
3	3	166	Production Worker I	Production	Strunk	Deena	1620 NW
4	4	167	Production Worker I	Production	Swanson	Deidra	1313 Mc
5	5	168	Production Worker I	Production	Taylor	DeKeisha	11717 S
6	6	169	Production Worker I	Production	Teel	Delonia	3012 Me
7	7	170	Production Worker I	Production	Tener	Delonia	5313 NW
8	8	171	Production Worker I	Production	Thomas	Demetria	11109 S
9	9	172	Production Worker I	Production	Tolton	Denice	6507 NW
10	10	174	Production Worker I	Production	Turner	Denise	Rt. 2 B
11	11	175	Production Worker I	Production	Viney	Denise A.	2517 NE
12	12	176	Production Worker I	Production	Walker	Desirae D.	1530 N.
13	13	258	Secretary	Administration	Santos	Jaime	1209 NW
14	14	259	Secretary	Administration	Schrott	Jaime	2821 Pa

Select "Next"

2

That's all the information the wizard needs to import your data.



Import to Table:

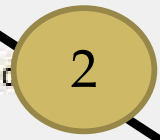
Employees



Access will assign a name here. You may over type the name.

Select "Finish"

I would like a wizard to analyze my table after importing the data.



Cancel < Back Next > Finish

Save Import Steps

Finished importing file 'E:\150 CensARA\Employees.xls' to table 'Employees'.

Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.

Save import steps

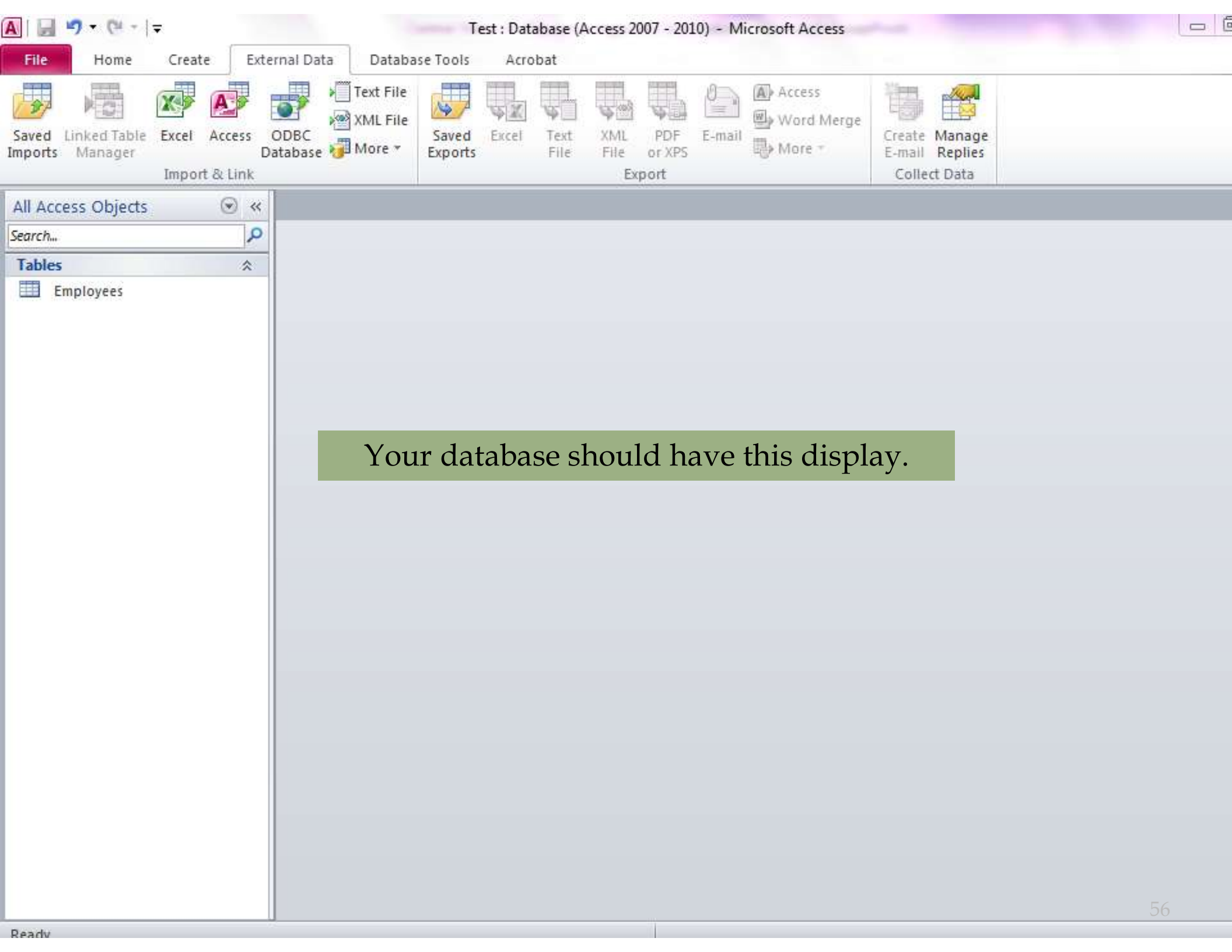
1

The "Save import steps" is used if you are importing the save table on multiple occasions. The import Excel spreadsheet must have the same name and have the same "Path" (Location).

Select "Close"

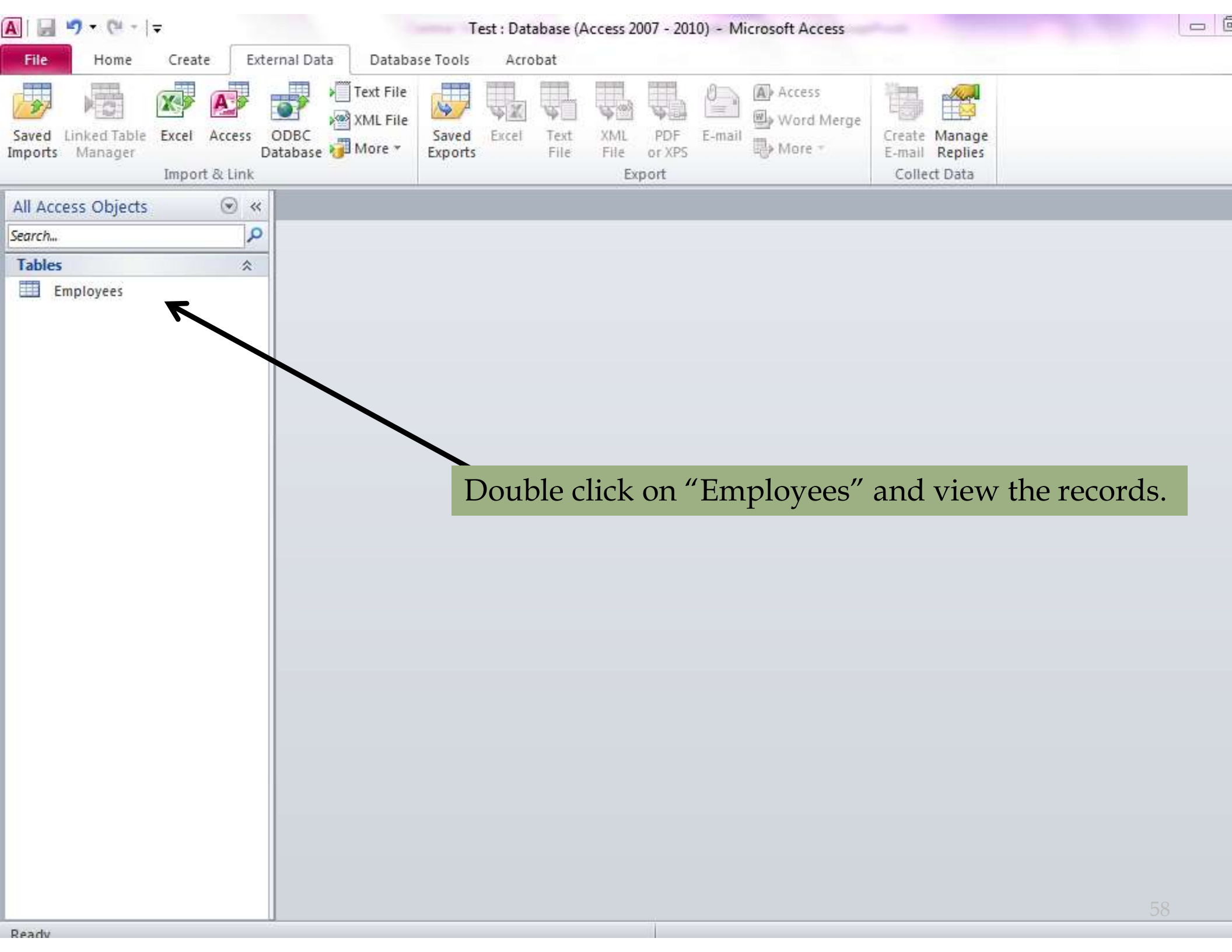
2

Close



Your database should have this display.

6. Open up the Employees TABLE in **datasheet** view.



Double click on "Employees" and view the records.

File Home Create External Data Database Tools Fields Table

Filter Ascending Descending Remove Sort Toggle Filter Selection Advanced Sort & Filter

Refresh All New Save Delete More Records

Find Replace Go To Select Find

Calibri 11 Bold Italic Underline Text Formatting

All Access Objects

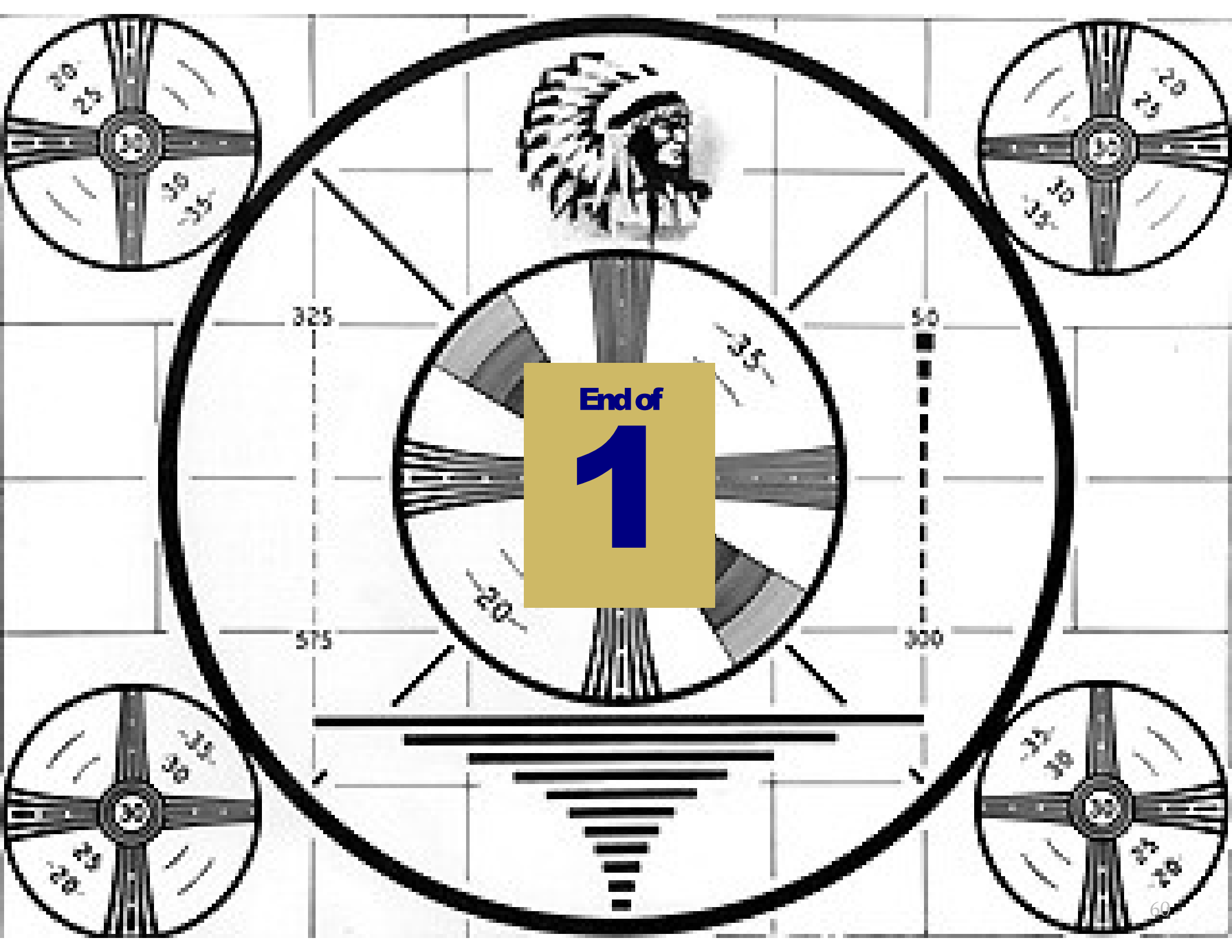
Search...

Tables

- Employees

Record: 1 of 65

EmployeeID	PositionTitle	Department	LName	FName	Address	City	State
48	Developer	Production	Upton	Barbara	1317 N. Norma	Austin	TX
154	Production Wo	Production	Rollo	Deborah	1814 12th Ave,	Austin	TX
166	Production Wo	Production	Strunk	Deena	1620 NW 183rd	Austin	TX
167	Production Wo	Production	Swanson	Deidra	1313 McKinley	Austin	TX
168	Production Wo	Production	Taylor	DeKeisha	11717 Shroyer	Austin	TX
169	Production Wo	Production	Teel	Delonia	3012 Meadowc	Austin	TX
170	Production Wo	Production	Tener	Delonia	5313 NW 110th	Austin	TX
171	Production Wo	Production	Thomas	Demetria	11109 State Hig	Austin	TX
172	Production Wo	Production	Tolton	Denice	6507 NW 34th S	Austin	TX
174	Production Wo	Production	Turner	Denise	Rt. 2 Box 172	Austin	TX
175	Production Wo	Production	Viney	Denise A.	2517 NE 12th	Austin	TX
176	Production Wo	Production	Walker	Desirae D.	1530 N. 85th Te	Austin	TX
258	Secretary	Administration	Santos	Jaime	1209 NW 89th.	Austin	TX
259	Secretary	Administration	Schrott	Jaime	2821 Parkside	Austin	TX
260	Administrative	Administration	Shi	Paula	2409 NW 162nc	Austin	TX
261	Administrative	Administration	Shoemake	Jamie	8808 Aaron Dri	Austin	TX
262	Accounting Cle	Accounting	Sligar	Jamie	2716 NW 11th S	Austin	TX
268	Secretary	Administration	Sunderland	Jana	15 Coventry Ct.	Austin	TX
269	Secretary	Administration	Suttle	Jane Ann	P.O. Box 362	Austin	TX
406	Truck Driver I	Operations	Sheets	Kenneth	8012 Azurewoc	Austin	TX
407	Truck Driver II	Operations	Stroud	Kevin	10908 NE 17th	Austin	TX
408	Truck Driver II	Operations	Treat	Kevin Ward	2011 Van Burer	Austin	TX
409	Docking Super	Operations	Youngblood	Kyle	5721 SE 85th	Austin	TX
410	Docking Super	Operations	Allen	Lendell	520 E. Fairchild	Austin	TX
411	Docking Manag	Operations	Common	Lucas	1224 Lauren LN	Austin	TX



End of

1

CENTRAL STATES AIR RESOURCE AGENCIES
150 (CenSARA) – Student Workbook



Hands On

2

TABLE (Exercises)

7. Create the following TABLE: “**Personnel Action**”

Add the following fields:

	Type	
a. PActionID	Autonumber	No Primary Key
b. PType	Lookup field	Award; Disciplinary Action; Grevience; Other
c. PDate	Date	Default Value to today’s date
d. Comments	Long Text	

8. Create the following TABLE: “**Payroll**”

Add the following fields:

	Type	
a. SalaryID	Autonumber	No Primary Key
b. FLSA	Lookup field -	Exempt; Non-Exempt
c. PayRate	Currency	
d. PayType	Lookup field	Salary; Hourly
e. PositionDate	Date	Format Short Date – Input Mask

9. Create the following TABLE: “**Departments**”

Add the following field:

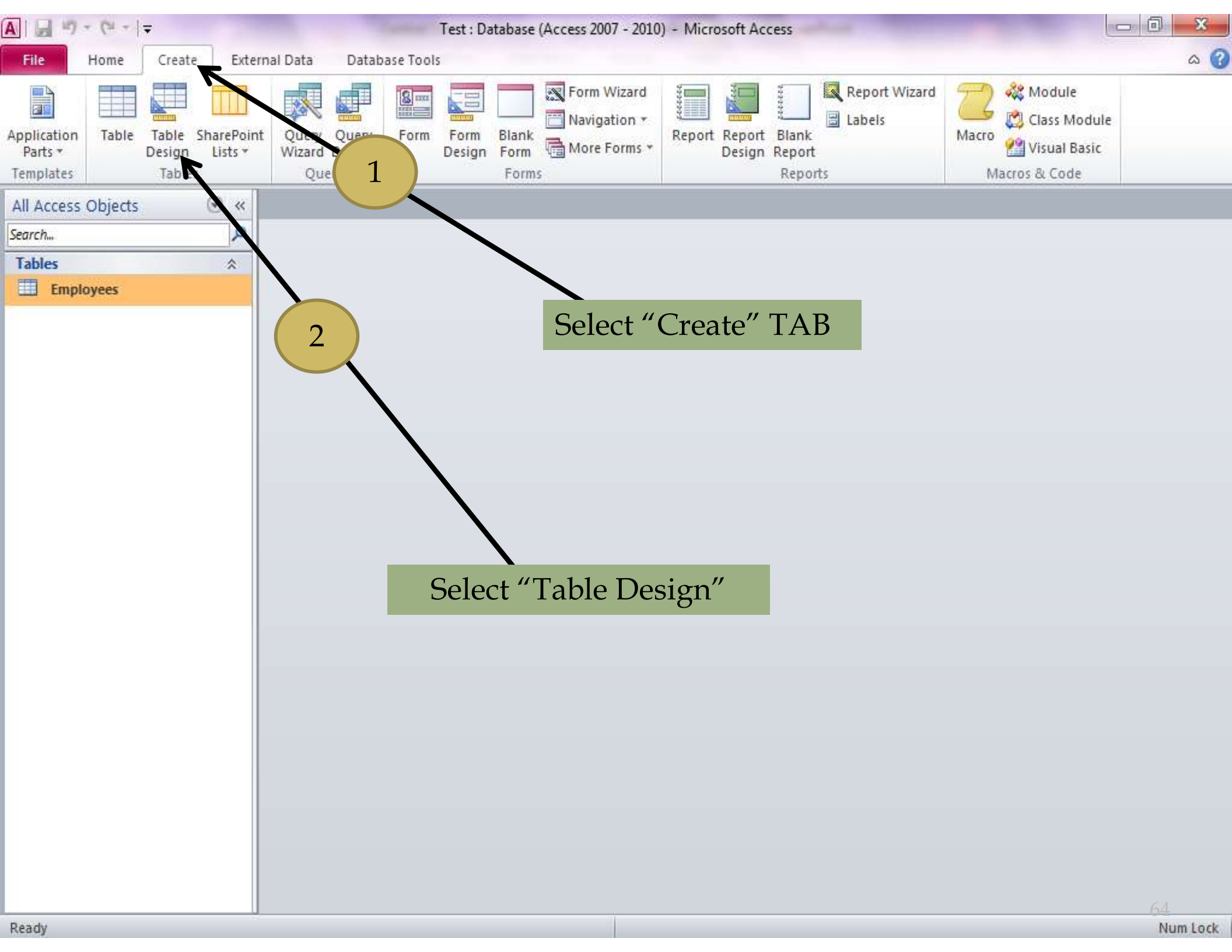
	Type
A. Department	Short Text

10. Set the relationships between the TABLES. Do what is necessary to create them.

7. Create the following TABLE: “**Personnel Action**”

Add the following fields:

	Type	
a. PActionID	Autonumber	No Primary Key
b. PType	Lookup field	Award; Disciplinary Action; Grievance; Other
c. PDate	Date	Default Value to today's date
d. Comments	Long Text	



1

Select "Create" TAB

2

Select "Table Design"

Field Name	Data Type	Description (Optional)
PActionID	AutoNumber	
PType	Short Text	

1

Type "PAction ID" Make it an AutoNumber

2

Type "PType"

Field Properties

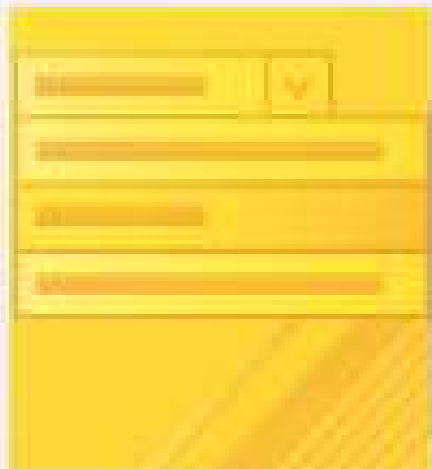
General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Alion	General

3

Use Lookup Wizard

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Lookup Wizard



This wizard creates a lookup field, which displays a list of values you can choose from. How do you want your lookup field to get its values?

- I want the lookup field to get the values from another table or query.
- I will type in the values that I want.



This box will appear. Select the bottom toggle.

Select "Next"



Cancel

< Back

Next >

Finish

Lookup Wizard

What values do you want to see in your lookup field? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

1

Col1				
Award				
DisciplinaryAction				
Grievance				
Other				
*				

1 → Populate the Columns

Select "Next" → 2

Cancel < Back **Next >** Finish

Lookup Wizard

What label would you like for your lookup field?

PType

Do you want to limit entries to the choices?

Limit To List

Name of field can be changed here

2

Other Options, leave unchecked

Do you want to store multiple values for this lookup?

Allow Multiple Values

Those are all the answers the wizard needs to create your lookup field.

Select "Finish"

3

Cancel

< Back

Next >

Finish

All Access Objects

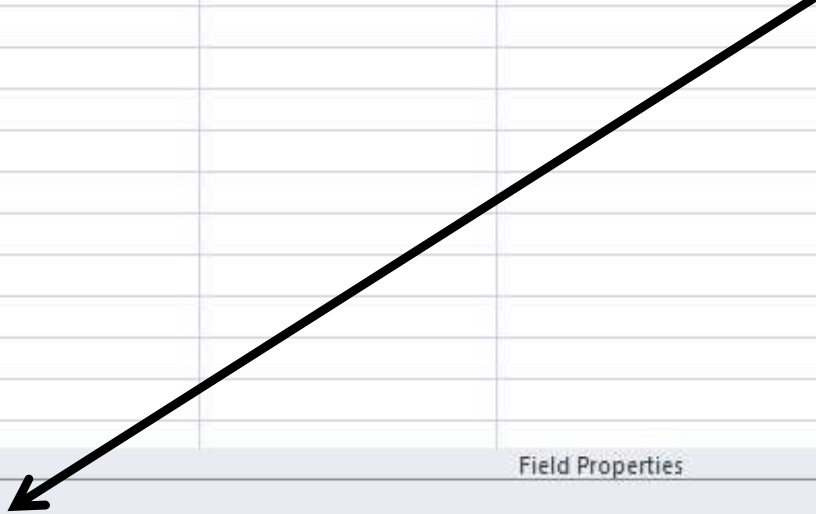
Search...

Tables

Employees

Field Name	Data Type	Description
PActionID	AutoNumber	
PType	Short Text	

Select "Lookup" TAB

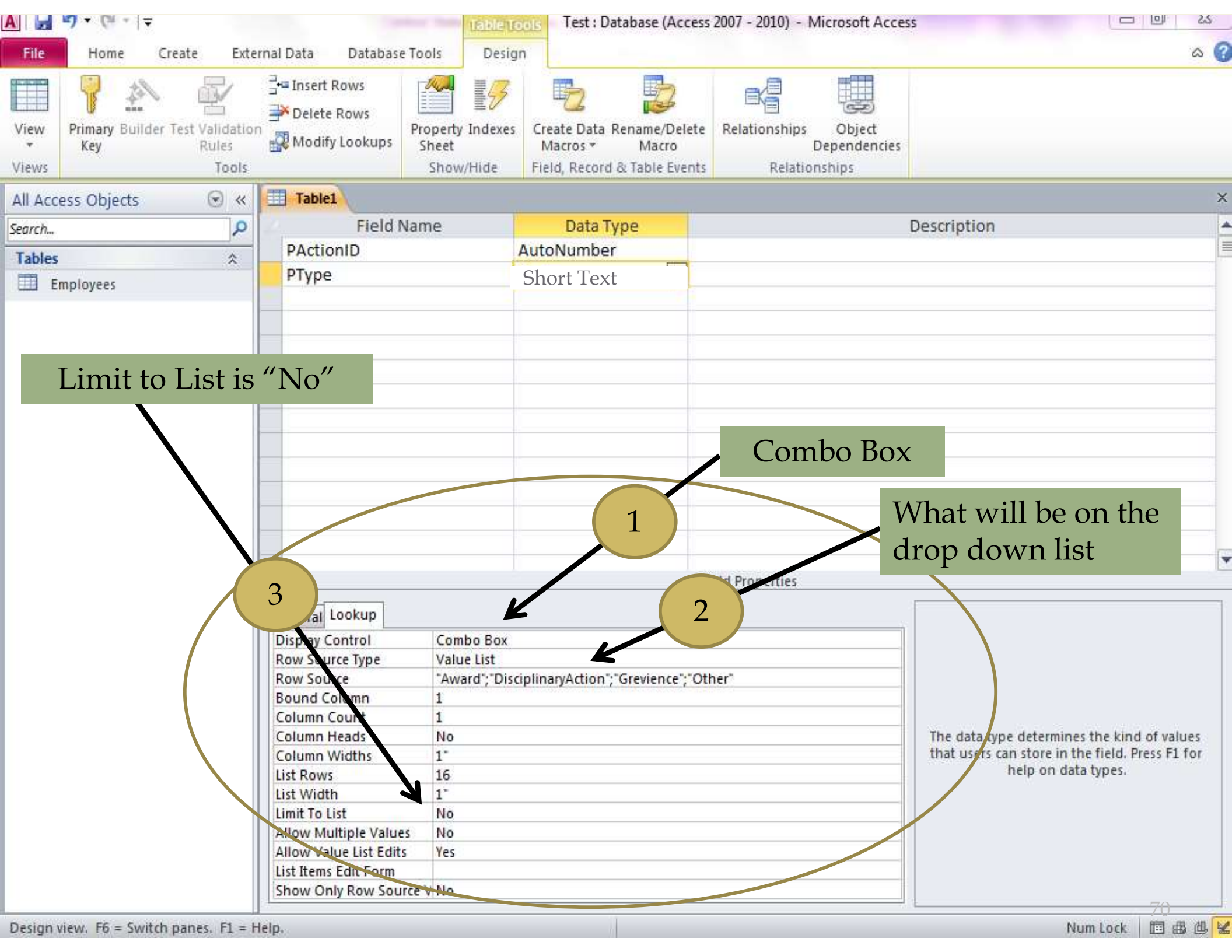


Field Properties

General **Lookup**

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.



File Home Create External Data Database Tools Design

View Views Primary Key Builder Test Validation Rules Tools Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Show/Hide Create Data Macros Rename/Delete Macro Field, Record & Table Events Relationships Object Dependencies Relationships

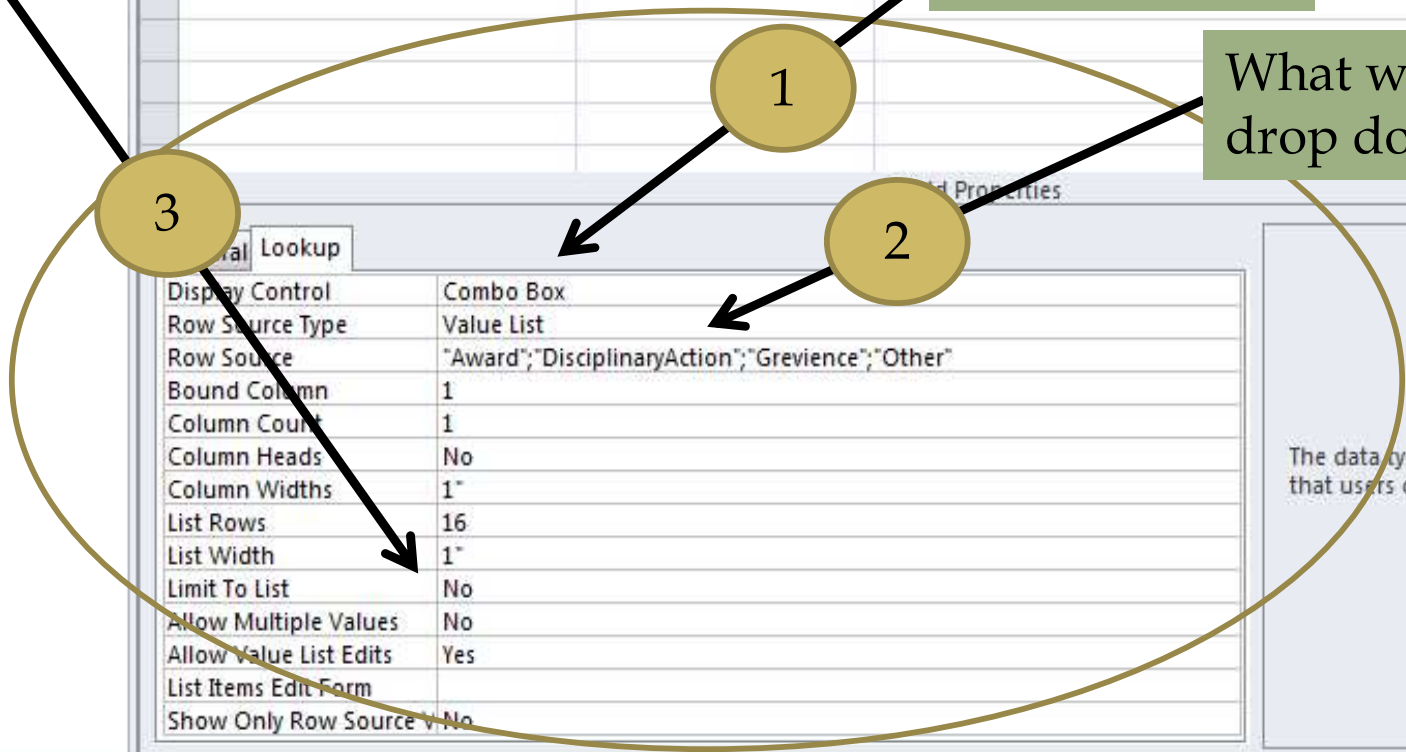
All Access Objects Search... Tables Employees

Field Name	Data Type	Description
PActionID	AutoNumber	
PType	Short Text	

Limit to List is "No"

Combo Box

What will be on the drop down list



Property	Value
Display Control	Combo Box
Row Source Type	Value List
Row Source	"Award";"DisciplinaryAction";"Grevience";"Other"
Bound Column	1
Column Count	1
Column Heads	No
Column Widths	1"
List Rows	16
List Width	1"
Limit To List	No
Allow Multiple Values	No
Allow Value List Edits	Yes
List Items Edit Form	
Show Only Row Source Values	No

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Microsoft Access 2010 interface showing the 'Table Tools' ribbon and the 'Design' view of a table named 'Table1'. The ribbon includes options like 'View', 'Primary Key', 'Validation Rules', 'Property Sheet', 'Indexes', 'Macros', and 'Relationships'.

All Access Objects pane showing a search bar and a list of tables including 'Employees'.

Field Name	Data Type	Description
PActionID	AutoNumber	
PType	Short Text	
PDate	Date/Time	

Choose the Short Date



Select the down arrow on the "Format" property.

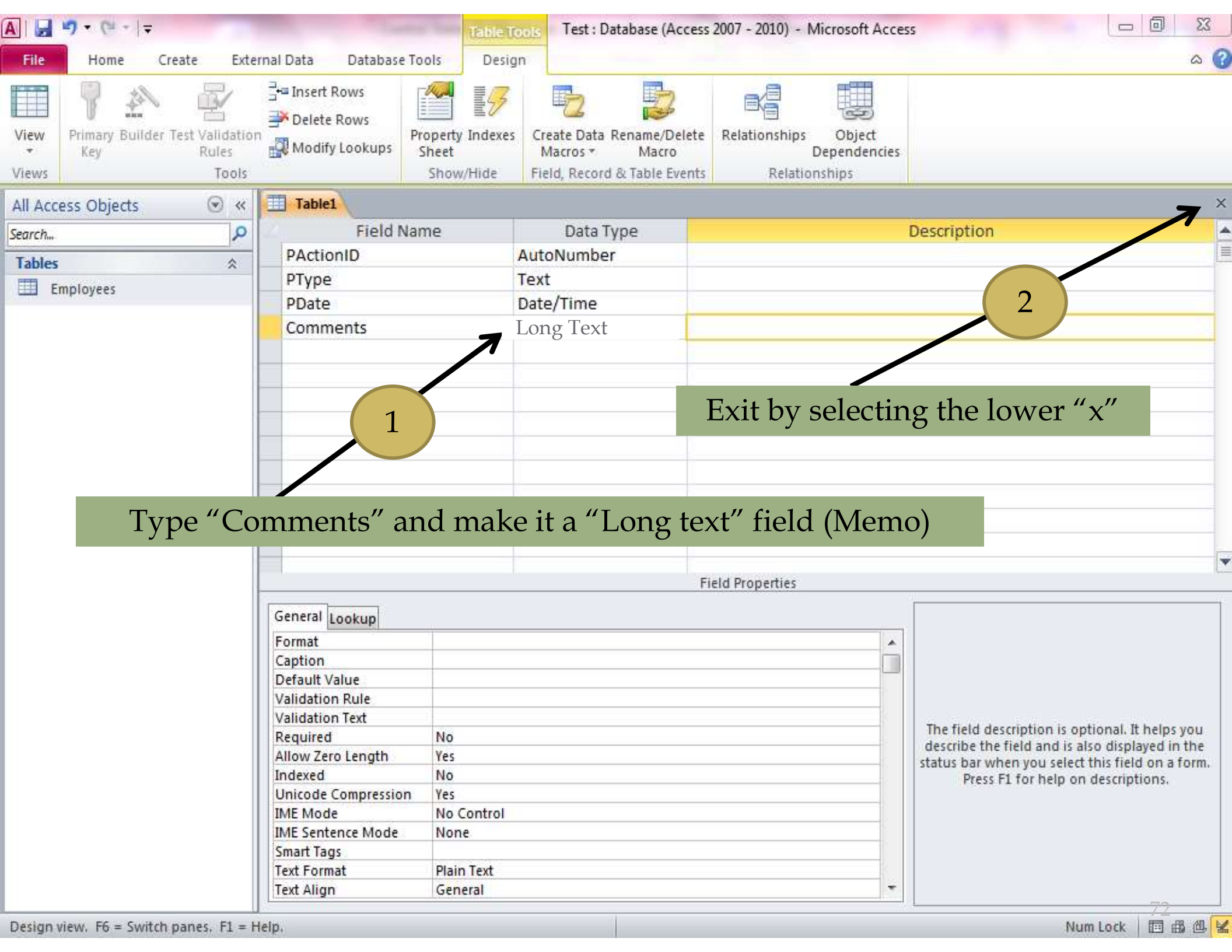


Field Properties pane showing the 'Format' property dropdown menu. The 'Short Date' option is selected, showing a preview of the date format '6/19/2007'.

Format	General Date	6/19/2007 5:34:23 PM
Input Mask	Long Date	Tuesday, June 19, 2007
Caption	Medium Date	19-Jun-07
Default Value	Short Date	6/19/2007
Validation Rule	Long Time	5:34:23 PM
Validation Text	Medium Time	5:34 PM
Required	Short Time	17:34
Indexed		
IME Mode	No Control	
IME Sentence Mode	None	
Smart Tags		
Text Align	General	
Show Date Picker	For dates	

The display layout for the field. Select a pre-defined format or enter a custom format. Press F1 for help on formats.

Windows taskbar showing the Start button, several application icons (including Internet Explorer, PowerPoint, and Access), and the system tray with the date and time: 8:23 AM 4/24/2012.

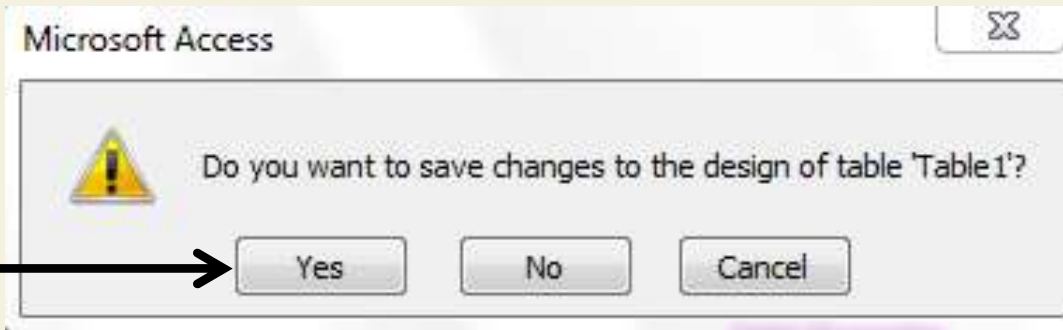


Exit by selecting the lower "x"

Type "Comments" and make it a "Long text" field (Memo)

Field Properties	
General	
Format	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	
Text Format	Plain Text
Text Align	General

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

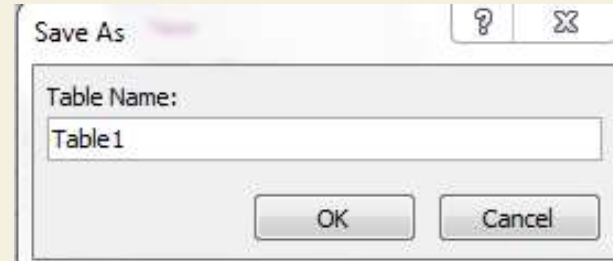


Select "Yes"

1

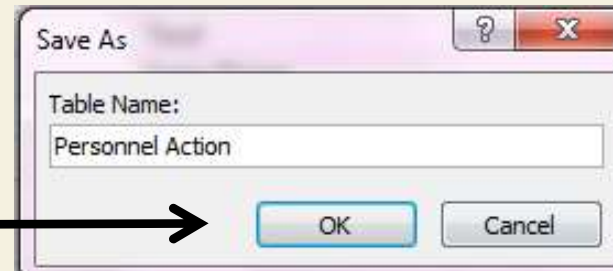
Type "Personnel Action"

2



Select "OK"

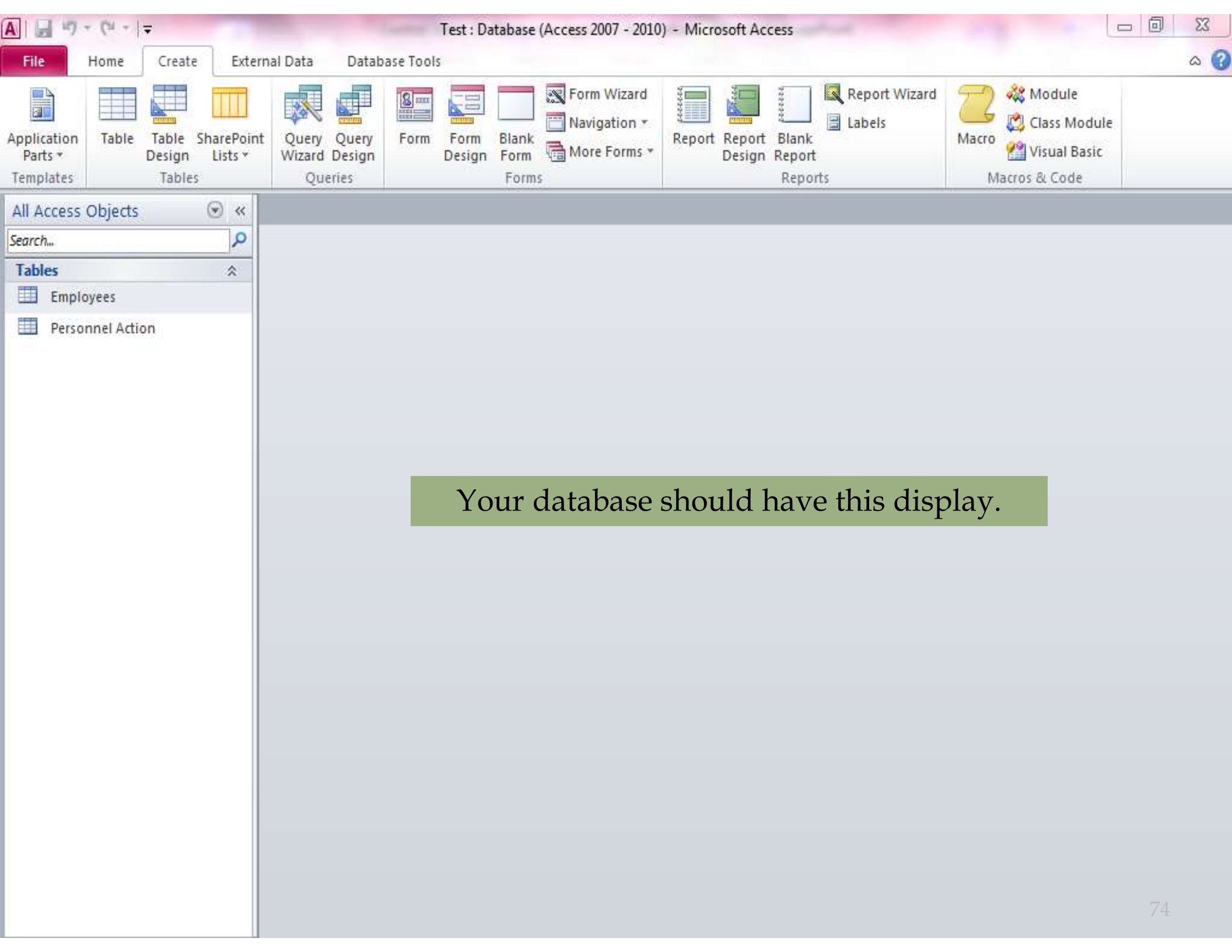
3



Select "No"

4



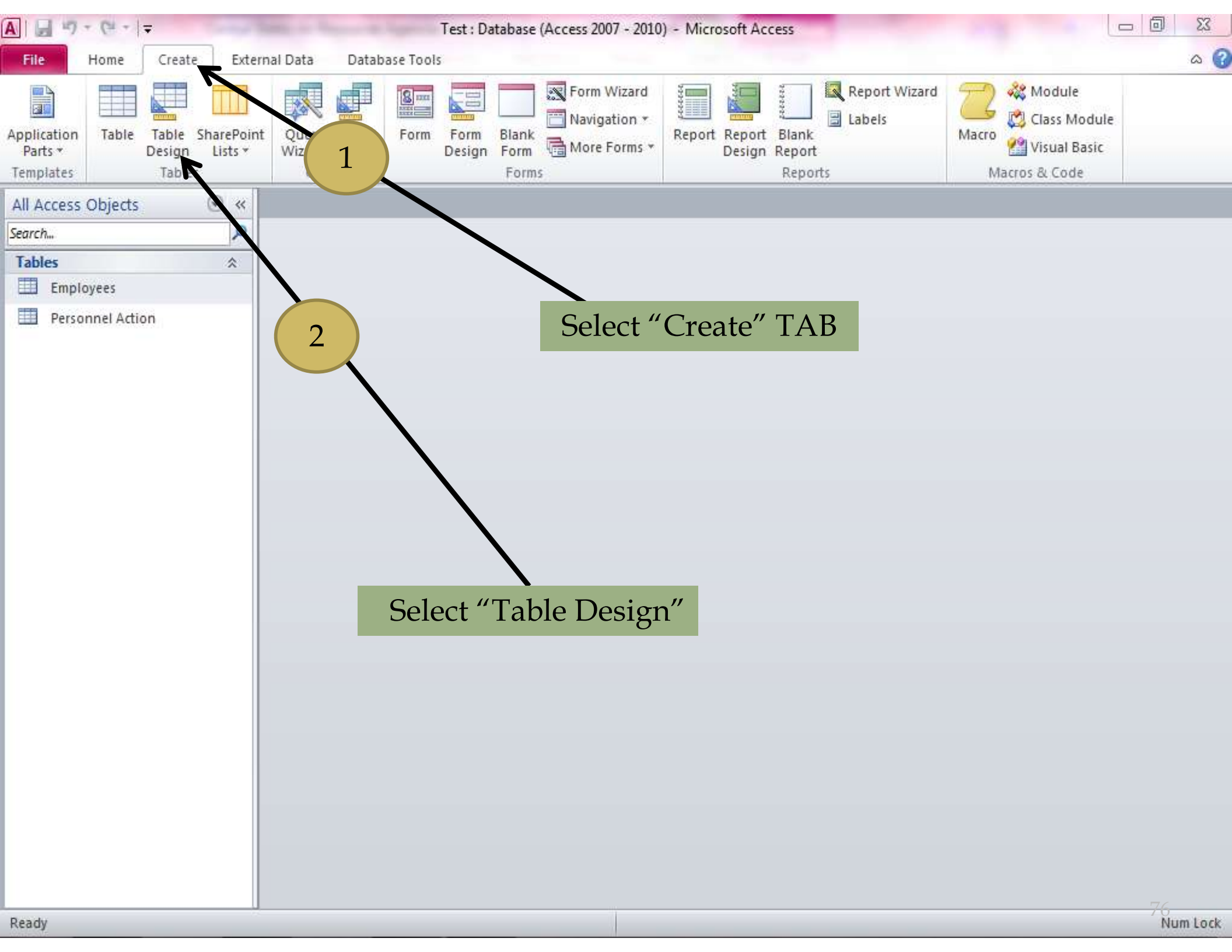


Your database should have this display.

8. Create the following TABLE: **“Payroll”**

Add the following fields:

	Type	
a. SalaryID	Autonumber	No Primary Key
b. FLSA	Lookup field -	Exempt; Non-Exempt
c. PayRate	Currency	
d. PayType	Lookup field	Salary; Hourly
e. PositionDate	Date	Format Short Date – Default Date Today’s date.



Application Parts & Templates | Table | Table Design | SharePoint Lists | Query Wizard | Form | Form Design | Blank Form | Form Wizard | Navigation | More Forms | Report | Report Design | Blank Report | Report Wizard | Labels | Macro | Class Module | Visual Basic | Macros & Code

All Access Objects

Search...

Tables

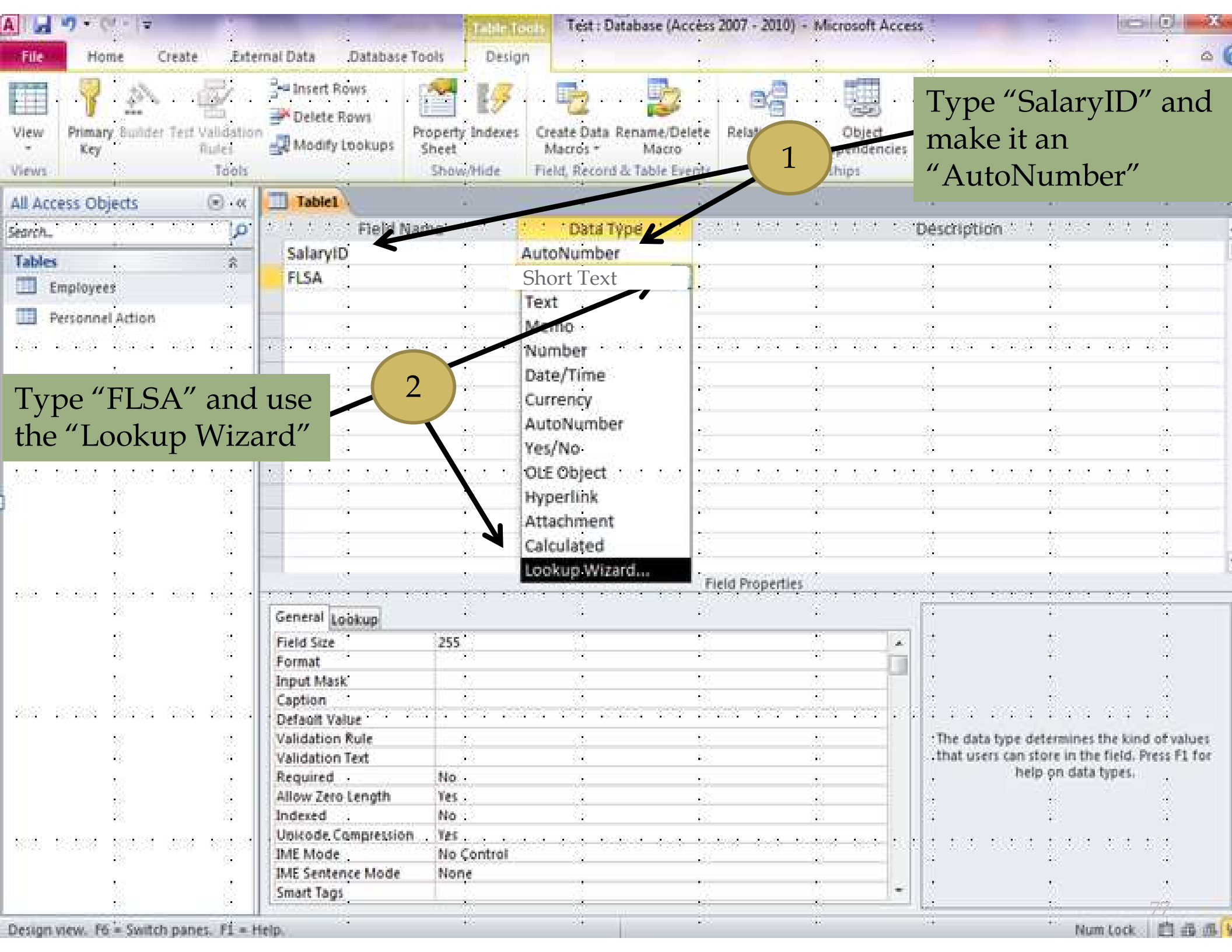
- Employees
- Personnel Action

1

2

Select "Create" TAB

Select "Table Design"

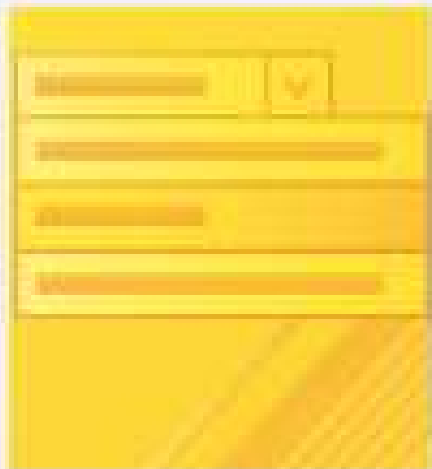


Type "SalaryID" and make it an "AutoNumber"

Type "FLSA" and use the "Lookup Wizard"

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Lookup Wizard



This wizard creates a lookup field, which displays a list of values you can choose from. How do you want your lookup field to get its values?

- I want the lookup field to get the values from another table or query.
- I will type in the values that I want.



This box will appear. Select the bottom toggle.

Select "Next"



Cancel

< Back

Next >

Finish

Lookup Wizard

What values do you want to see in your lookup field? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

	Col1				
	Exempt				
...	Non-Exempt				
*					

1 ← Populate the Columns

Select "Next" → 2

Cancel < Back Next > Finish

Lookup Wizard

What label would you like for your lookup field?

FLSA

Do you want to limit entries to the choices?

Limit To List

Name of field can be changed here

2

Other Options

Do you want to store multiple values for this lookup?

Allow Multiple Values

Those are all the answers the wizard needs to create your lookup field.

Select "Finish"

3

Cancel

< Back

Next >

Finish

Type "PayRate" as "Currency"

1

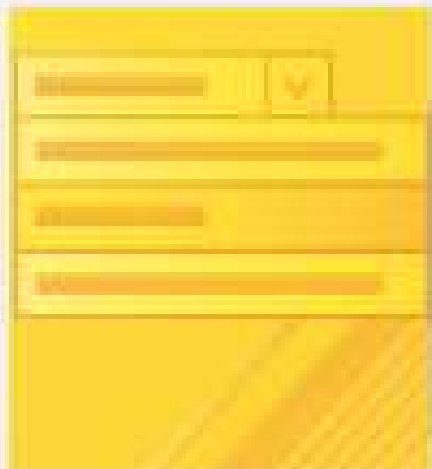
Field Name	Data Type	Description
SalaryID	AutoNumber	
FLSA	Text	
PayRate	Currency	
PayType	Short Text	

2

Type "PayType"
Use "Lookup
Wizard"

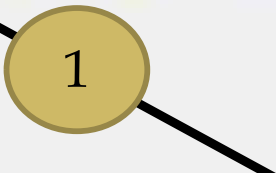
The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Lookup Wizard



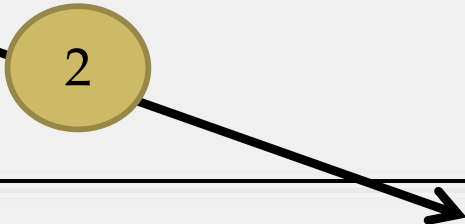
This wizard creates a lookup field, which displays a list of values you can choose from. How do you want your lookup field to get its values?

- I want the lookup field to get the values from another table or query.
- I will type in the values that I want.



This box will appear. Select the bottom toggle.

Select "Next"



Cancel

< Back

Next >

Finish

Lookup Wizard

What values do you want to see in your lookup field? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

	Col1			
	Salary			
	Hourly			

1 ← Populate the Columns

Select "Next"

2 →

Cancel < Back **Next >** Finish

Lookup Wizard

What label would you like for your lookup field?

PayType

Do you want to limit entries to the choices?

Limit to List

Name of field can be changed here

2

Other Options, leave unchecked

Do you want to store multiple values for this lookup?

Allow Multiple Values

Those are all the answers the wizard needs to create your lookup field.

Select "Finish"

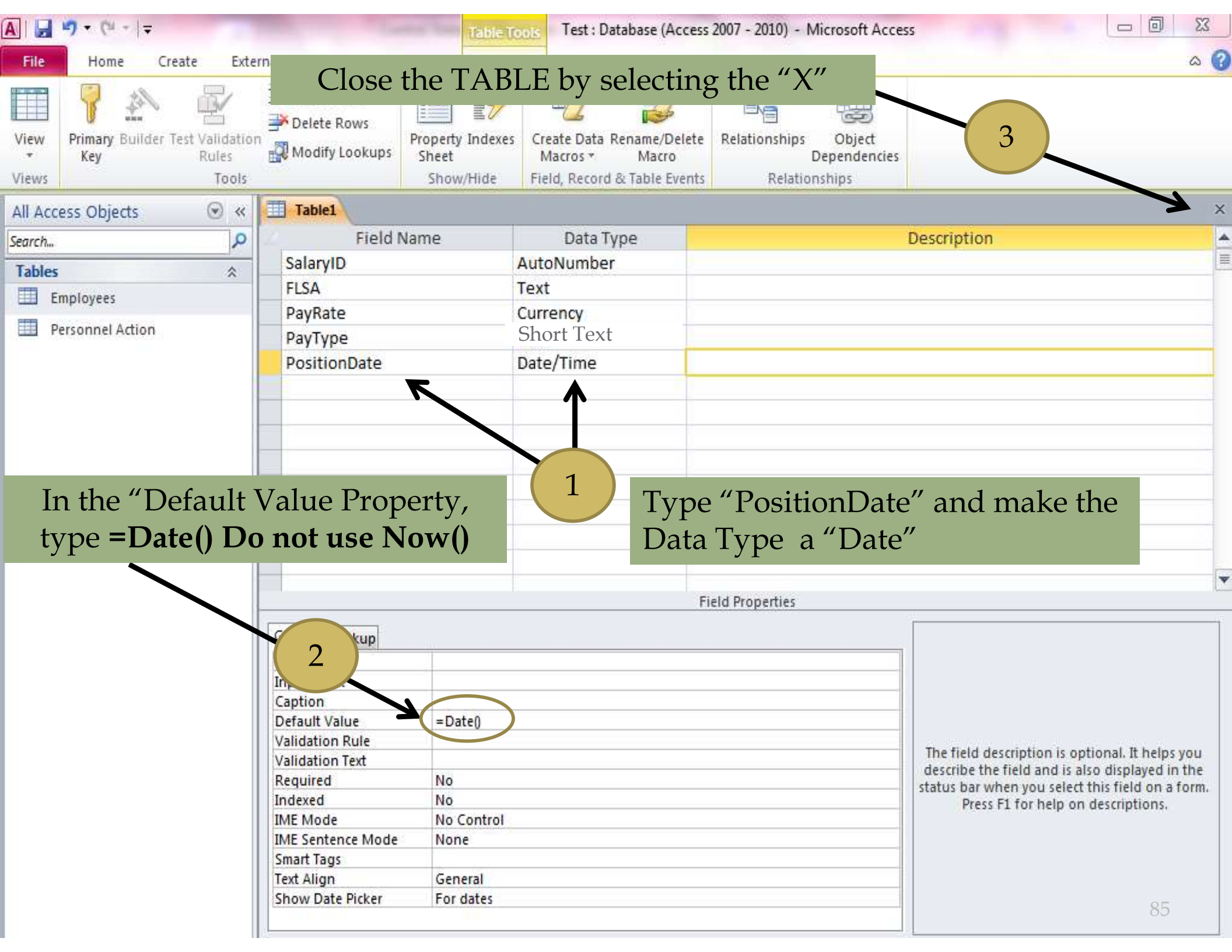
3

Cancel

< Back

Next >

Finish



Close the TABLE by selecting the "X"

3

1

In the "Default Value Property, type =Date() Do not use Now()

Type "PositionDate" and make the Data Type a "Date"

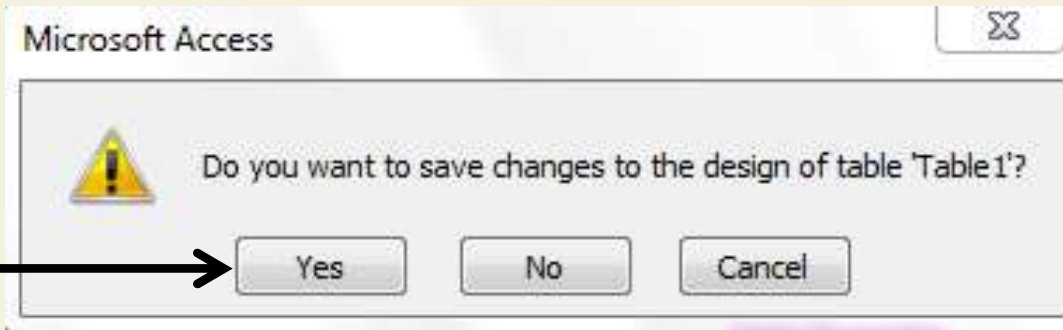
2

Using a Default Value Date Property

=Date() Is equal to today's date

=Now() Is equal to today's date and time

It would make a difference if you would a difference if calculating a future date.

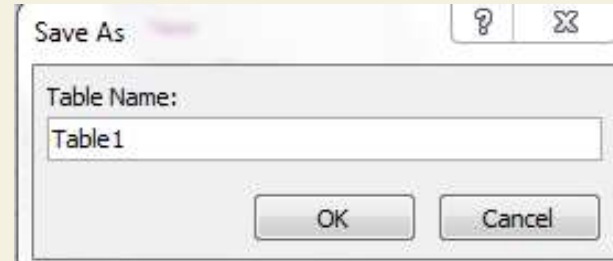


Select "Yes"

1

Type "Payroll"

2



Select "OK"

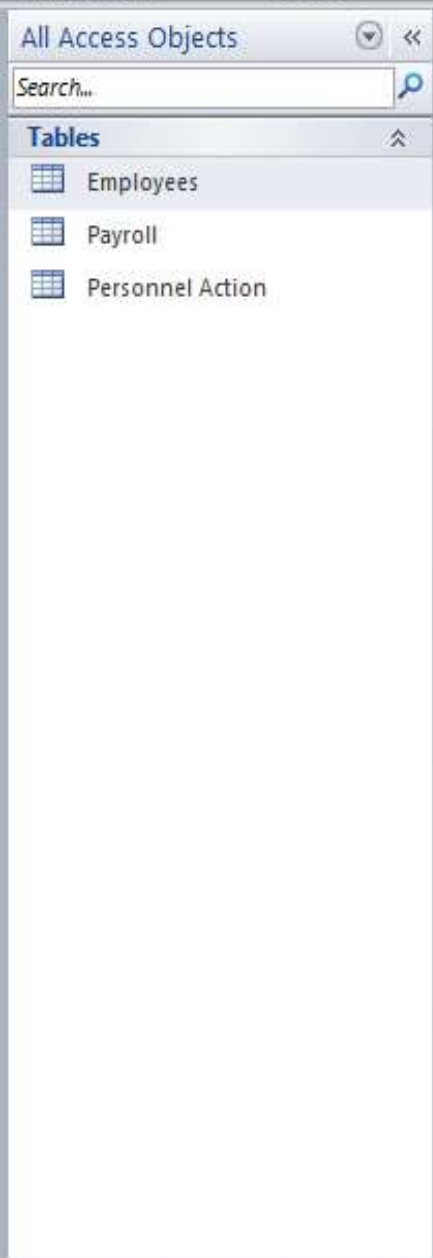
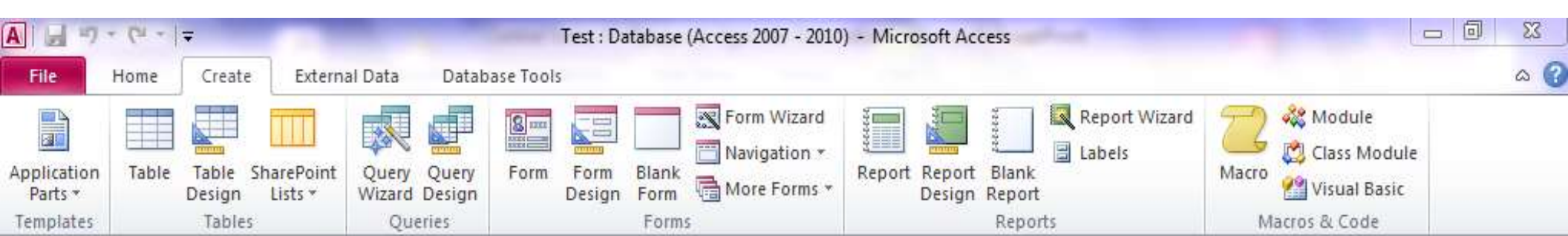
3



Select "No"

4

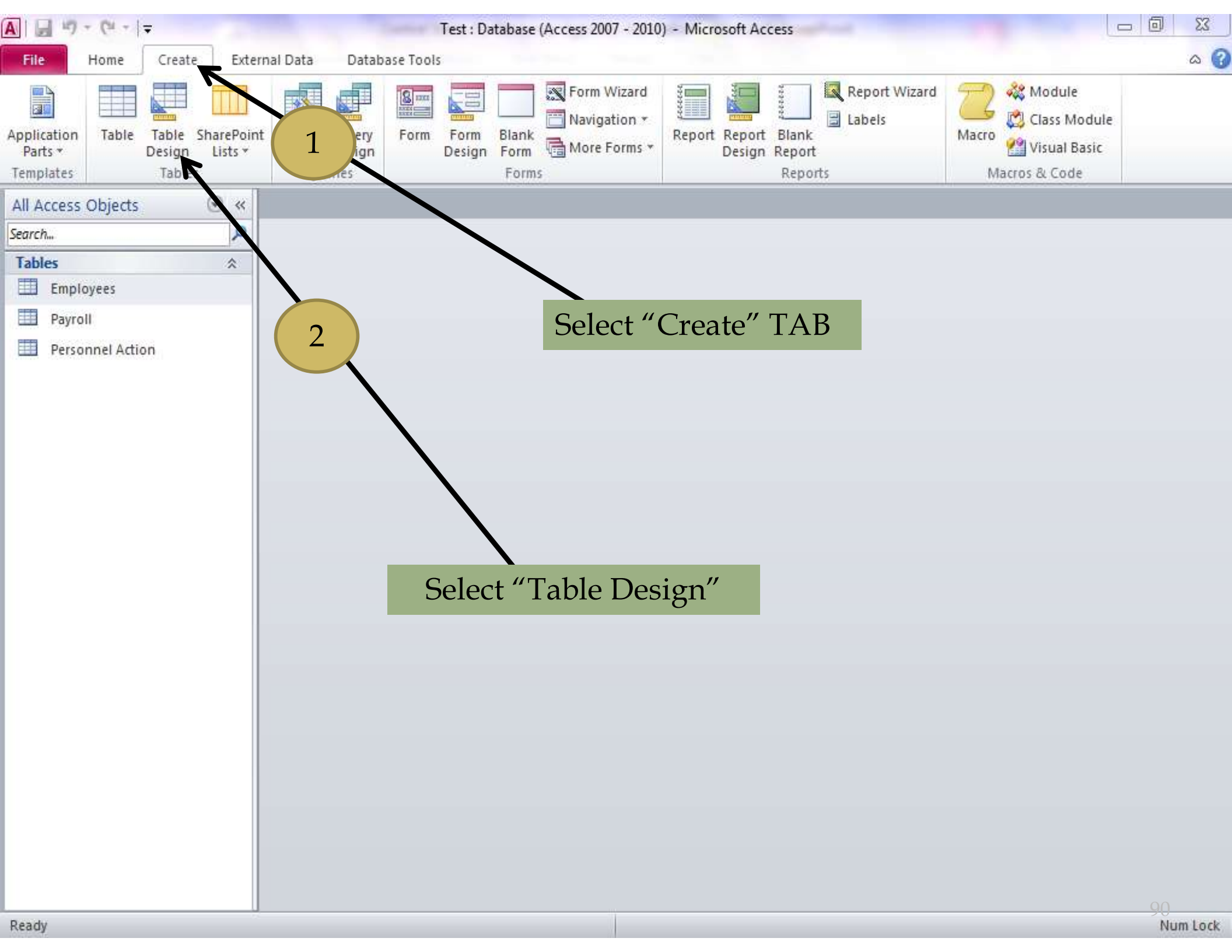




Your database should have this display.

9. Create the following TABLE: “**Departments**”
Add the following field:

	Type
Department	Short Text



File Home Create External Data Database Tools

Application Parts & Templates | Table | Table Design | SharePoint Lists | Query Design | Form | Form Design | Blank Form | Forms | Form Wizard | Navigation | More Forms | Report | Report Design | Blank Report | Reports | Report Wizard | Labels | Macro | Class Module | Visual Basic | Macros & Code

All Access Objects

Search...

Tables

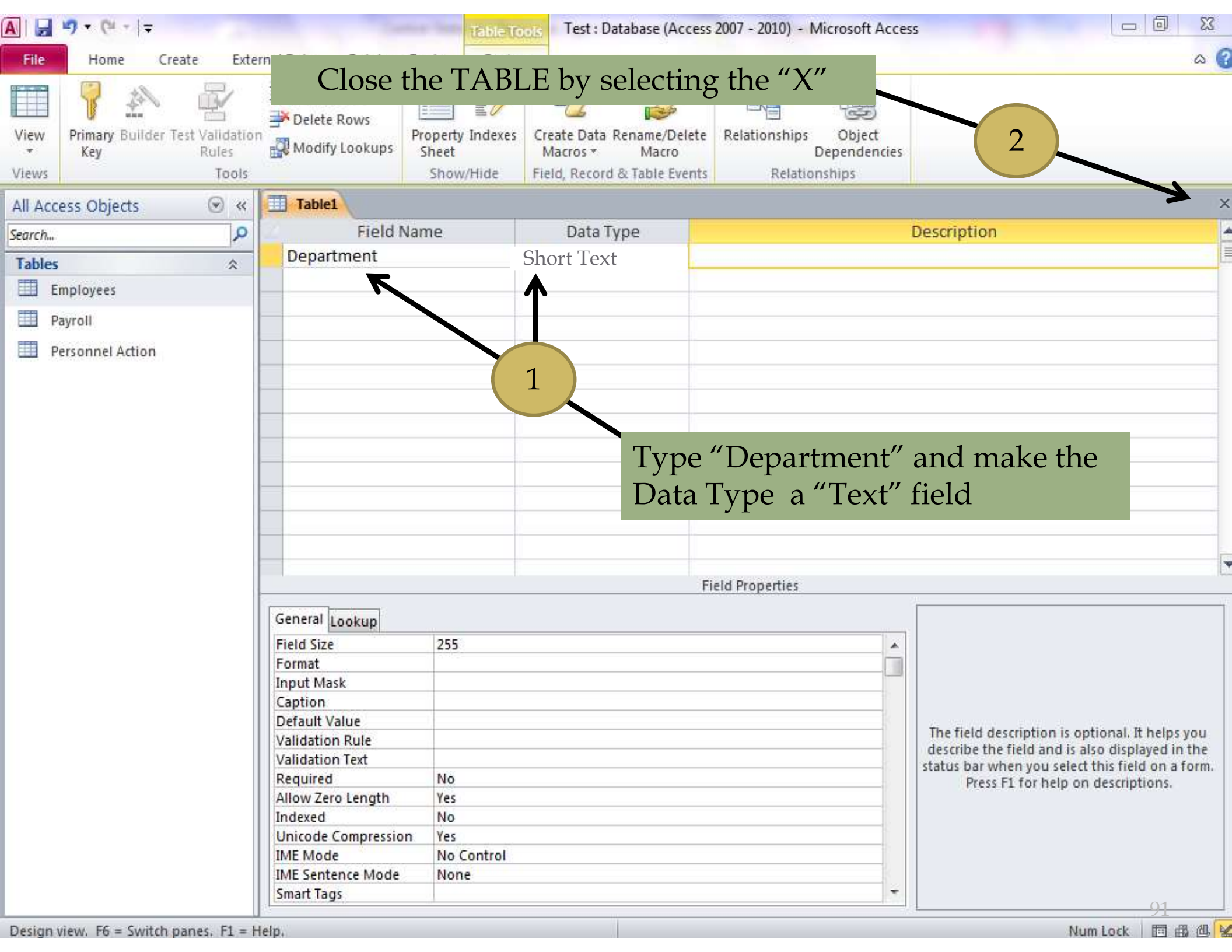
- Employees
- Payroll
- Personnel Action

1

Select "Create" TAB

2

Select "Table Design"



Close the TABLE by selecting the "X"

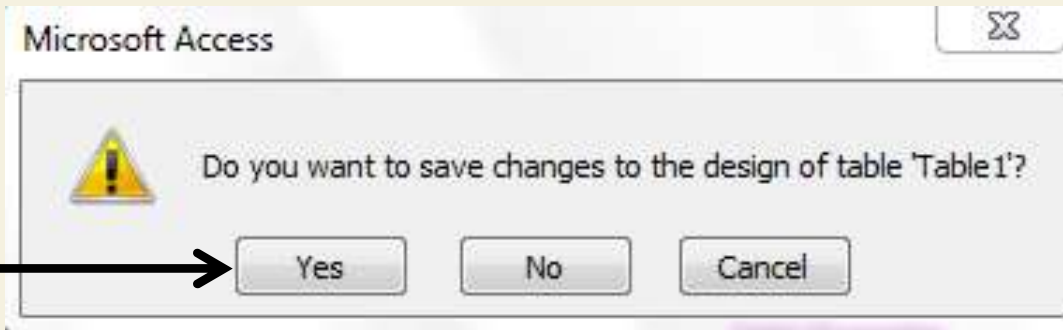
2

1

Type "Department" and make the Data Type a "Text" field

General		Lookup
Field Size	255	
Format		
Input Mask		
Caption		
Default Value		
Validation Rule		
Validation Text		
Required	No	
Allow Zero Length	Yes	
Indexed	No	
Unicode Compression	Yes	
IME Mode	No Control	
IME Sentence Mode	None	
Smart Tags		

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.



Select "Yes"

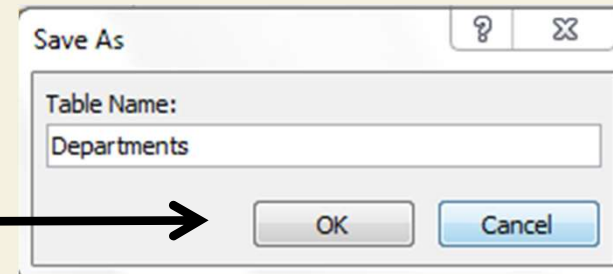
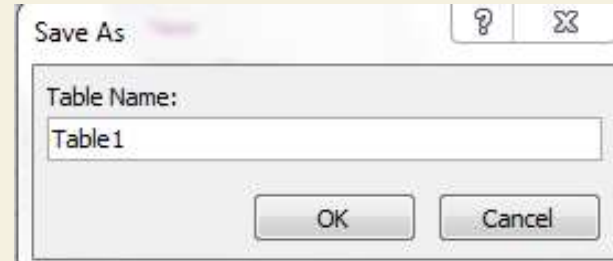
1

Type "Departments"

2

Select "OK"

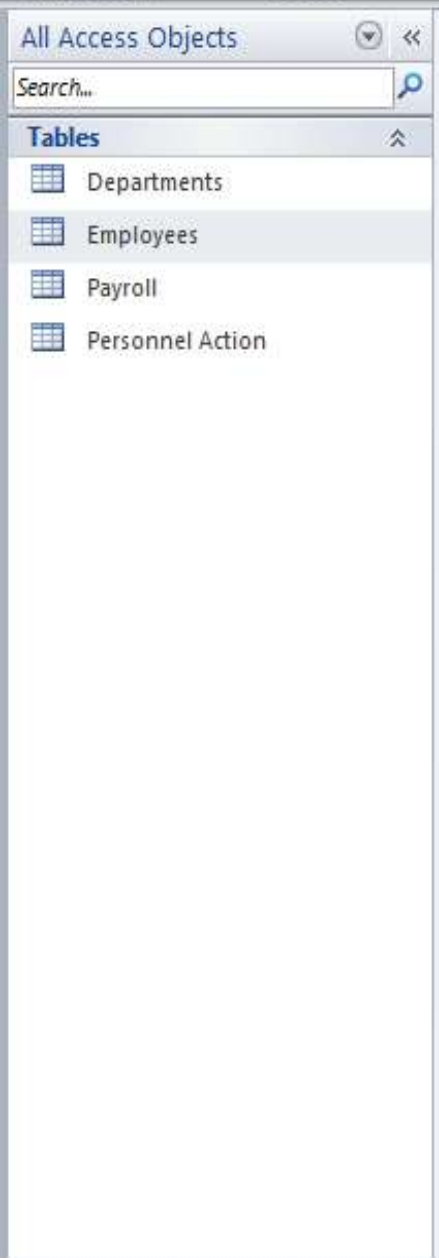
3



Select "No"

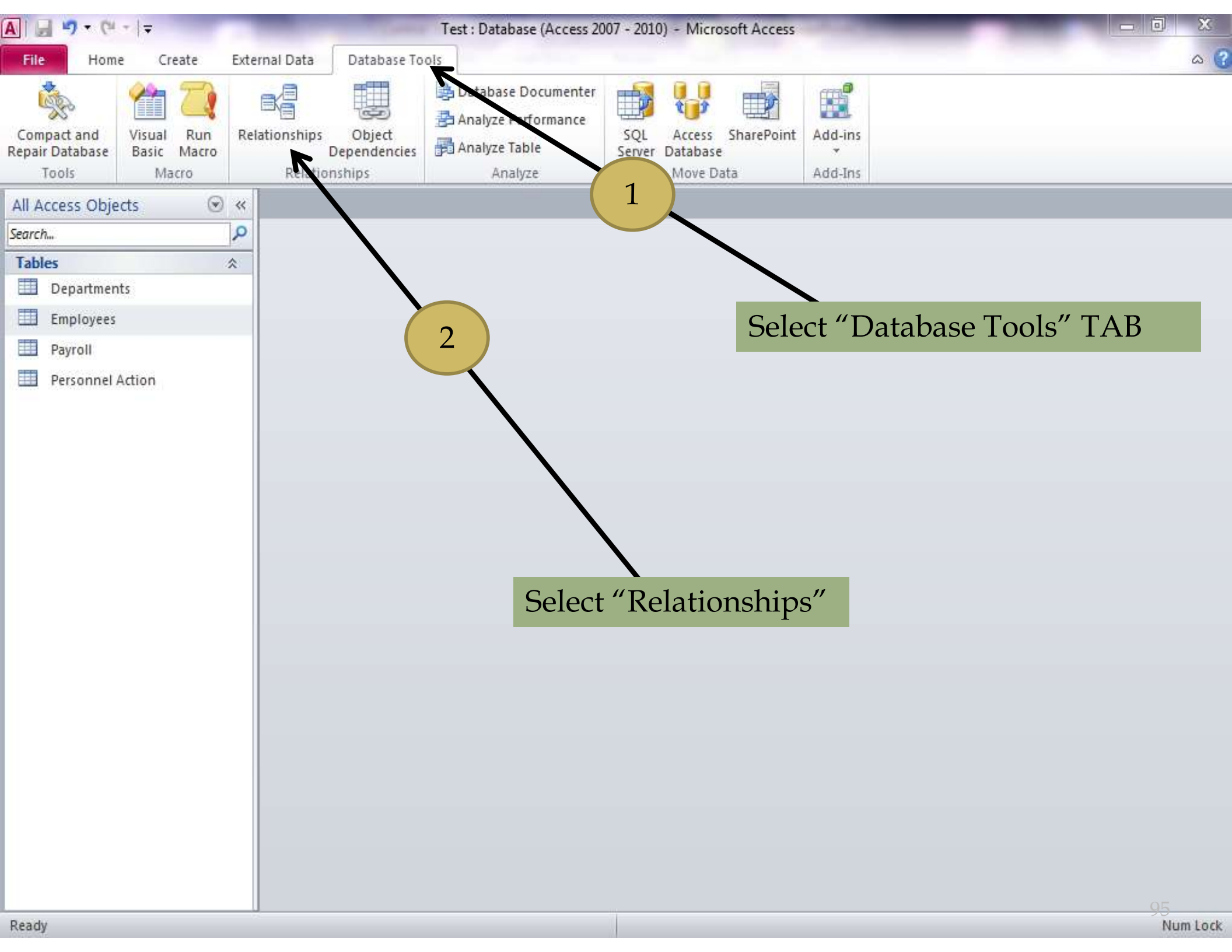
4





Your database should have this display.

10. Set the relationships between the TABLES. Do what is necessary to create them.



File Home Create External Data Database Tools

Compact and Repair Database Tools | Visual Basic Macro | Run Macro | Relationships Relationships | Object Dependencies | Database Documenter | Analyze Performance | Analyze Table | SQL Server | Access Database Move Data | SharePoint | Add-ins Add-Ins

- All Access Objects
- Search...
- Tables
- Departments
 - Employees
 - Payroll
 - Personnel Action

1

Select "Database Tools" TAB

2

Select "Relationships"

Show Table



Tables

Queries

Both

Departments
Employees
Payroll
Personnel Action

Select all the TABLES and select "Add"

Add

Close

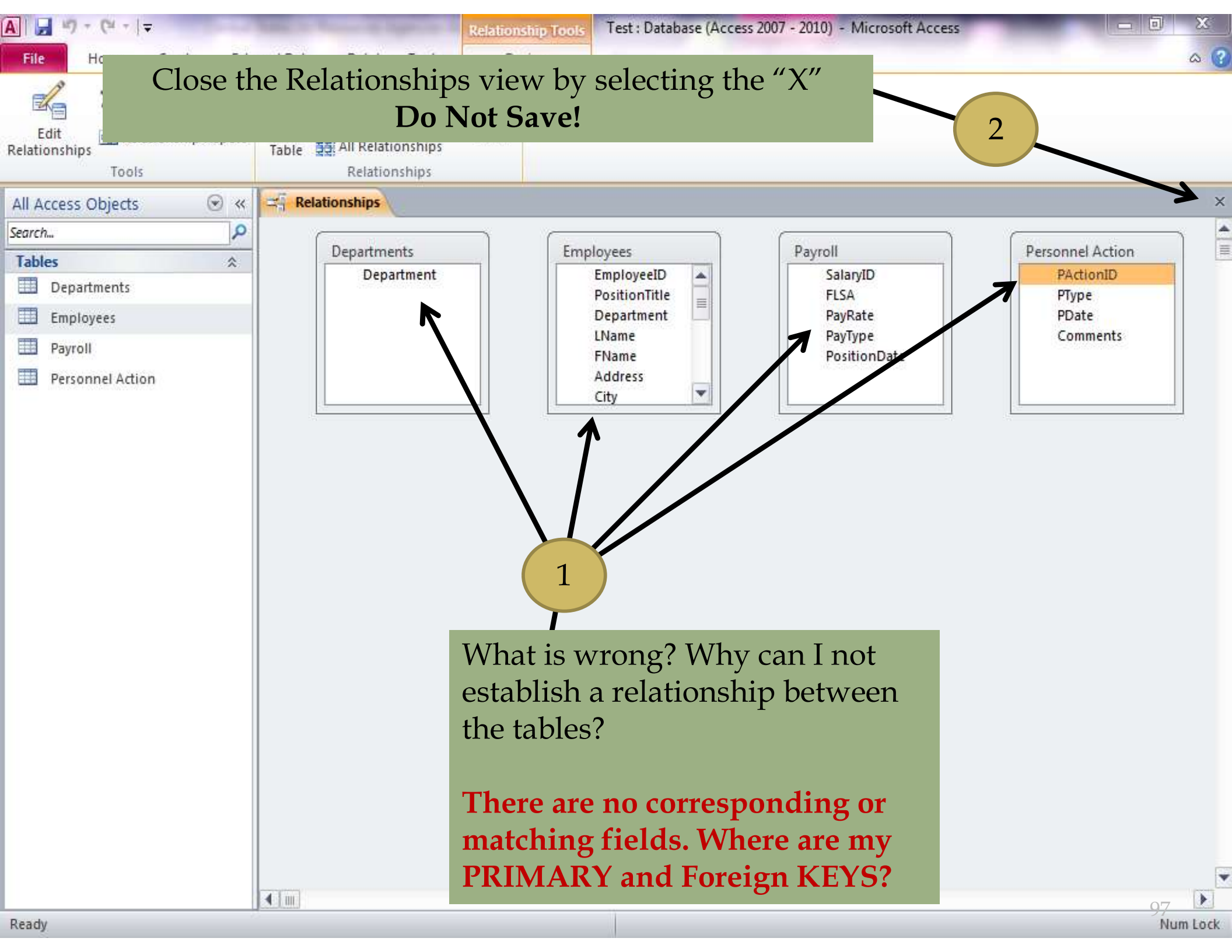
Close the Relationships view by selecting the "X"
Do Not Save!

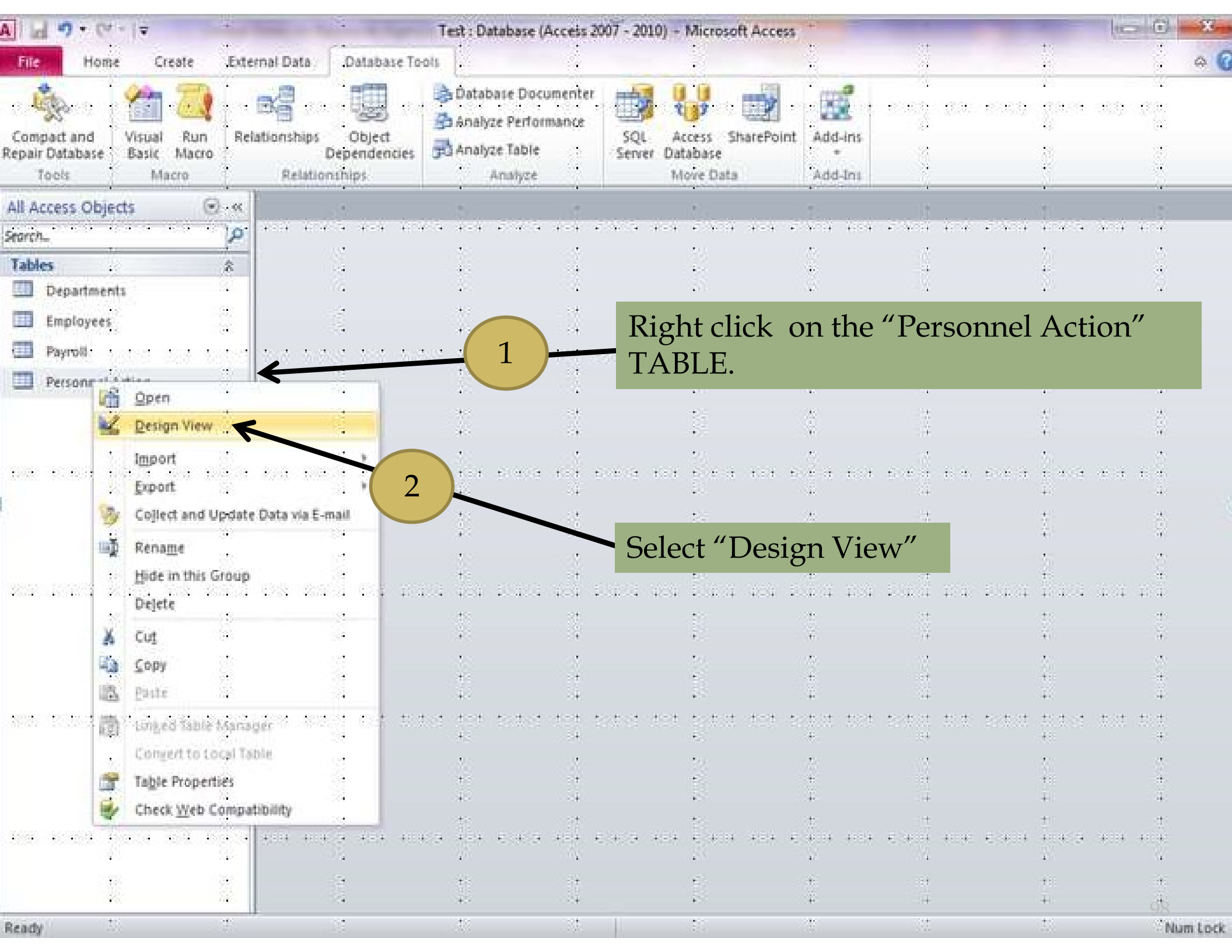
2

1

What is wrong? Why can I not establish a relationship between the tables?

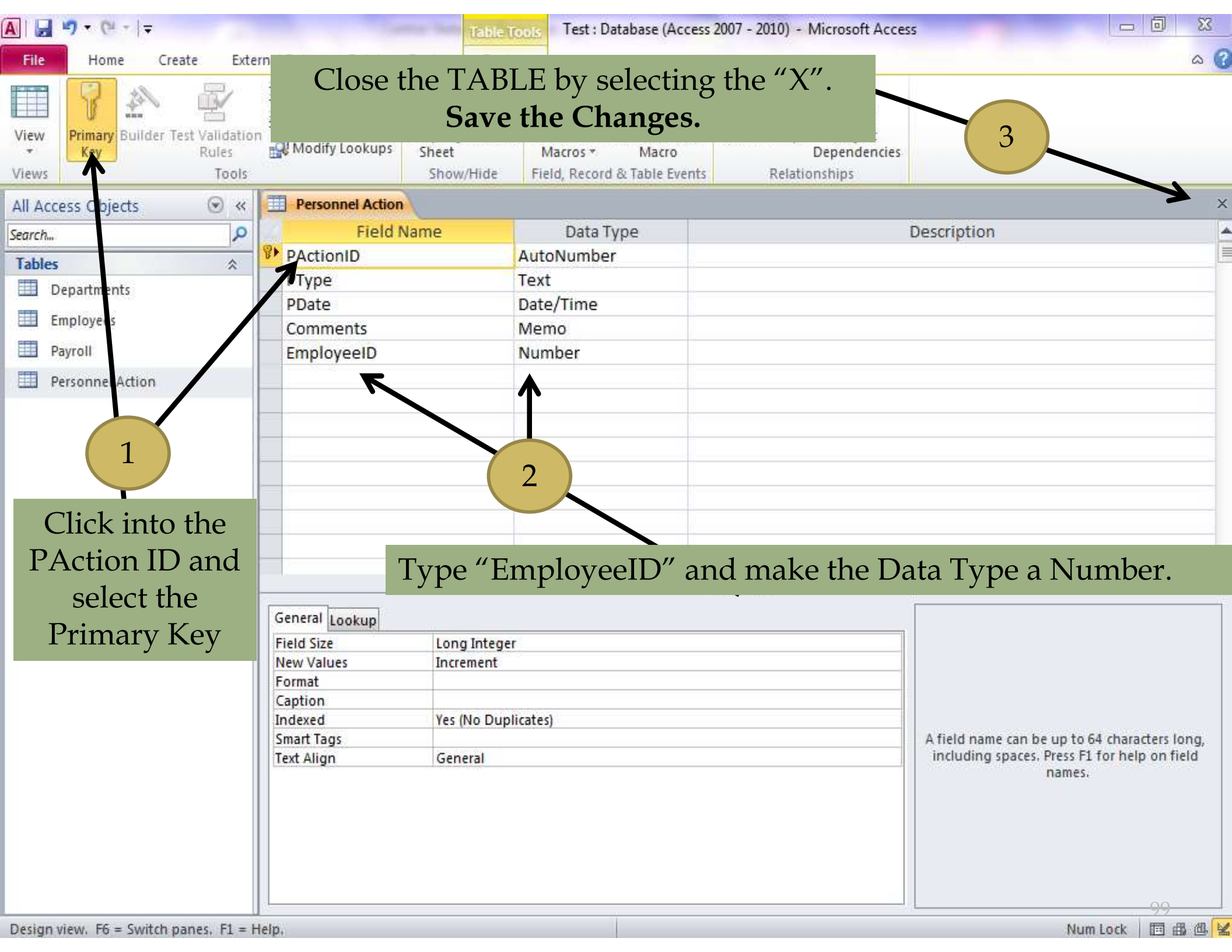
There are no corresponding or matching fields. Where are my PRIMARY and Foreign KEYS?





1 Right click on the "Personnel Action" TABLE.

2 Select "Design View"



Close the TABLE by selecting the "X".
Save the Changes.

3

1

Click into the PAction ID and select the Primary Key

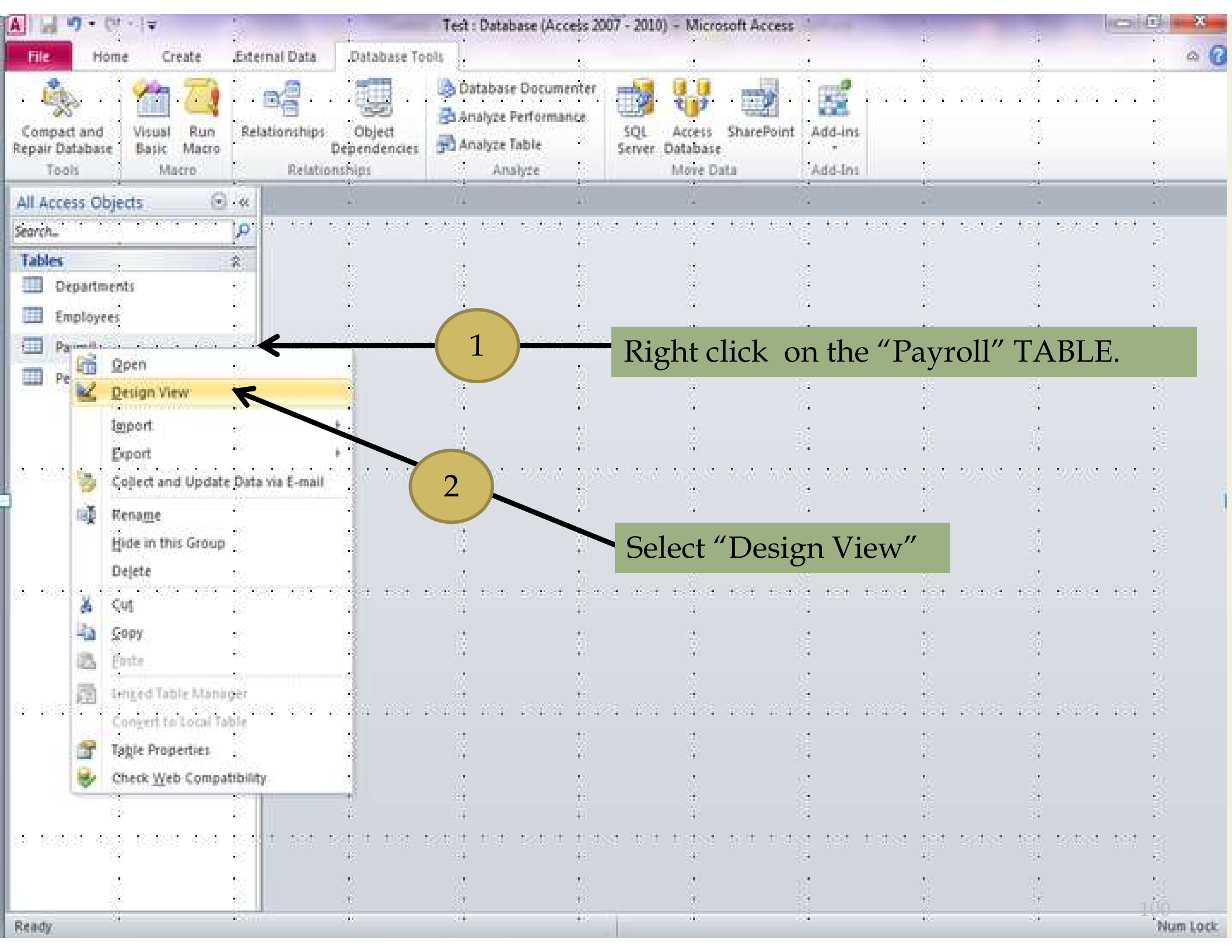
2

Type "EmployeeID" and make the Data Type a Number.

Field Name	Data Type	Description
PActionID	AutoNumber	
Type	Text	
PDate	Date/Time	
Comments	Memo	
EmployeeID	Number	

General	
Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Smart Tags	
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.



1

Right click on the "Payroll" TABLE.

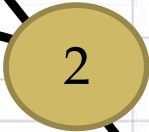
2

Select "Design View"

Close the TABLE by selecting the "X".
Save the Changes.



Click into the Salary ID and select the Primary Key

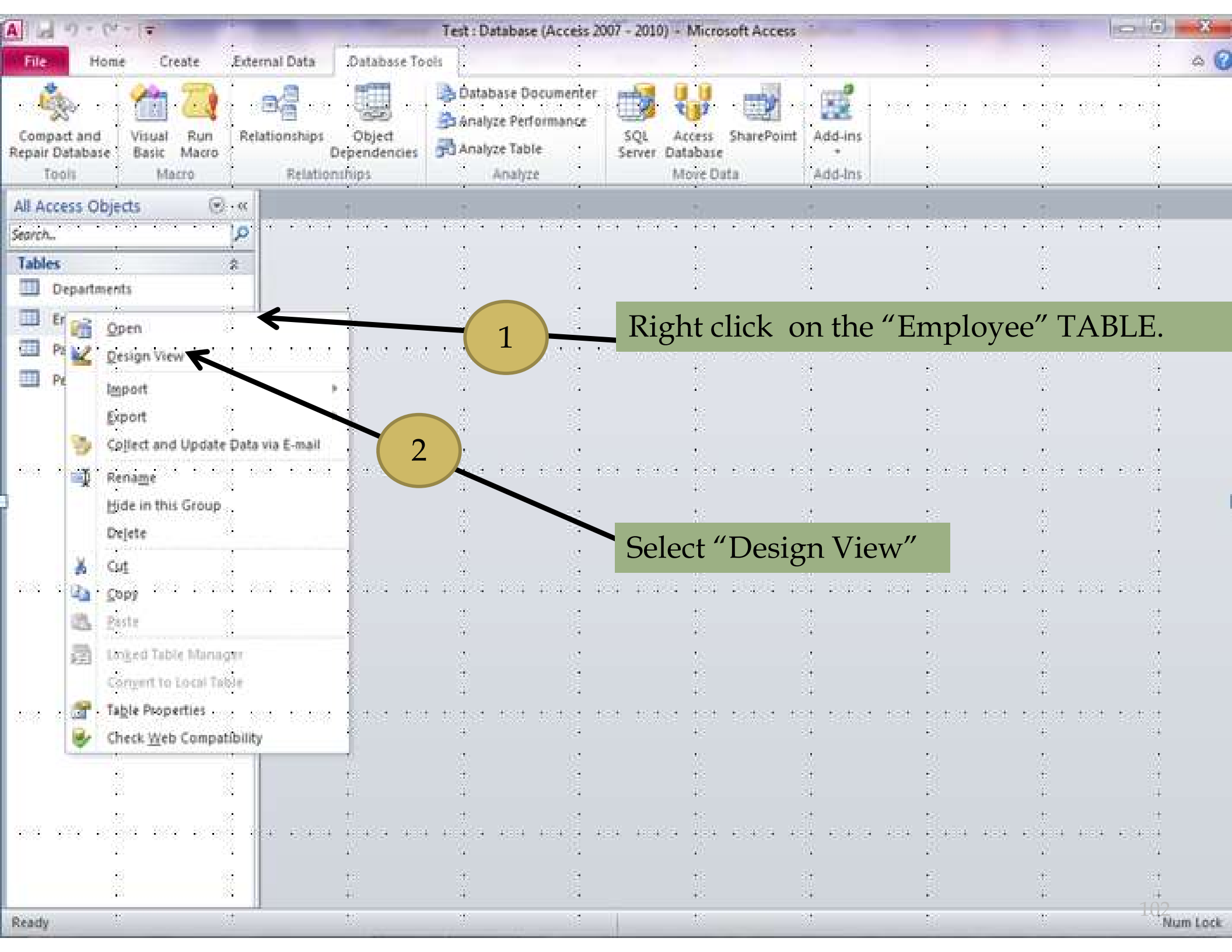


Type "EmployeeID" and make the Data Type a Number.

Field Name	Data Type	Description
SalaryID	AutoNumber	
FLSA	Text	
PayRate	Currency	
PayType	Text	
PositionDate	Date/Time	
EmployeeID	Number	

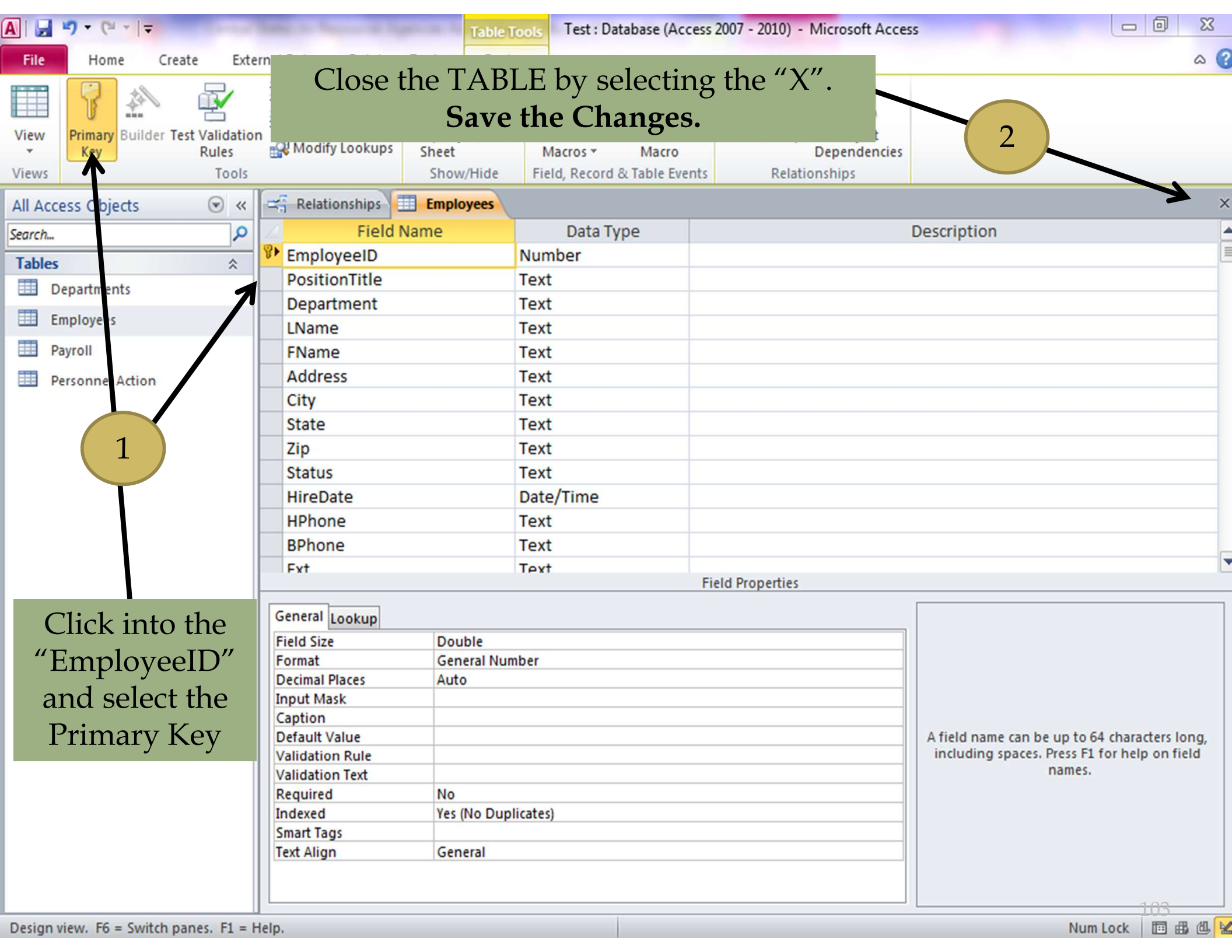
General	
Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Smart Tags	
Text Align	General

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.



1 Right click on the "Employee" TABLE.

2 Select "Design View"



Close the TABLE by selecting the "X".
Save the Changes.

2

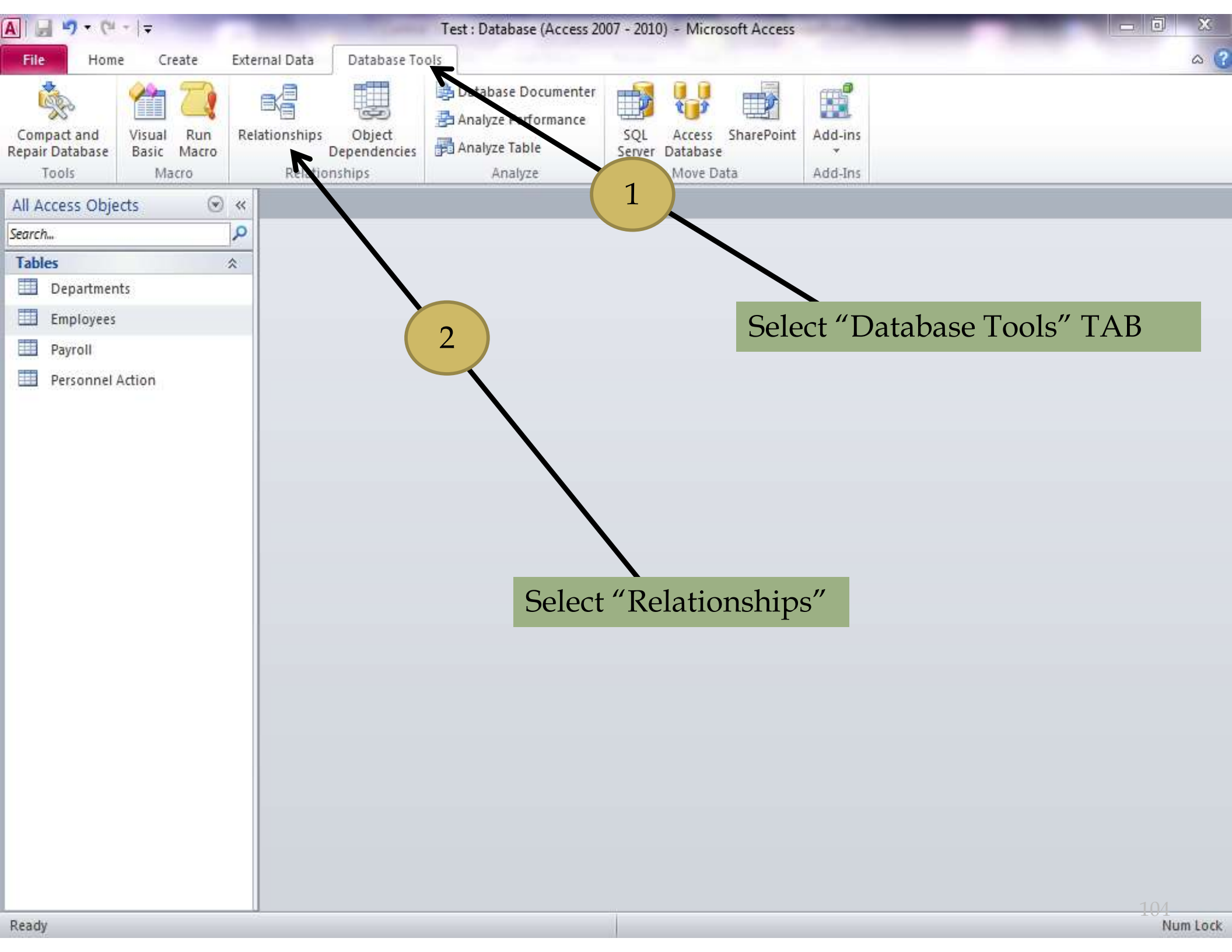
1

Click into the "EmployeeID" and select the Primary Key

Field Name	Data Type	Description
EmployeeID	Number	
PositionTitle	Text	
Department	Text	
LName	Text	
FName	Text	
Address	Text	
City	Text	
State	Text	
Zip	Text	
Status	Text	
HireDate	Date/Time	
HPhone	Text	
BPhone	Text	
Fxt	Text	

Field Properties	
General	Lookup
Field Size	Double
Format	General Number
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	Yes (No Duplicates)
Smart Tags	
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.



File Home Create External Data Database Tools

Compact and Repair Database Tools | Visual Basic Macro | Run Macro | Relationships Relationships | Object Dependencies | Database Documenter | Analyze Performance | Analyze Table | SQL Server | Access Database | Move Data | SharePoint | Add-ins Add-Ins

- All Access Objects
- Search...
- Tables
- Departments
 - Employees
 - Payroll
 - Personnel Action

1

Select "Database Tools" TAB

2

Select "Relationships"

Show Table



Tables

Queries

Both

Departments

Employees

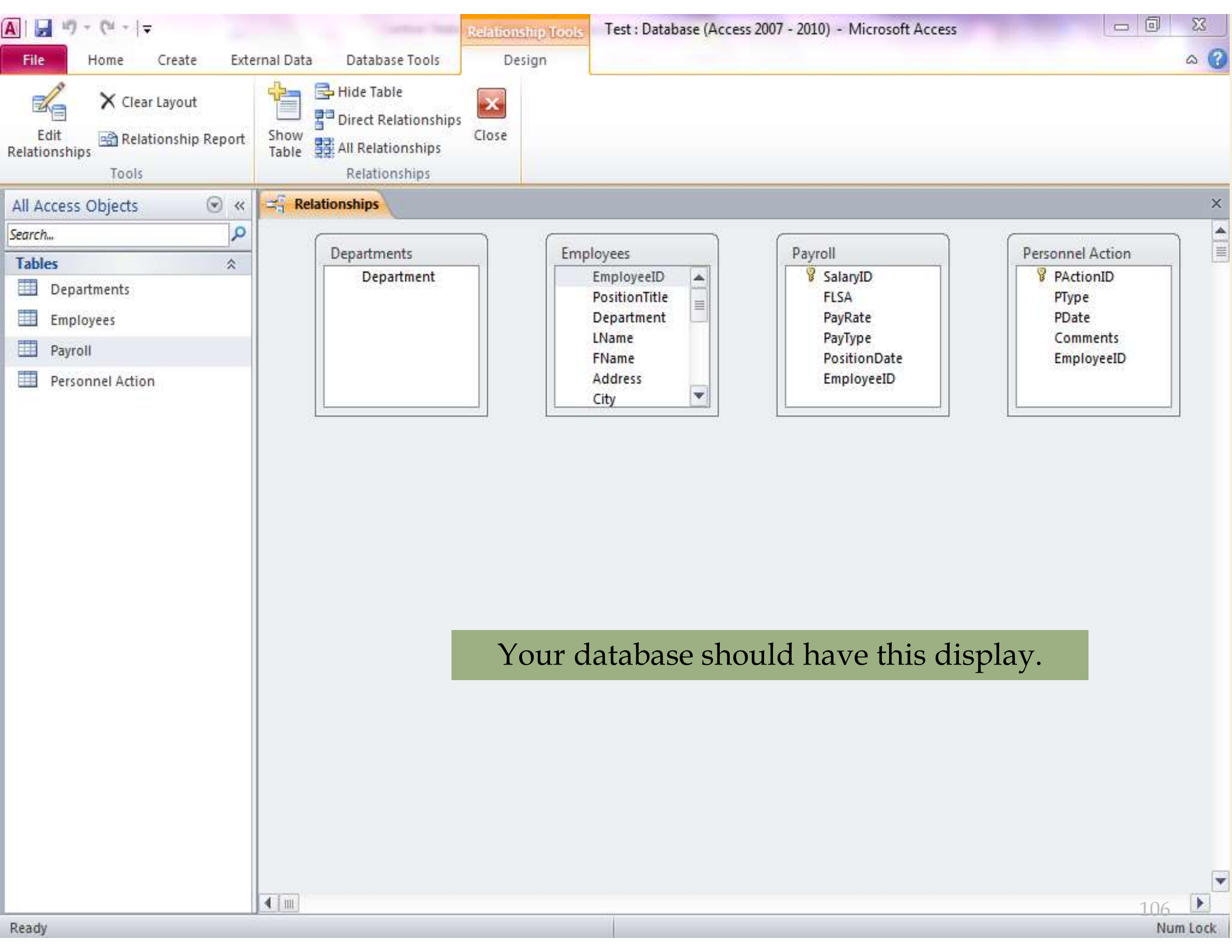
Payroll

Personnel Action

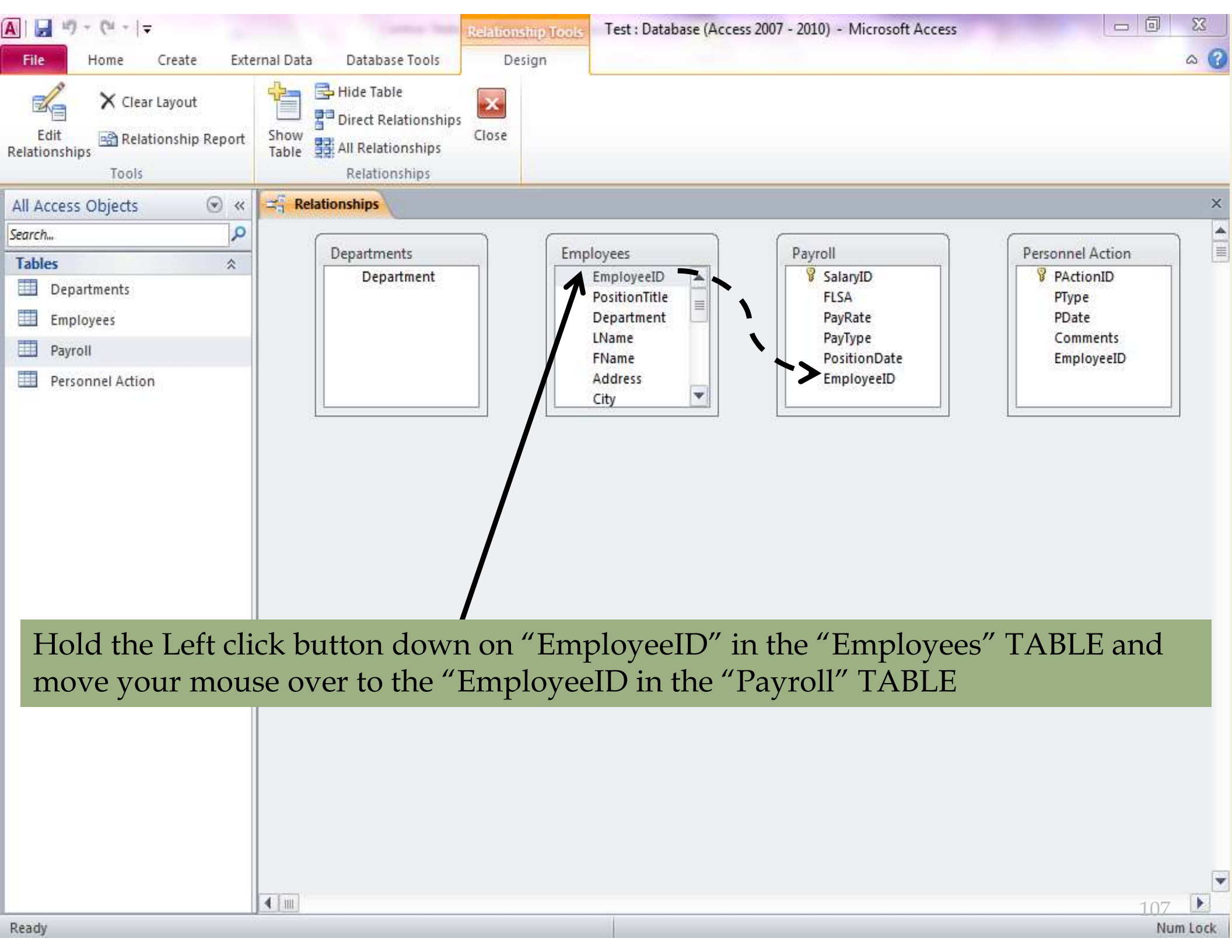
Select all the TABLES and select
"Add"

Add

Close



Your database should have this display.



Hold the Left click button down on "EmployeeID" in the "Employees" TABLE and move your mouse over to the "EmployeeID" in the "Payroll" TABLE

Edit Relationships



Table/Query:

Related Table/Query:

Employees	▼	Payroll	▼
EmployeeID	▼	EmployeeID	+
			▼
			▼

Create

Cancel

Join Type..

Create New..

2

Enforce Referential Integrity

Cascade Update Related Fields

Cascade Delete Related Records

Select "Create"

1

Relationship Type:

Select "Enforce Referential Integrity"

Close the Relationships by selecting the "X".
Save the Changes.

2

Edit Relationships

Table/Query:	Related Table/Query:
Employees	Payroll
EmployeeID	EmployeeID

Enforce Referential Integrity

Cascade Update Related Fields

Microsoft Access



Relationship must be on the same number of fields with the same data types.

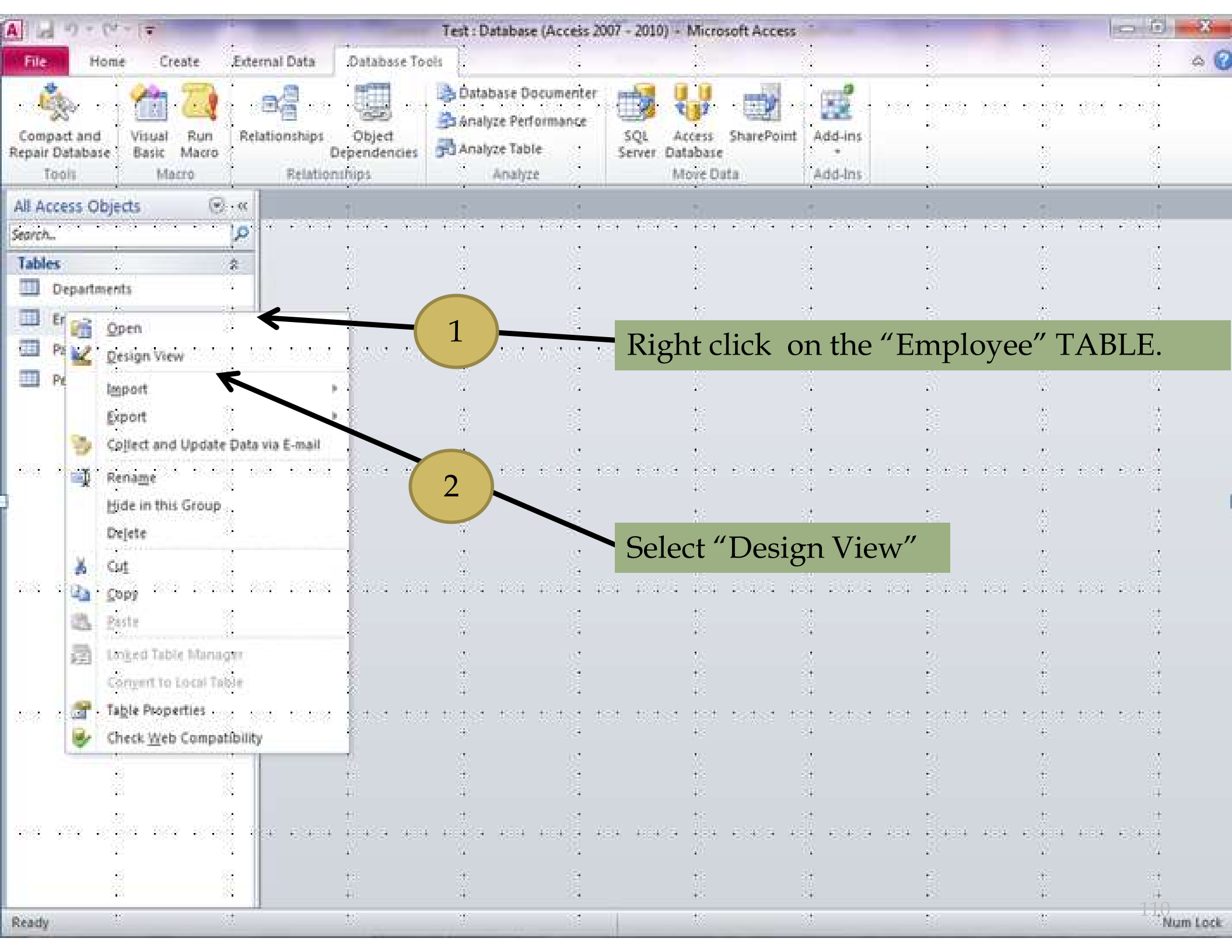
OK

Help

1

Select "OK"

Why? "EmployeeID" in each TABLE are Numbers!

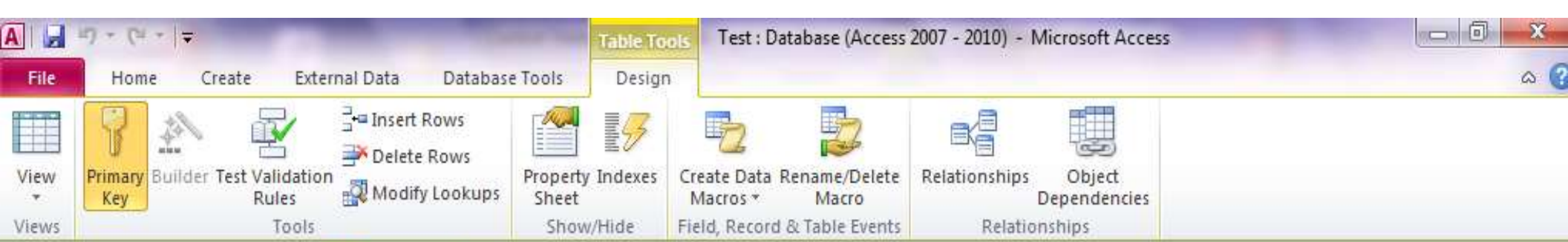


1

Right click on the "Employee" TABLE.

2

Select "Design View"



All Access Objects

Search...

Tables

- Departments
- Employees
- Payroll
- Personnel Action

Field Name	Data Type	Description
EmployeeID	Number	
PositionTitle	Text	
Department	Text	
LName	Text	
FName	Text	
Address	Text	
City	Text	

Look at the Properties on the Field Size. It's a "Double". In the other TABLES it's a "Long Integer"

HPhone	Text	
BPhone	Text	
Fxt	Text	

Field Properties

Property	Value
Field Size	Double
Format	General Number
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	Yes (No Duplicates)
Smart Tags	
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Close the TABLE by selecting the "X".
Save the Changes.

2

Click into the "Field Size" box

Click on the "Down Arrow"

1

2

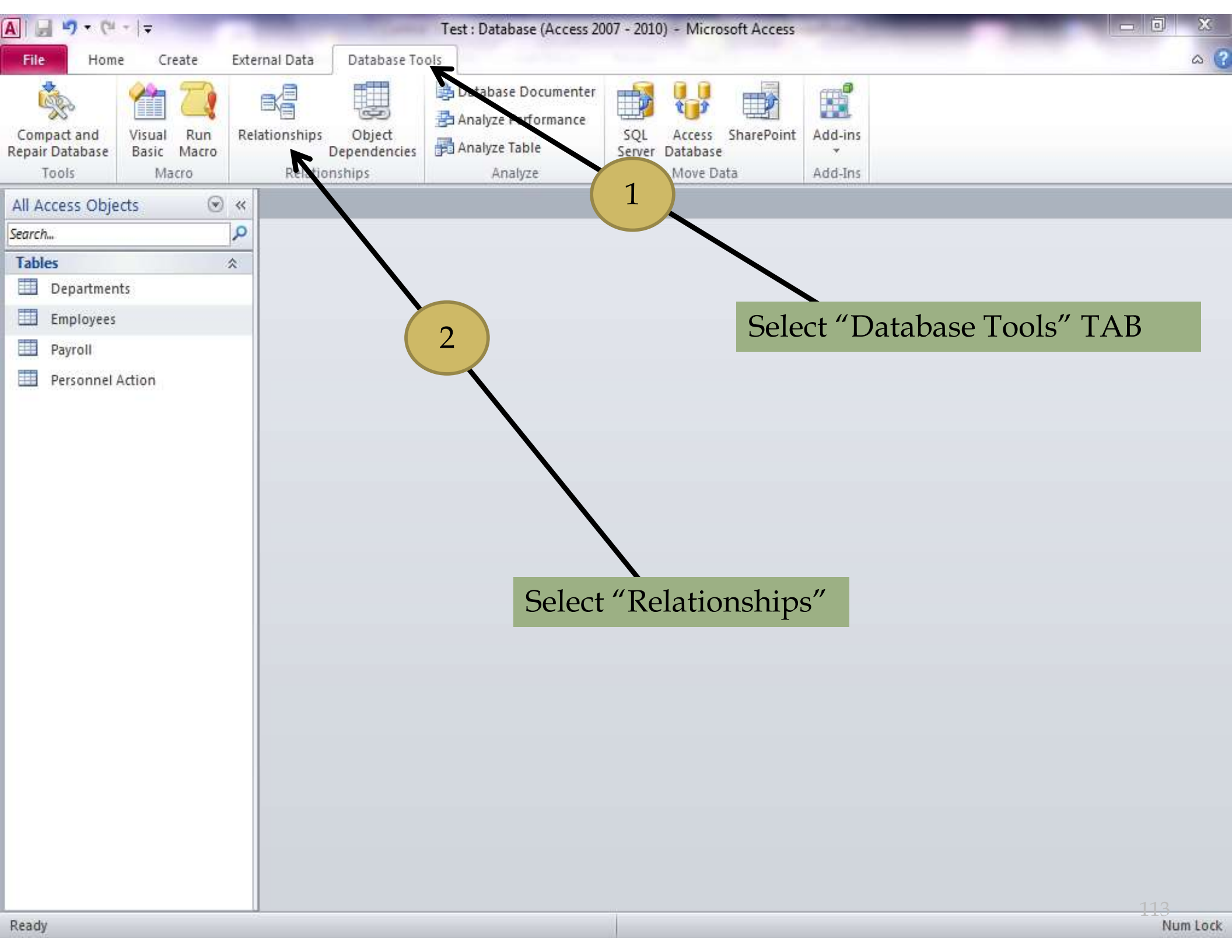
3

Change the property to "Long Integer".

Field Name	Data Type	Description
EmployeeID	Number	
PositionTitle	Text	
Department	Text	
Address	Text	
City	Text	
State	Text	
Zip	Text	
Status	Text	
HireDate	Time	
HPhone	Text	
BPhone	Text	
Fxt	Text	

Property	Value
Field Size	Double
Format	Byte
Decimal Places	Integer
Input Mask	Long Integer
Caption	Single
Default Value	Double
Validation Rule	Replication ID
Validation Text	Decimal
Required	No
Indexed	Yes (No Duplicates)
Smart Tags	

The size and type of numbers to enter in the field. The most common settings are Double and Long Integer. If this field will be joined to an AutoNumber field in a many-to-one relationship, this setting must be Long Integer.

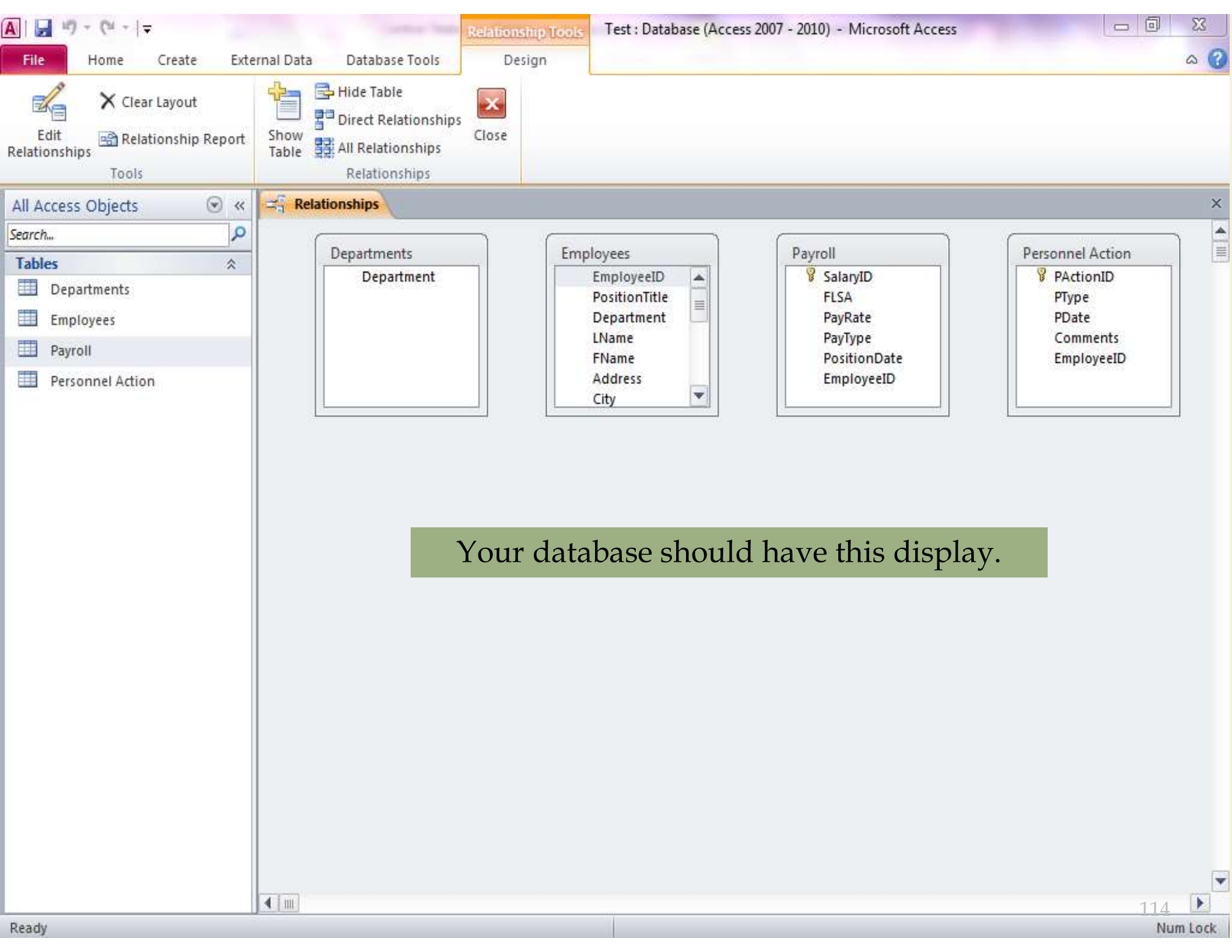


1

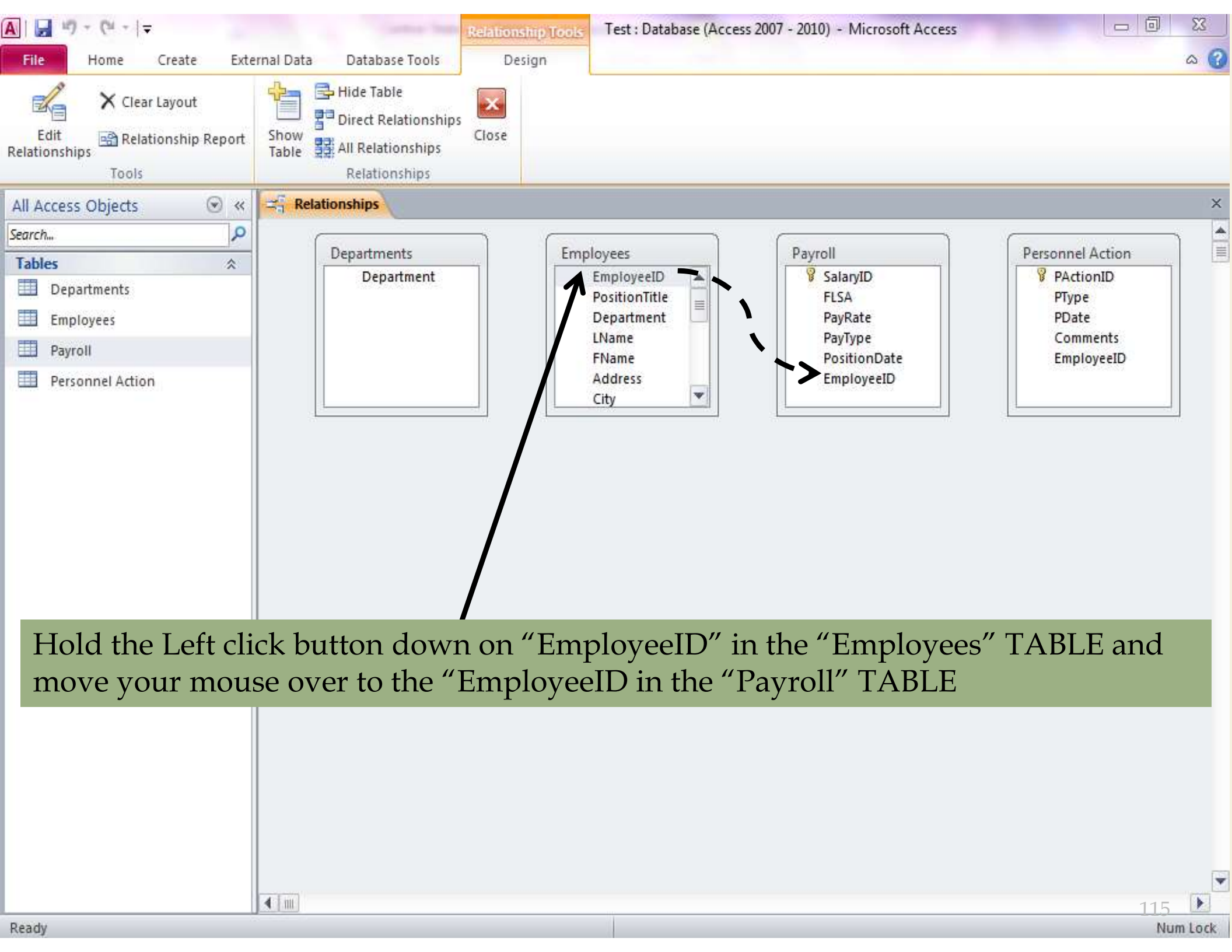
Select "Database Tools" TAB

2

Select "Relationships"



Your database should have this display.



Hold the Left click button down on "EmployeeID" in the "Employees" TABLE and move your mouse over to the "EmployeeID" in the "Payroll" TABLE

Edit Relationships



Table/Query:

Related Table/Query:

Employees	▼	Payroll	▼
EmployeeID	▼	EmployeeID	+
			▼
			▼

Create

Cancel

Join Type..

Create New..

2

Enforce Referential Integrity

Cascade Update Related Fields

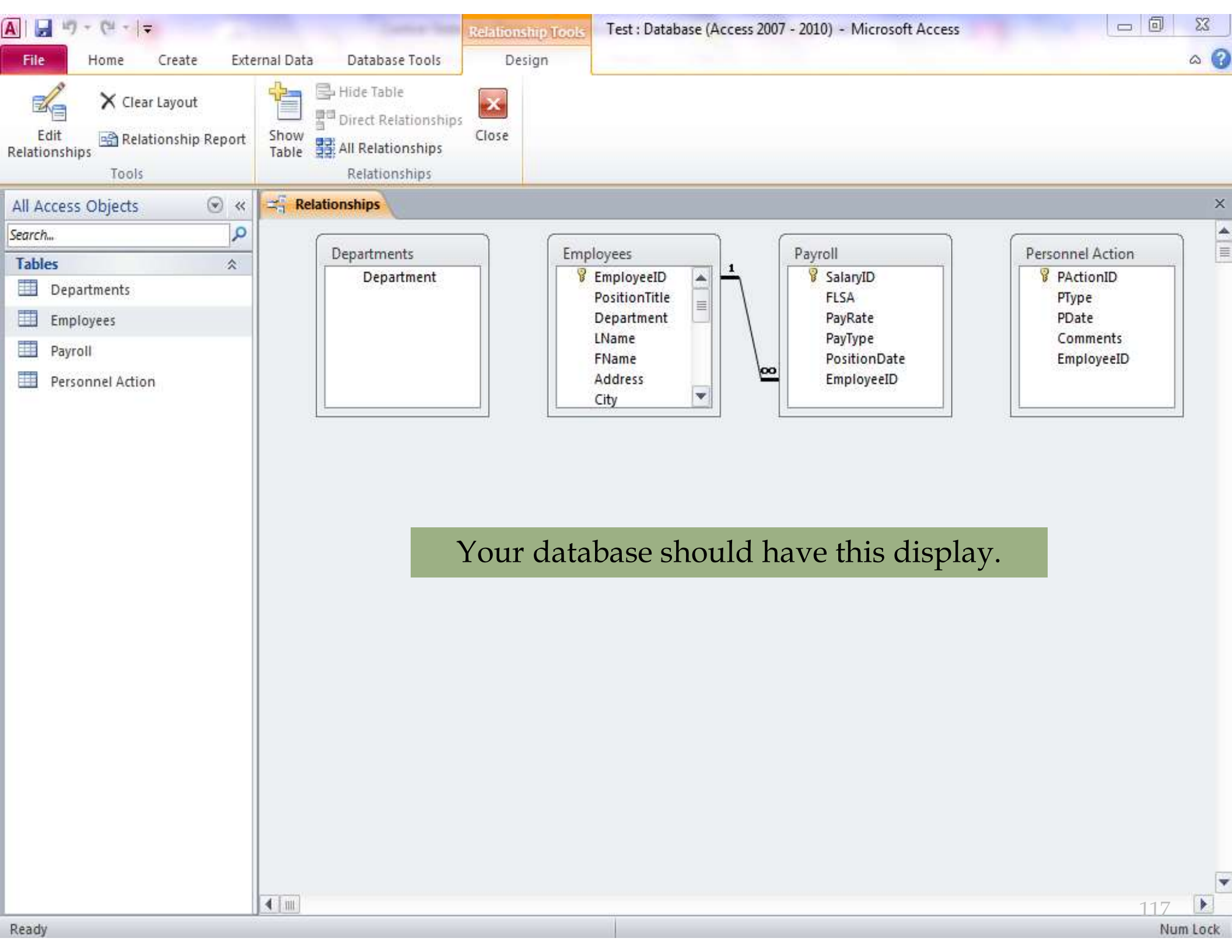
Cascade Delete Related Records

Select "Create"

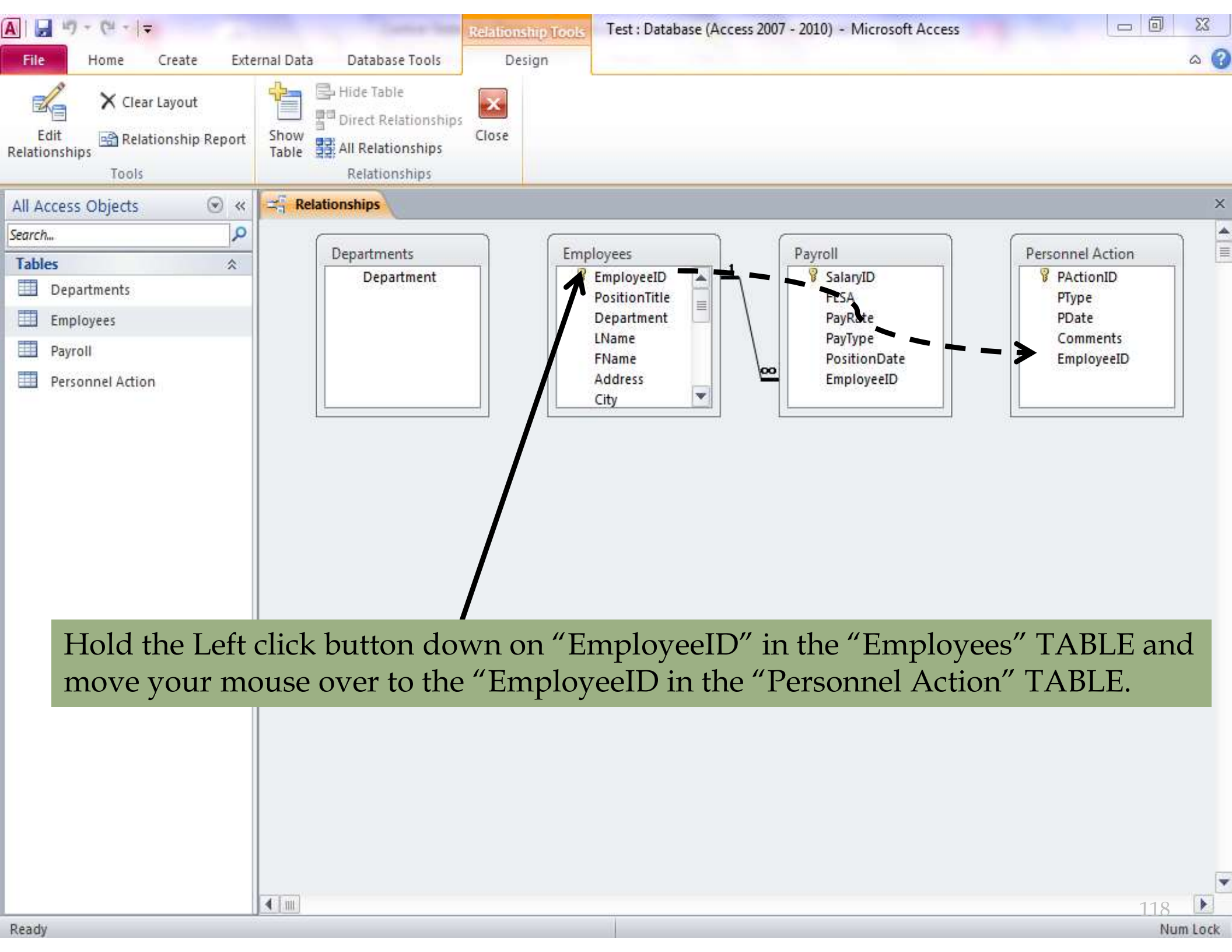
1

Relationship Type:

Select "Enforce Referential Integrity"



Your database should have this display.



Hold the Left click button down on “EmployeeID” in the “Employees” TABLE and move your mouse over to the “EmployeeID in the “Personnel Action” TABLE.

Edit Relationships



Table/Query:

Related Table/Query:

Employees	▼	Payroll	▼
EmployeeID	▼	EmployeeID	+
			▼
			▼

Create

Cancel

Join Type..

Create New..

2

- Enforce Referential Integrity
- Cascade Update Related Fields
- Cascade Delete Related Records

Select "Create"

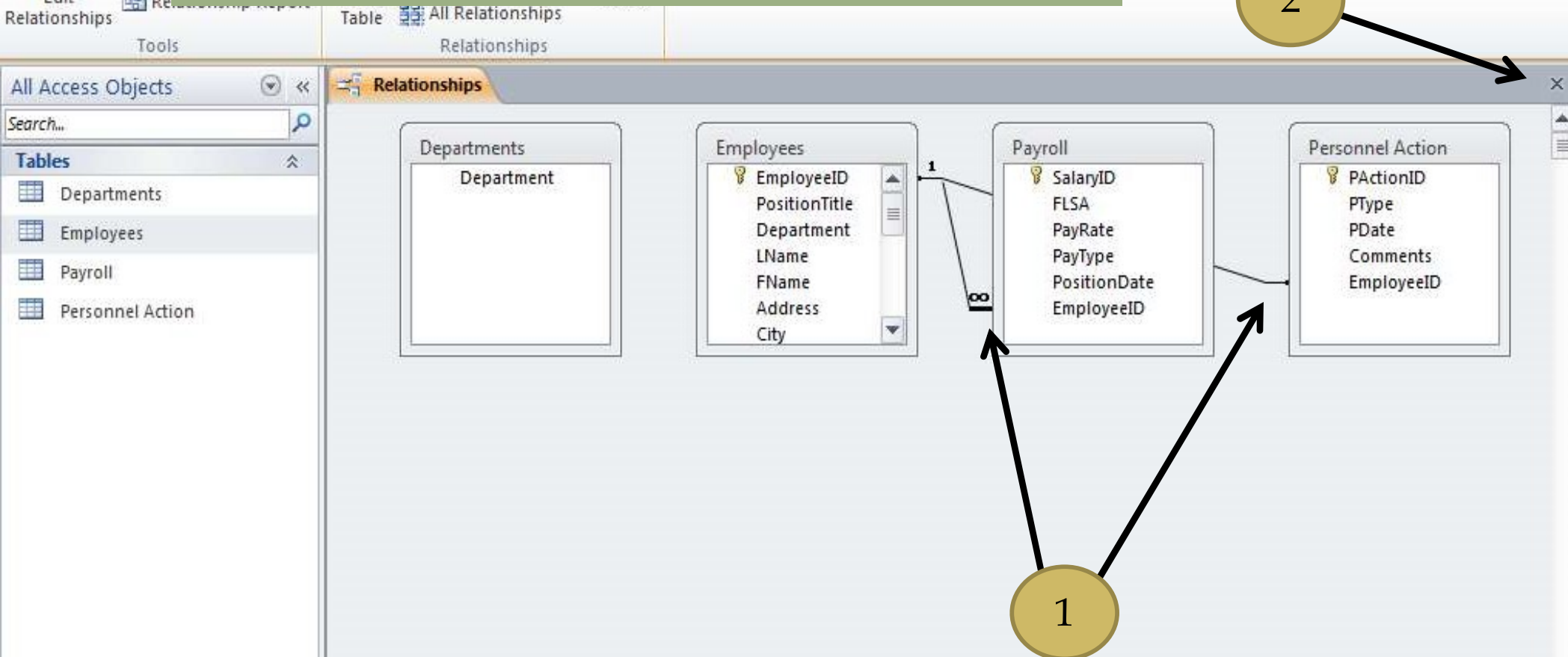
1

Relationship Type:

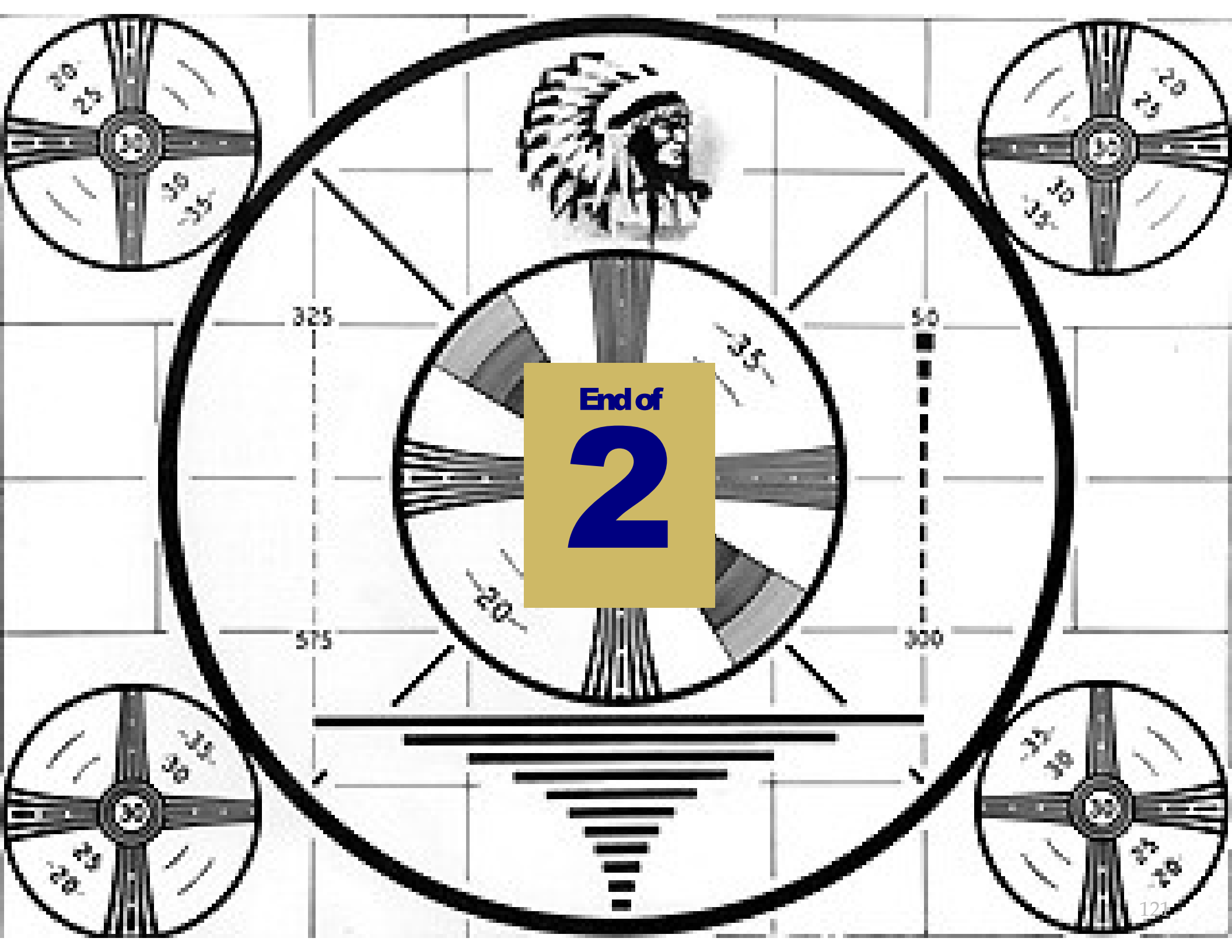
DO NOT SELECT "Enforce Referential Integrity"

Close the Relationships by selecting the "X".
Save the Changes.

2



Look at the difference in the connection. One has the "Infinity" sign and one doesn't. It's because one has "Referential Integrity" enforced and one doesn't.



End of
2

CENTRAL STATES AIR RESOURCE AGENCIES
150 CenSARA– Student Workbook



Hands On

3

PARAMETER QUERY (Exercises)

Using the “Employees” TABLE.

1. Create a select query on the PositionTitle field with a criteria of all the “**Production Worker I**” Name the “qryProductionWorkers.”
2. Create a select query on the Department field with a criteria of all the departments that start with an “**A**”. Use the Query Wizard. Name the query “qryDeptA”.
3. Create a select query on the HireDate field with a criteria of less than (<) **12/31/2002**. Name the query “qryLess.”
4. Create a select query on the HireDate field with a criteria of greater than (>) **12/31/2002**. Name the query “qryGreater”.
5. Create a select query on the HireDate field with a criteria from **01/01/2001** to **12/31/2003**. Name the query “qryBetween.”

ACTION QUERY (Exercises)

6. Append the Department records to include all departments in the Employees TABLE.
7. Change the Department field in the Employees TABLE to make it a lookup field based on the Department TABLE.
8. Create a **delete** query on the Title field with a criteria of all the “Production Worker I”. Name the query “qryDeleteProductionWorkers.”
9. Import from your “Flash” drive the EmployeesDelta.txt file.
10. Create a **make** TABLE query on the **EmployeesDelta** TABLE and name the TABLE “**EmployeesSep**”. (What about the employee name?) Name the query “qryMakeDelta”.
11. Create an **append** TABLE on the EmployeeSep TABLE and append the records into the Employees TABLE. Match up the fields. Name the query “qryAppendEmployees”.
12. Create an **update** query on the Employees TABLE for the new employees. Make the new employees **Status** to **Full** and **HireDate** as **01/012009**. Update that field to today’s date and give each employee an **email address**. Name that query “qryUpdateEmployees”.

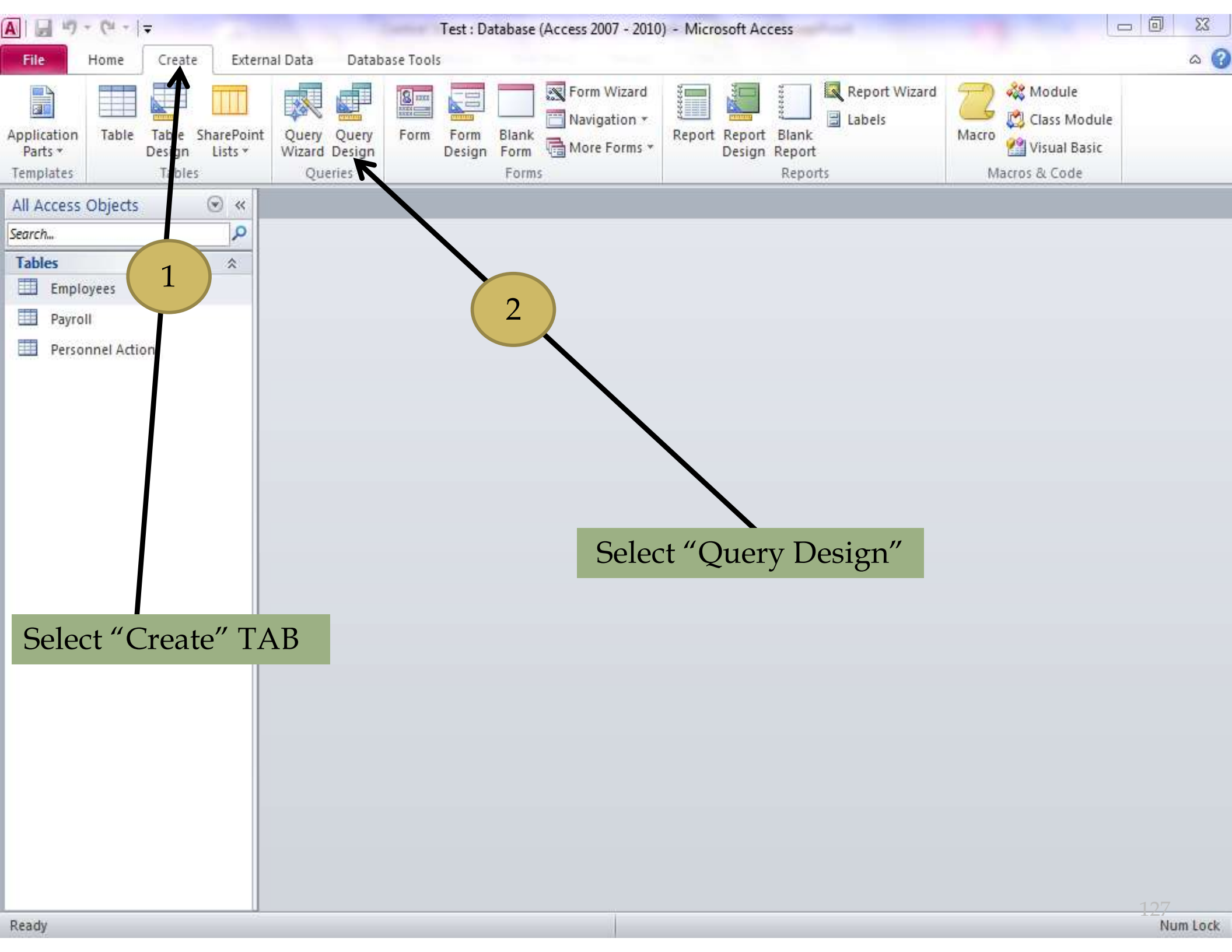
CROSSTAB & FIND DUPLICATES QUERY (Exercises)

13. Create a **crosstab** query on the **Accounts** TABLE with all the fields.
14. Create a **Find Duplicates** query that display a numbered count on the **EmployeesX** TABLE.
15. Create a **Find Duplicates** query that will allow you to edit or delete duplicates on the **EmployeesX** TABLE.

Using the “Employees” TABLE.

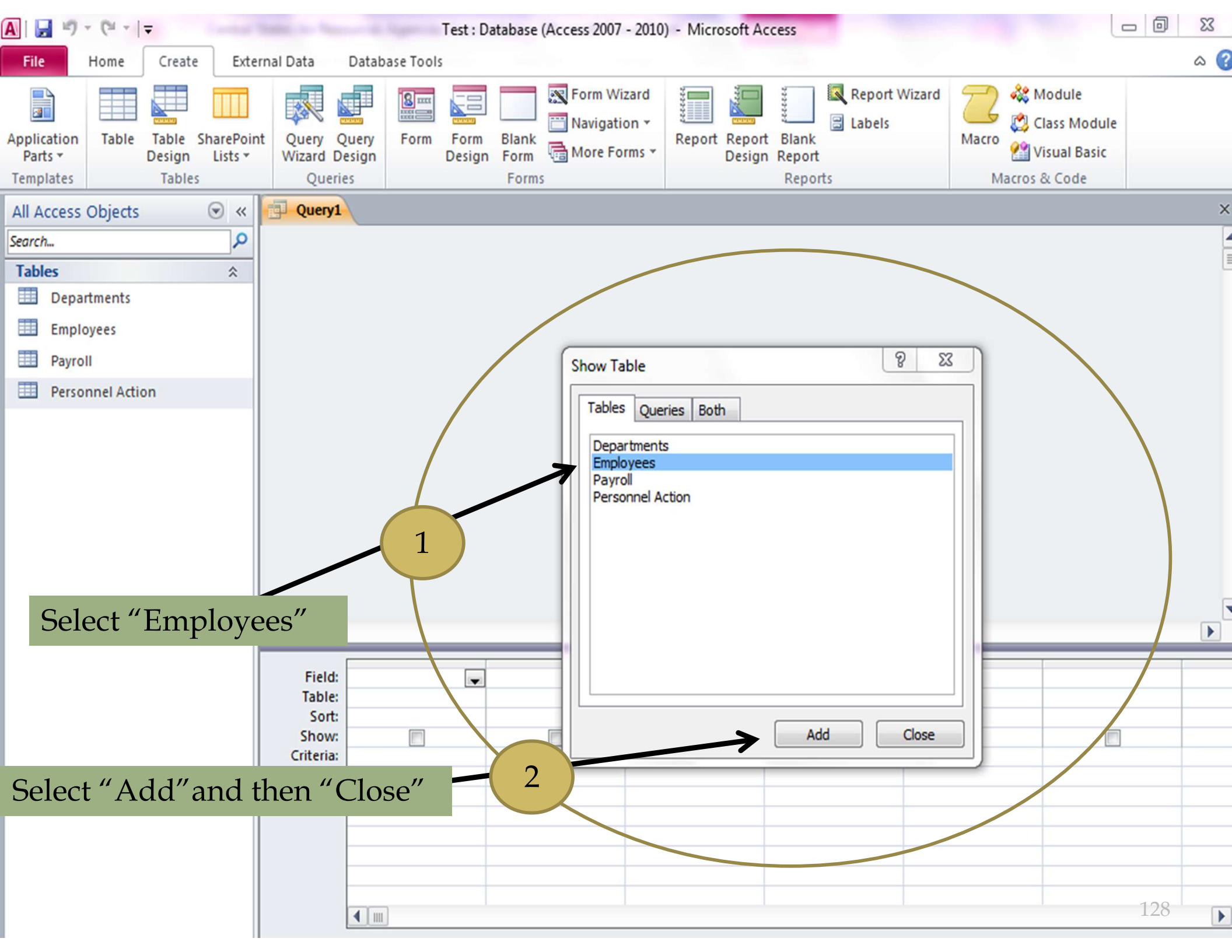
1. Create a select query on the PositionTitle field with a criteria of all the **“Production Worker I”**.

Name the “qryProductionWorkers.”



Select "Create" TAB

Select "Query Design"



All Access Objects

Search...

Tables

- Departments
- Employees
- Payroll
- Personnel Action

Query1

Show Table

Tables Queries Both

- Departments
- Employees
- Payroll
- Personnel Action

Add Close

Select "Employees"

Select "Add" and then "Close"

Microsoft Access interface showing the Query Tools ribbon. The ribbon includes sections for Results (View, Run, Select, Make Table), Query Type (Append, Update, Crosstab, Delete), Query Setup (Insert Rows, Delete Rows, Insert Columns, Delete Columns, Show Table, Builder, Return: All), and Show/Hide (Totals, Parameters, Property Sheet, Table Names).

All Access Objects pane showing a search bar and a list of tables: Departments, Employees, Payroll, and Personnel Action.

Query1 design view showing the Employees table structure:

Field Name	Primary Key
EmployeeID	Yes
PositionTitle	No
Department	No
LName	No
FName	No
Address	No

Your database should have this display.

Field:	Table:	Sort:	Show:	Criteria:	or:
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

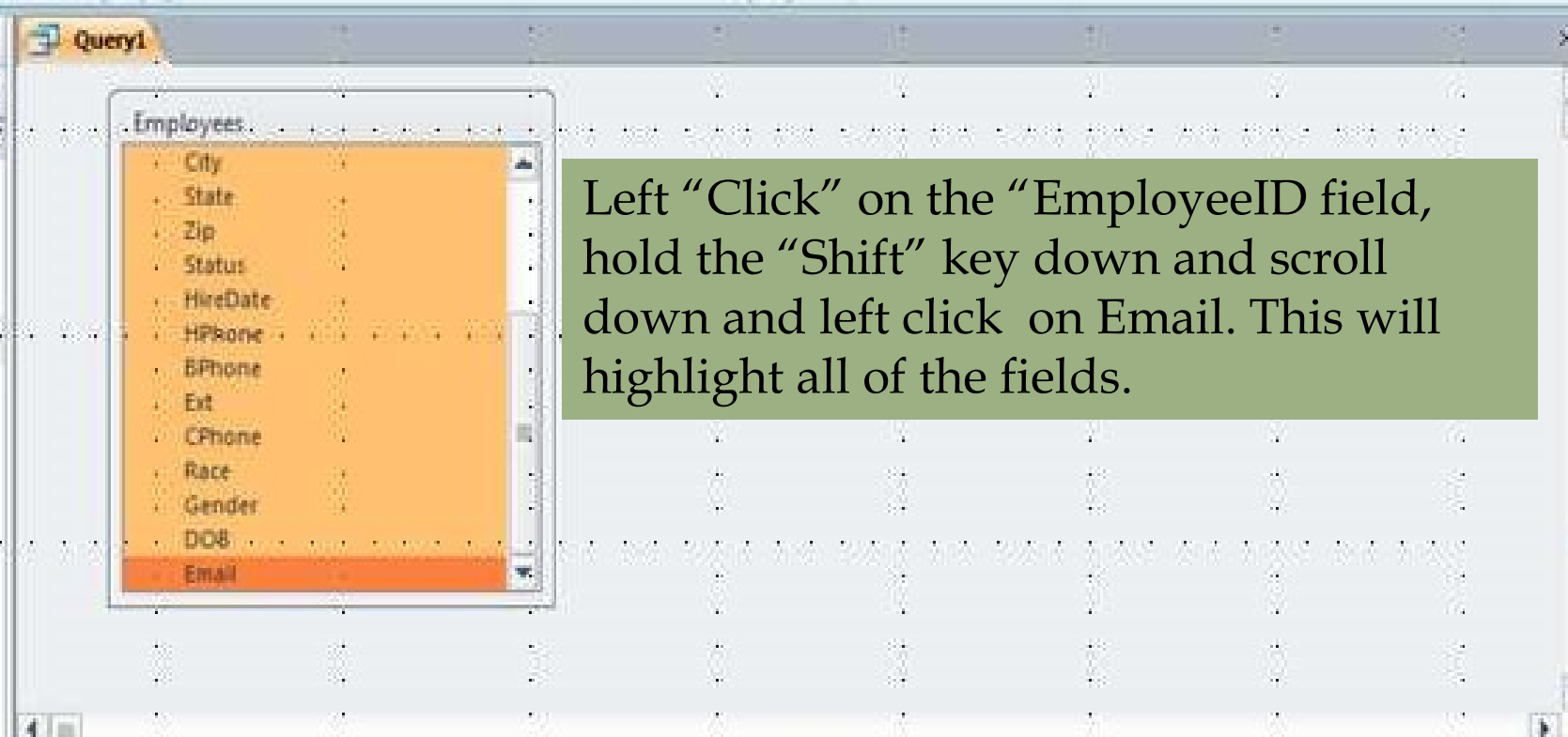
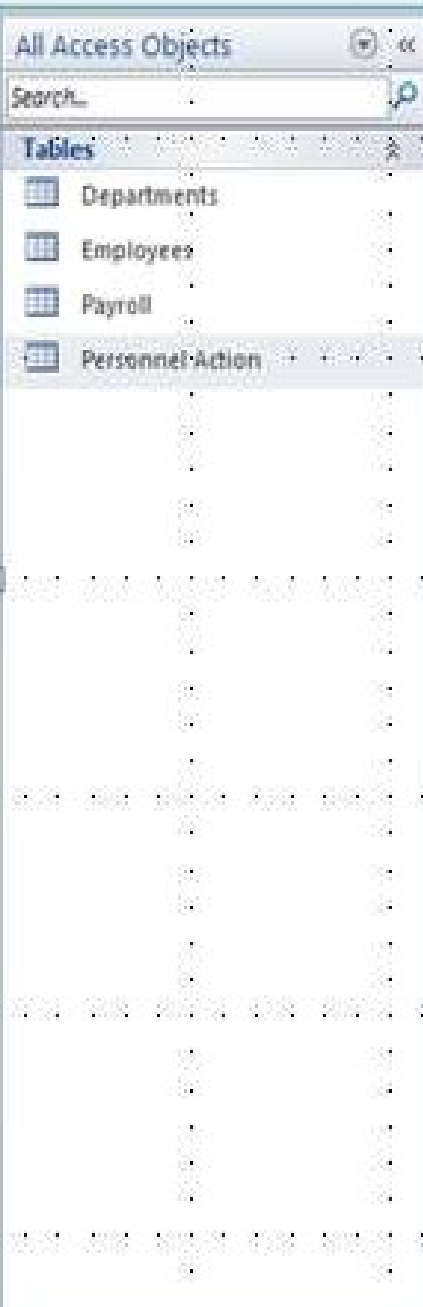
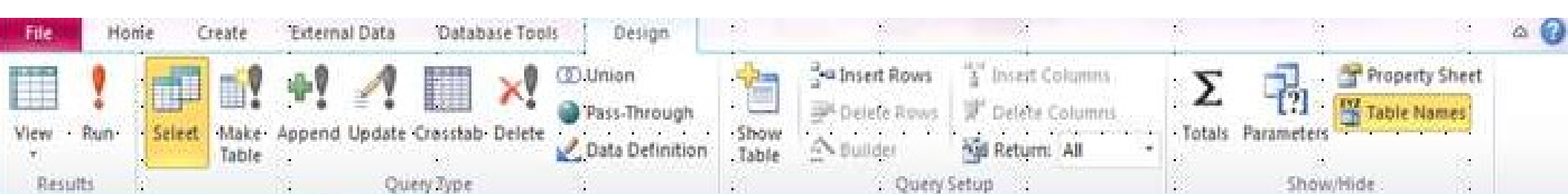
Microsoft Access ribbon: File, Home, Create, External Data, Database Tools, Query Tools (Design).
Query Tools ribbon: Results (View, Run, Select, Make Table), Query Type (Append, Update, Crosstab, Delete, Union, Pass-Through, Data Definition), Query Setup (Show Table, Insert Rows, Delete Rows, Builder, Insert Columns, Delete Columns, Return: All), Show/Hide (Totals, Parameters, Property Sheet, Table Names).

All Access Objects
Search...
Tables
Departments
Employees
Payroll
Personnel Action

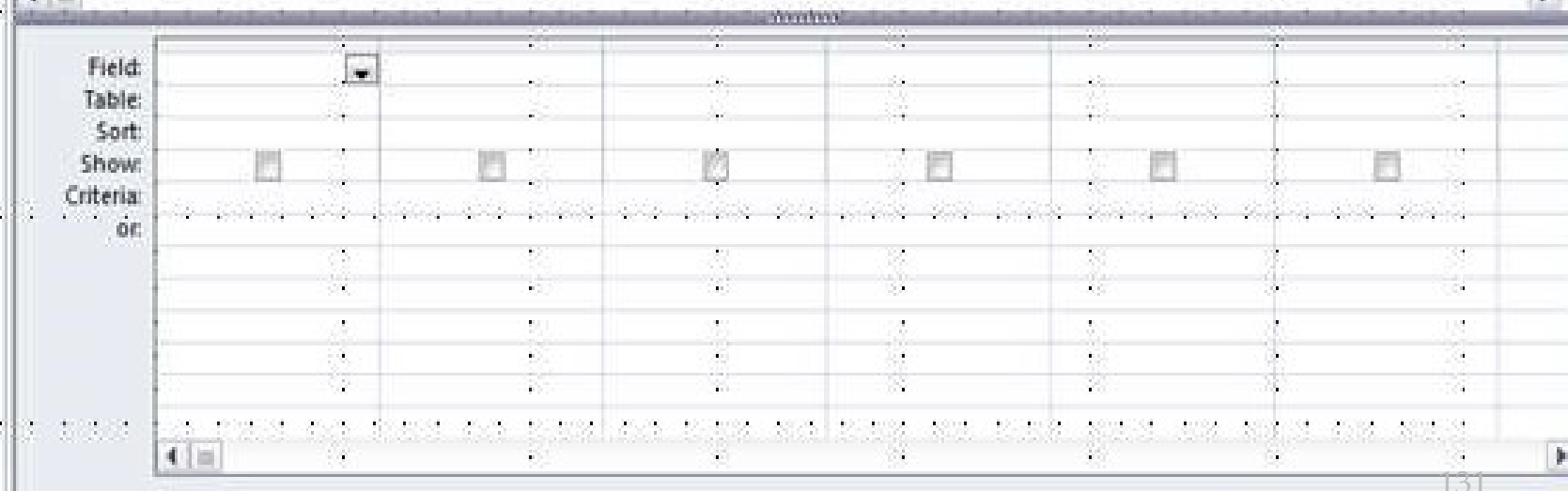
Query1
Employees
*
EmployeeID
PositionTitle
Department
LName
FName
Address

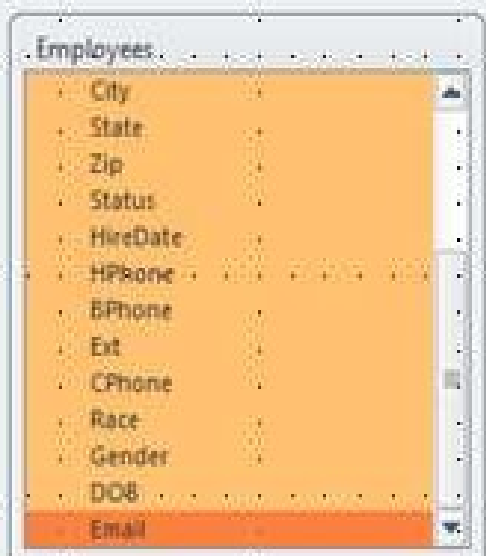
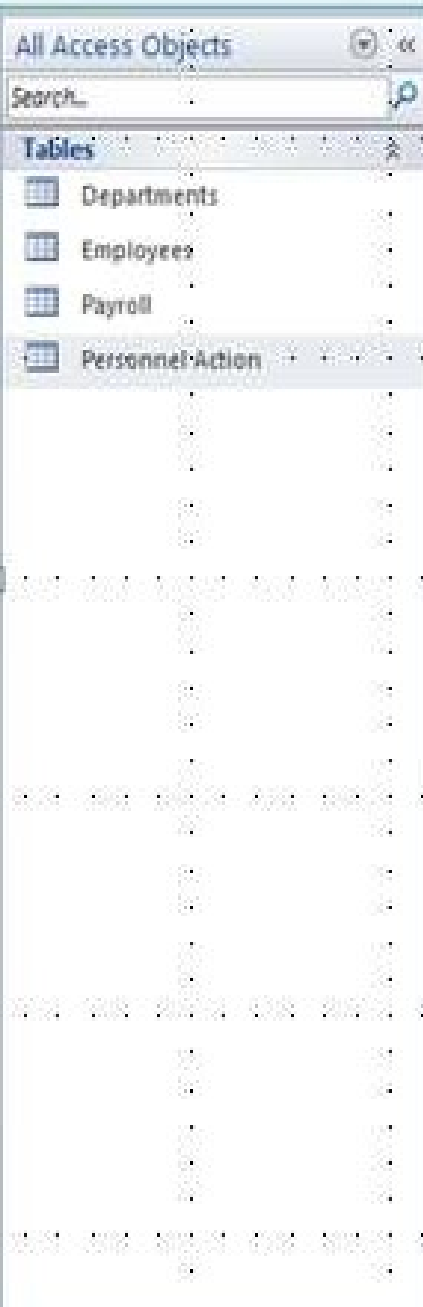
This Area is called the "QUERY BUILDER"

Field:					
Table:					
Sort:					
Show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:					
or:					

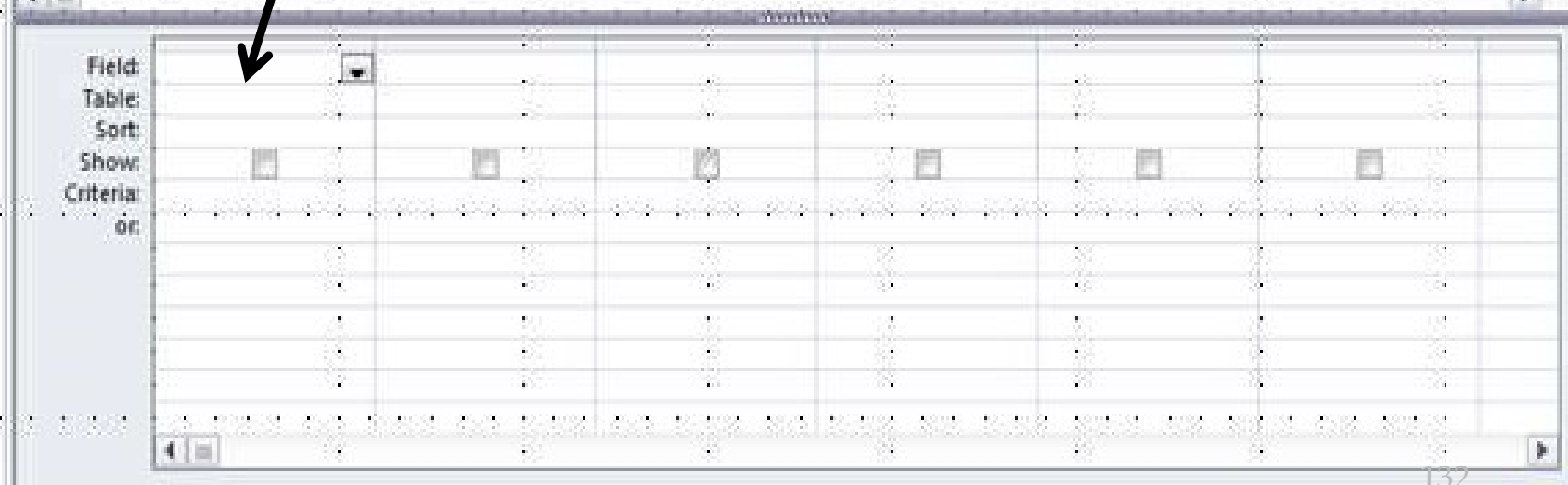


Left "Click" on the "EmployeeID field, hold the "Shift" key down and scroll down and left click on Email. This will highlight all of the fields.





Hold your mouse left button down over an open area and drag it to the "Query Builder" below and release the mouse button.



Microsoft Access interface showing the Query Tools ribbon. The ribbon includes sections for Results, Query Type, Query Setup, and Show/Hide. The Query Type section contains options like Union, Pass-Through, and Data Definition. The Query Setup section includes Insert Rows, Delete Rows, Insert Columns, Delete Columns, Show Table, Builder, and Return: All. The Show/Hide section includes Totals, Parameters, Property Sheet, and Table Names.

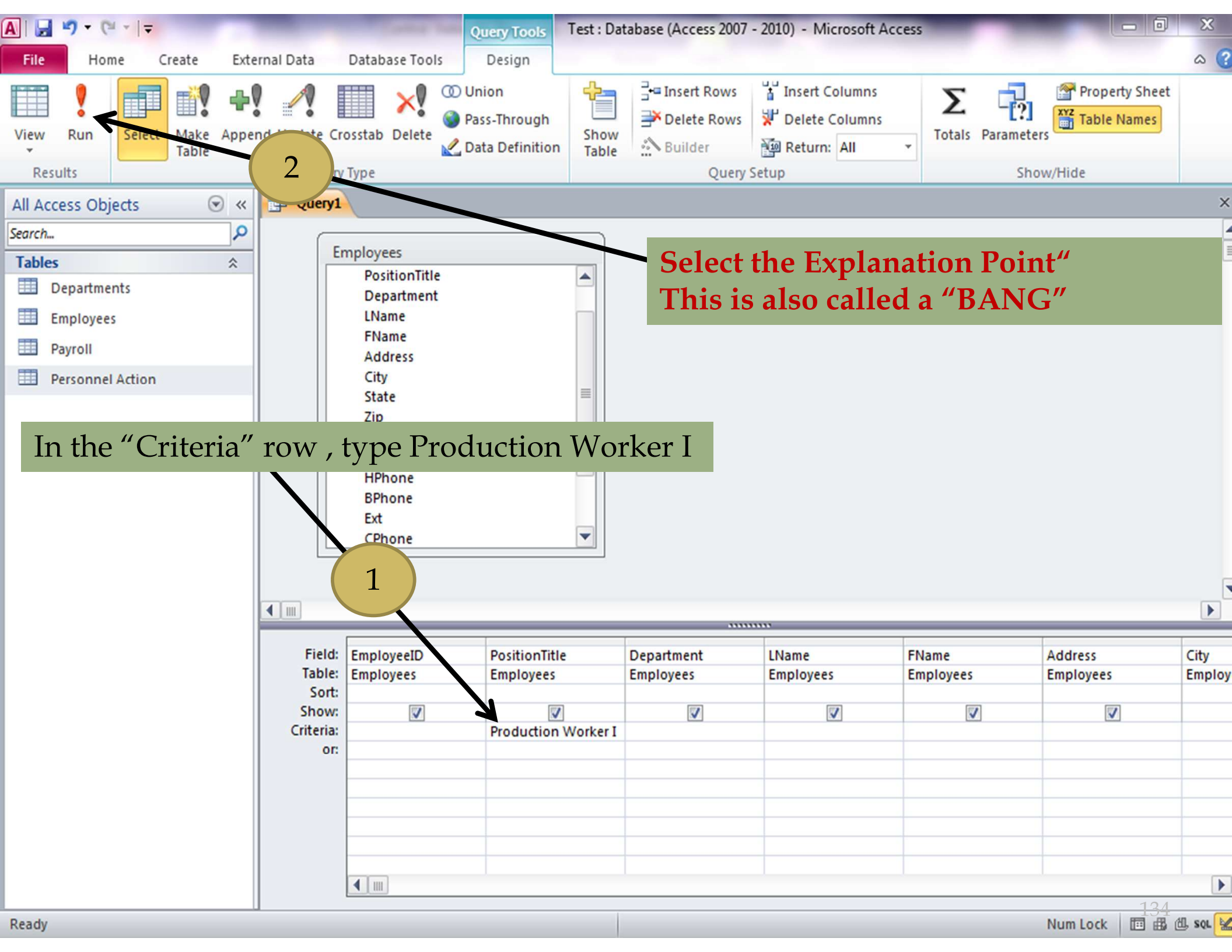
All Access Objects pane showing a search bar and a list of tables: Departments, Employees, Payroll, and Personnel Action.

Query1 design view showing the Employees table structure:

- EmployeeID (Primary Key)
- PositionTitle
- Department
- LName
- FName
- Address

Your database should have this display.

Field:	EmployeeID	PositionTitle	Department	LName	FName	Address	City
Table:	Employees	Employees	Employees	Employees	Employees	Employees	Employ
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:							
or:							



Close the Query Builder by selecting the "X".

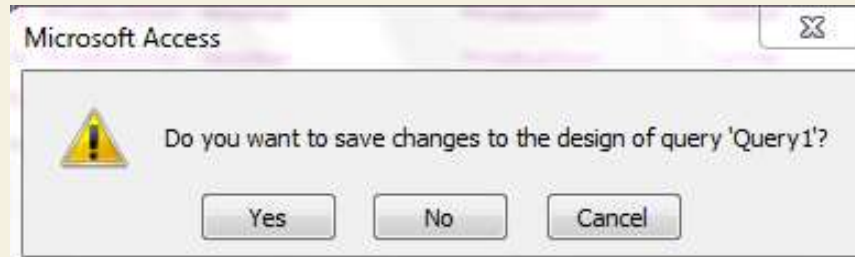


This "Parameter" Query filtered out all record that were not Production Worker I

EmployeeID	PositionTitle	Department	LName	FName	Address	City
154	Production Worker I	Production	Rollo	Deborah	1814 12th Ave,	Austin
166	Production Worker I	Production	Strunk	Deena	1620 NW 183rd	Austin
167	Production Worker I	Production	Swanson	Deidra	1313 McKinley	Austin
168	Production Worker I	Production	Taylor	DeKeisha	11717 Shroyer	Austin
169	Production Worker I	Production	Teel	Delonia	3012 Meadowc	Austin
170	Production Worker I	Production	Tener	Delonia	5313 NW 110th	Austin
171	Production Worker I	Production	Thomas	Demetria	11109 State Hig	Austin
172	Production Worker I	Production	Tolton	Denice	6507 NW 34th	Austin
174	Production Worker I	Production	Turner	Denise	Rt. 2 Box 172	Austin
175	Production Worker I	Production	Viney	Denise A.	2517 NE 12th	Austin
176	Production Worker I	Production	Walker	Desirae D.	1530 N. 85th Te	Austin

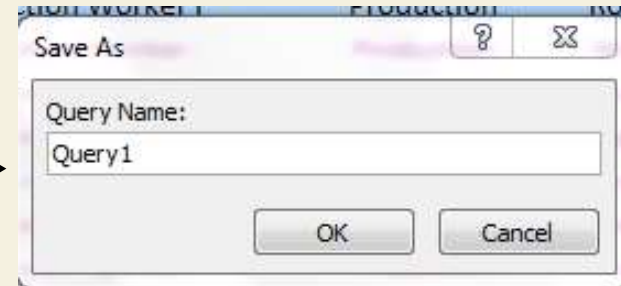
Select "Yes"

1



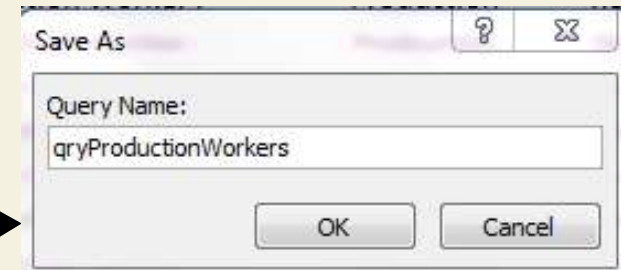
Type "qryProductionWorkers"

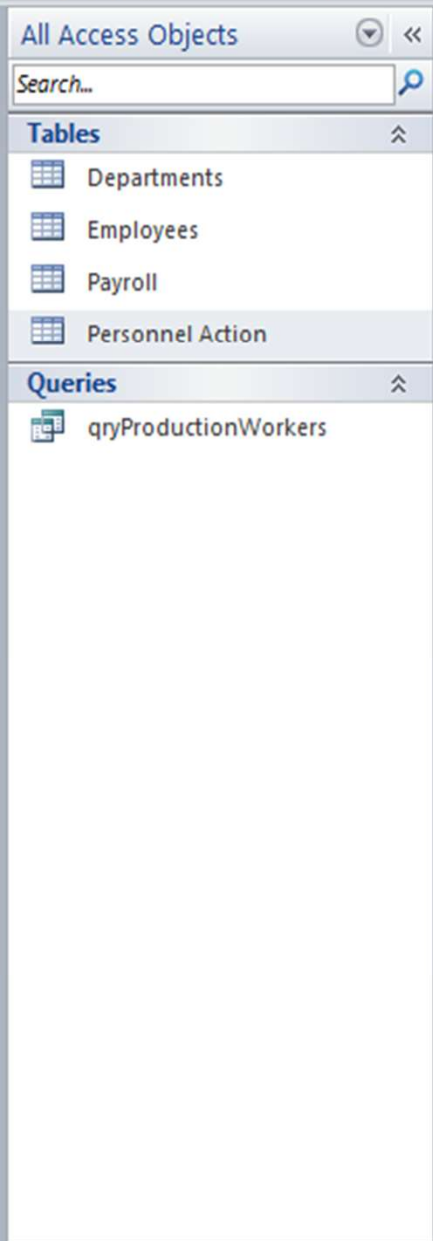
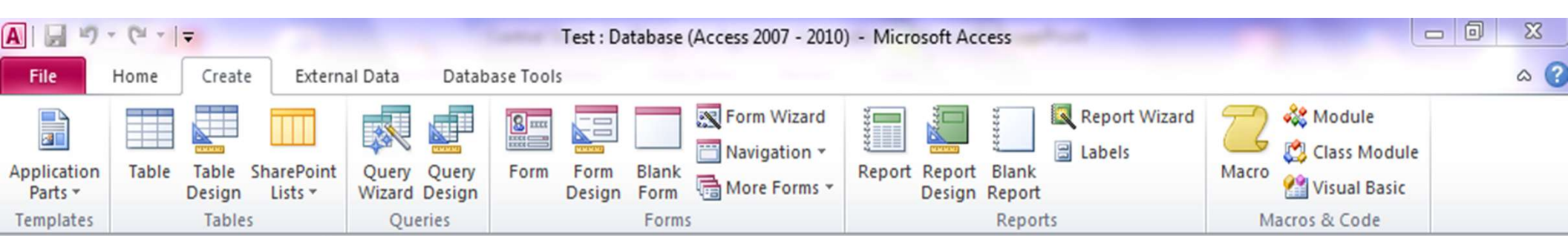
2



Select "OK"

3





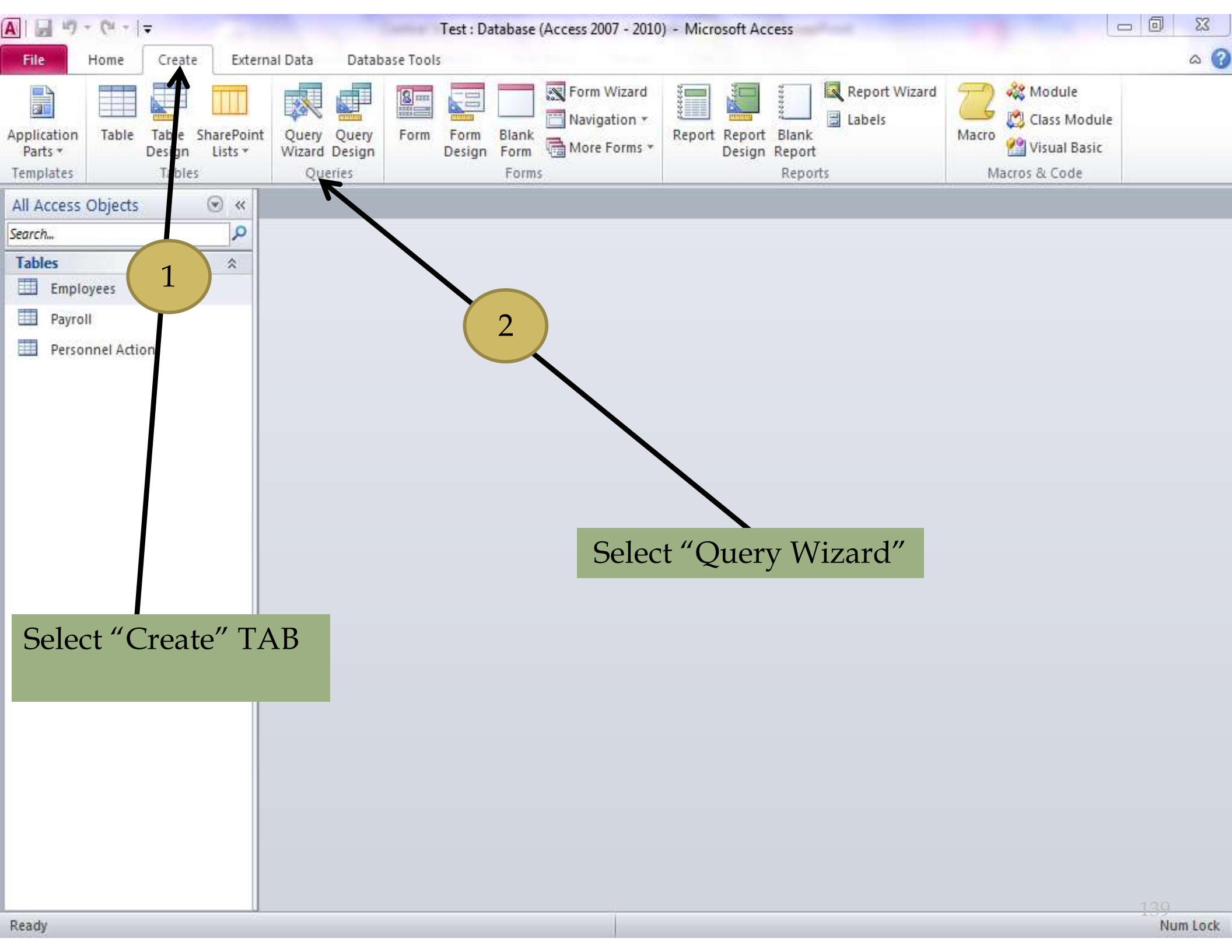
Your database should have this display.

Notice the QUERIES are located below the TABLES in our database order.

Using the “Employees” TABLE.

2. Create a select query on the Department field with a criteria of all the departments that start with an “A”. Use the Query Wizard.

Name the query “qryDeptA”.



Select "Create" TAB

Select "Query Wizard"

New Query



- Simple Query Wizard
- Crosstab Query Wizard
- Find Duplicates Query Wizard
- Find Unmatched Query Wizard

1

Select "Simple Query Wizard"

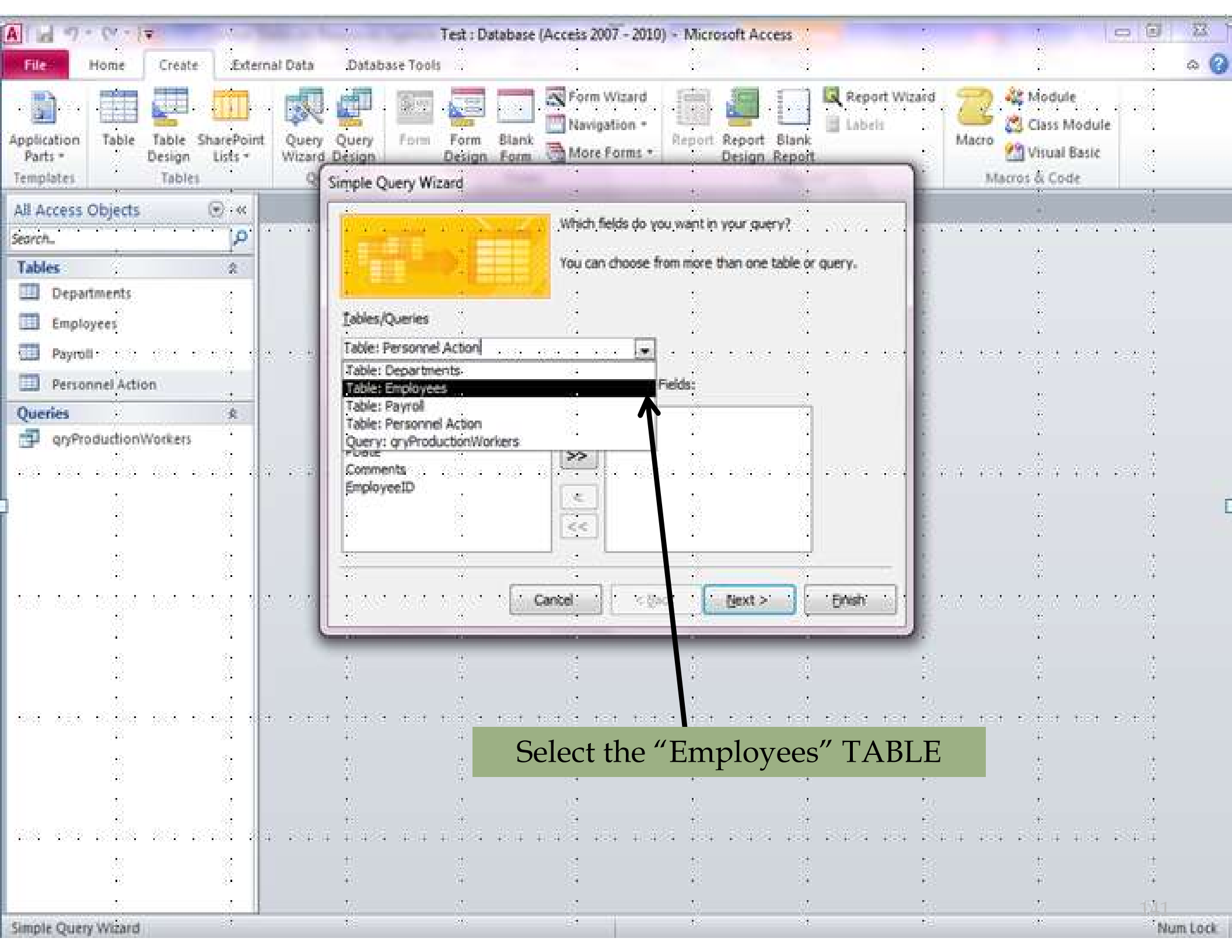
This wizard creates a select query from the fields you pick.

Select "OK"

2

OK

Cancel



Simple Query Wizard

Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries

- Table: Personnel Action
- Table: Departments
- Table: Employees**
- Table: Payroll
- Table: Personnel Action
- Query: qryProductionWorkers

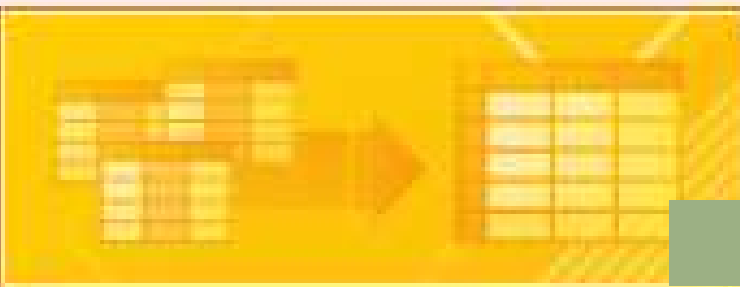
Fields:

Comments
EmployeeID

Cancel << Next > Finish

Select the "Employees" TABLE

Simple Query Wizard



Which fields do you want in your query?

You can choose from more than one table or query.
Select the "Double Arrows".

Tables/Queries

Table: Employees

Available Fields:

- EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address
- City
- State

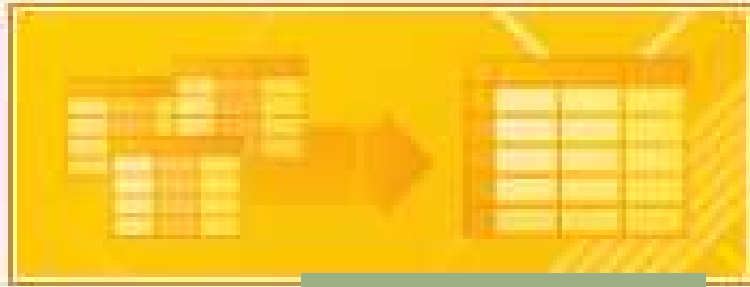
Selected Fields:

Empty box for selected fields.

Navigation buttons: >, >>, <, <<

Buttons: Cancel, < Back, Next >, Finish

Simple Query Wizard



Which fields do you want in your query?

You can choose from more than one table or query.

Select "Next".

Tables/Queries:

Table: Employees

Available Fields:

Empty box for available fields.



Selected Fields:

HPHONE
BPHONE
EXT
CPHONE
RACE
GENDER
DOB
Email

Cancel

< Back

Next >

Finish

Simple Query Wizard

What title do you want for your query?

Employees Query

Select "Modify the query design"

1

That's all the information the wizard needs to create your query.

Do you want to open the query or modify the query's design?

- Open the query to view information.
- Modify the query design.

Select "Finish"

2

Cancel

< Back

Next >

Finish

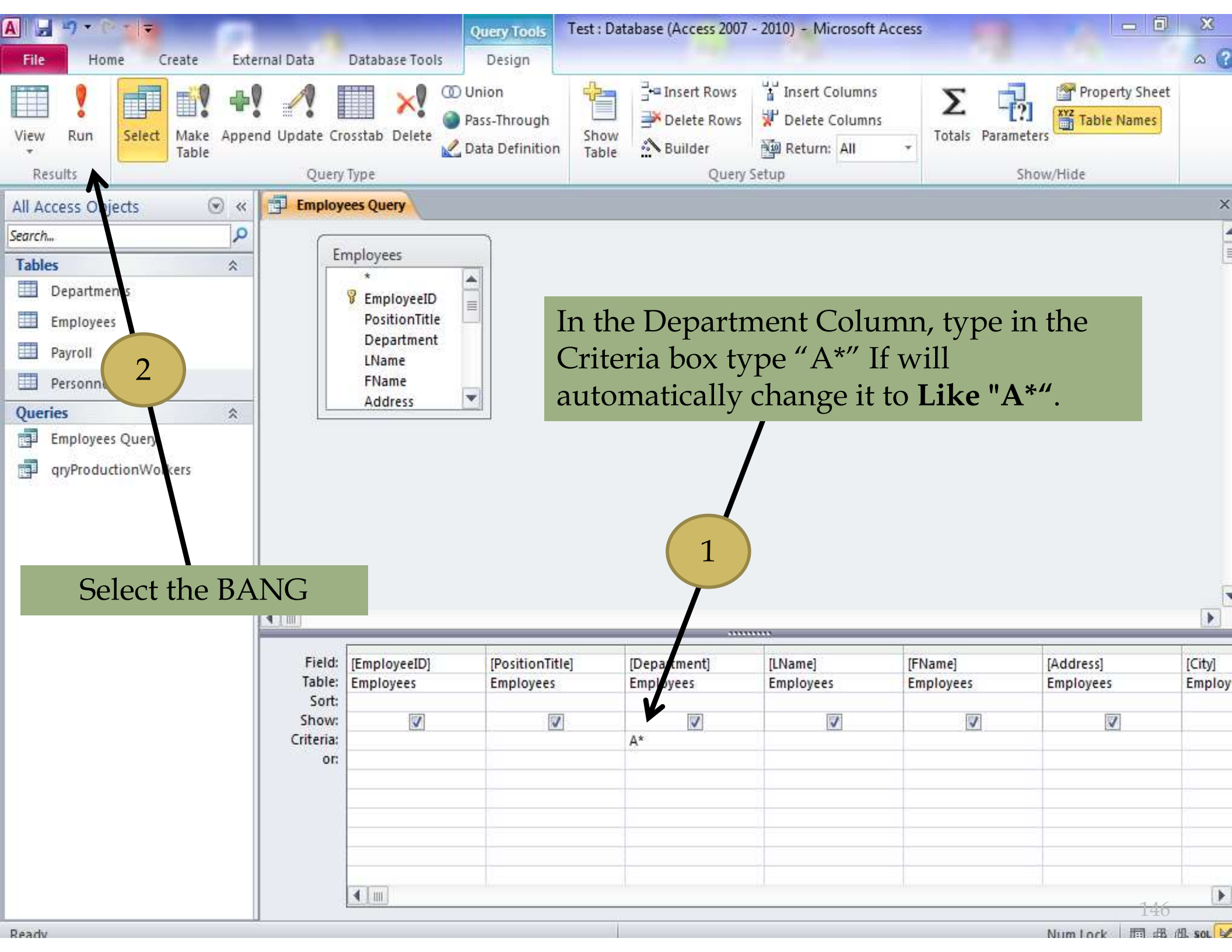
Microsoft Access interface showing the ribbon with the following tabs: File, Home, Create, External Data, Database Tools, and Query Tools (Design). The Query Tools ribbon includes sections for Results (View, Run, Select, Make Table), Query Type (Union, Pass-Through, Data Definition), Query Setup (Show Table, Insert Rows, Delete Rows, Builder, Insert Columns, Delete Columns, Return: All), and Show/Hide (Totals, Parameters, Property Sheet, Table Names).

All Access Objects sidebar showing a search bar and two categories: Tables and Queries. Under Tables, the following items are listed: Departments, Employees, Payroll, and Personnel Action. Under Queries, the following items are listed: Employees Query and qryProductionWorkers.

Employees Query design view showing a table named 'Employees' with the following fields: EmployeeID (marked with a key icon), PositionTitle, Department, LName, FName, and Address.

Your database should have this display.

Field:	[EmployeeID]	[PositionTitle]	[Department]	[LName]	[FName]	[Address]	[City]
Table:	Employees	Employees	Employees	Employees	Employees	Employees	Employ
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:							
or:							



2

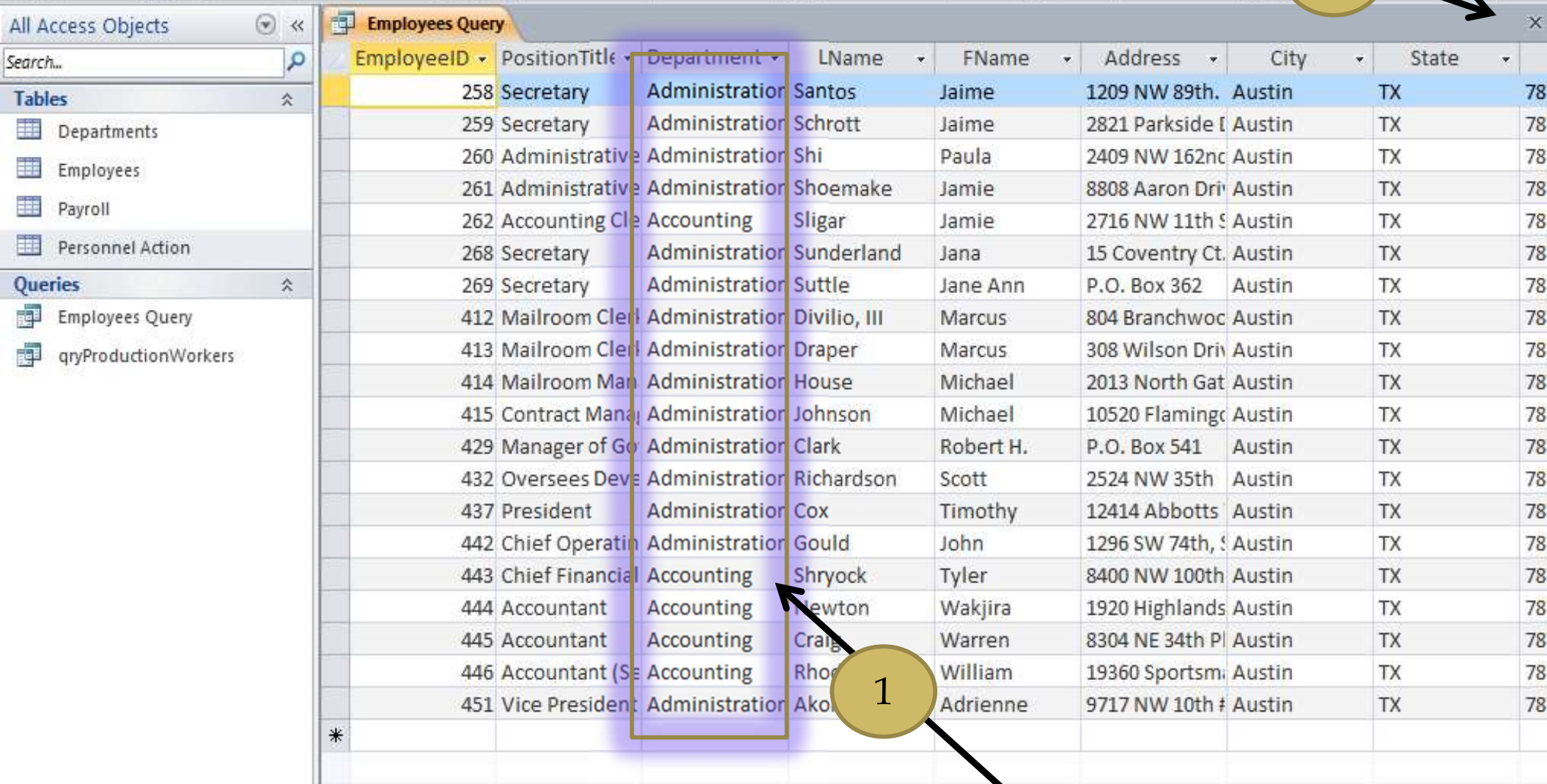
1

Select the BANG

In the Department Column, type in the Criteria box type "A*" If will automatically change it to Like "A*".

Field:	[EmployeeID]	[PositionTitle]	[Department]	[LName]	[FName]	[Address]	[City]
Table:	Employees	Employees	Employees	Employees	Employees	Employees	Employ
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:			A*				
or:							

Close the Query Builder by selecting the "X".
Save the Changes



EmployeeID	PositionTitle	Department	LName	FName	Address	City	State	
258	Secretary	Administration	Santos	Jaime	1209 NW 89th.	Austin	TX	78
259	Secretary	Administration	Schrott	Jaime	2821 Parkside	Austin	TX	78
260	Administrative	Administration	Shi	Paula	2409 NW 162nd	Austin	TX	78
261	Administrative	Administration	Shoemaker	Jamie	8808 Aaron Drive	Austin	TX	78
262	Accounting Clerk	Accounting	Sligar	Jamie	2716 NW 11th St	Austin	TX	78
268	Secretary	Administration	Sunderland	Jana	15 Coventry Ct.	Austin	TX	78
269	Secretary	Administration	Suttle	Jane Ann	P.O. Box 362	Austin	TX	78
412	Mailroom Clerk	Administration	Divilio, III	Marcus	804 Branchwood	Austin	TX	78
413	Mailroom Clerk	Administration	Draper	Marcus	308 Wilson Drive	Austin	TX	78
414	Mailroom Manager	Administration	House	Michael	2013 North Gate	Austin	TX	78
415	Contract Manager	Administration	Johnson	Michael	10520 Flamingo	Austin	TX	78
429	Manager of Government	Administration	Clark	Robert H.	P.O. Box 541	Austin	TX	78
432	Oversees Development	Administration	Richardson	Scott	2524 NW 35th	Austin	TX	78
437	President	Administration	Cox	Timothy	12414 Abbotts	Austin	TX	78
442	Chief Operating Officer	Administration	Gould	John	1296 SW 74th, S	Austin	TX	78
443	Chief Financial Officer	Accounting	Shryock	Tyler	8400 NW 100th	Austin	TX	78
444	Accountant	Accounting	Newton	Wakjira	1920 Highlands	Austin	TX	78
445	Accountant	Accounting	Craig	Warren	8304 NE 34th Pl	Austin	TX	78
446	Accountant (Senior)	Accounting	Rhodes	William	19360 Sportsman	Austin	TX	78
451	Vice President	Administration	Akoy	Adrienne	9717 NW 10th #	Austin	TX	78

Your query should display only records that start with an "A" in the "Department" field

File Home Create External Data Database Tools

Application Parts > Templates Table Table Design Tables SharePoint Lists > Query Wizard Queries Query Design Form Form Design Forms Blank Form More Forms > Form Wizard Navigation > Report Report Design Reports Blank Report Labels Report Wizard Macro Class Module Visual Basic Macros & Code

All Access Objects

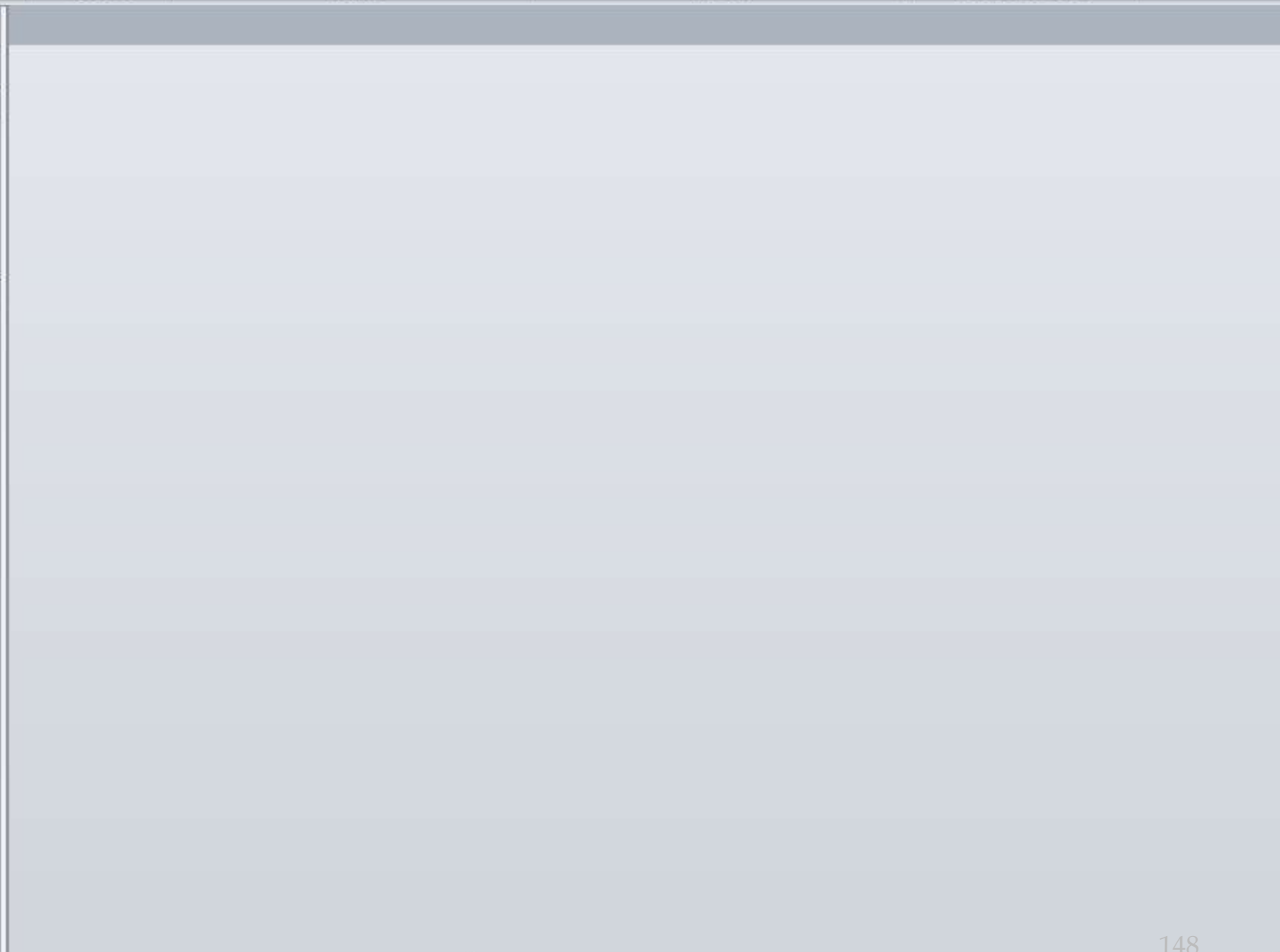
Search...

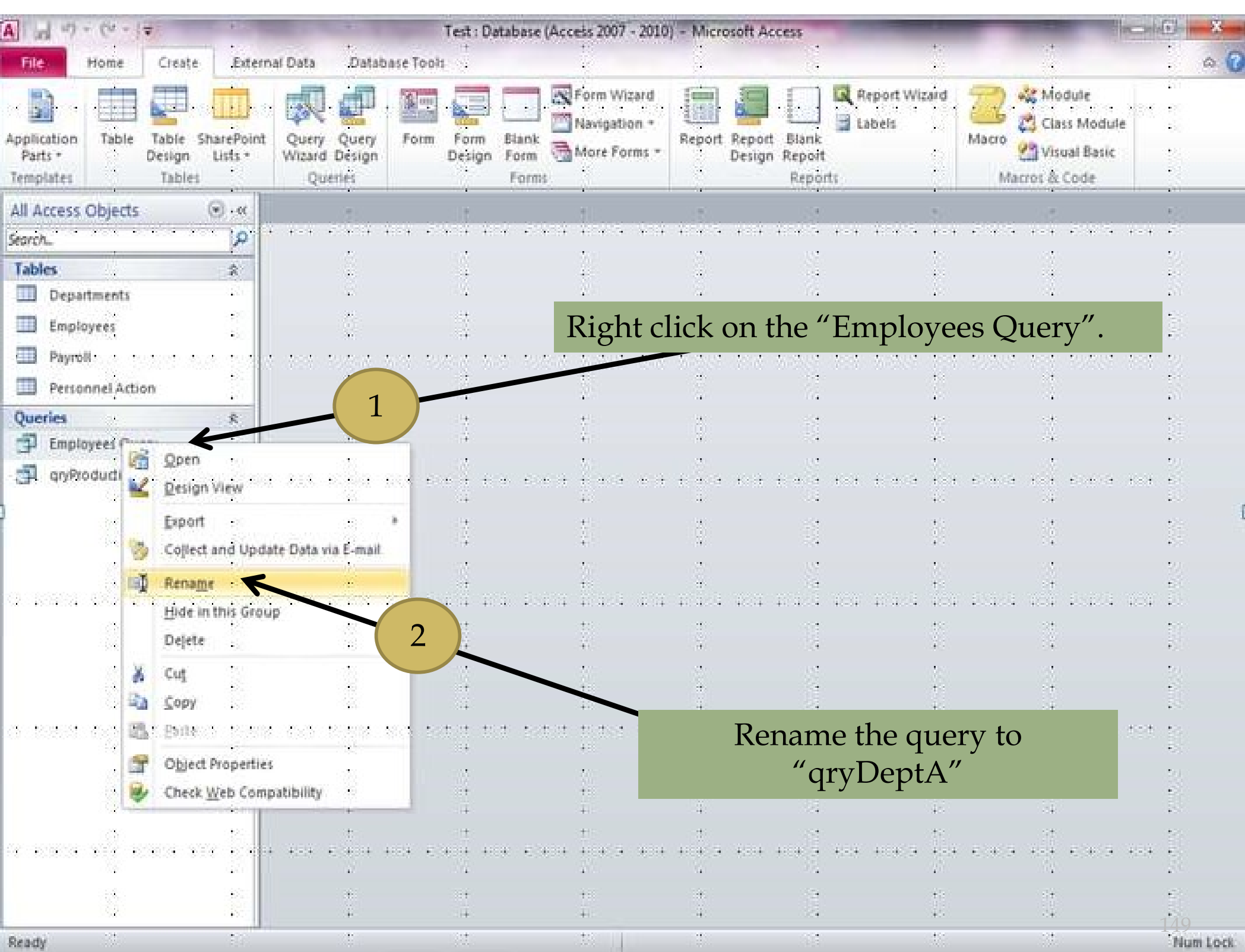
Tables

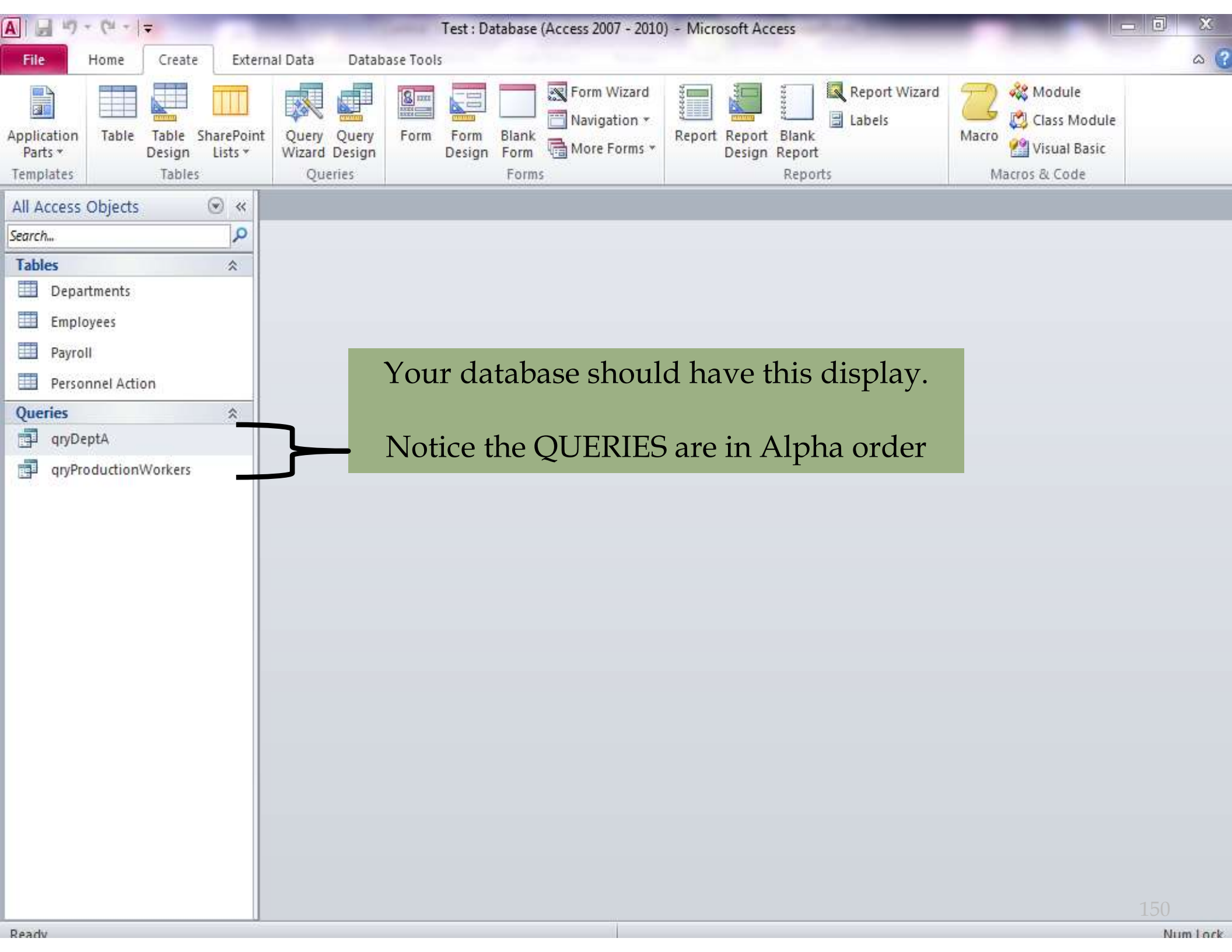
- Departments
- Employees
- Payroll
- Personnel Action

Queries

- Employees Query
- qryProductionWorkers







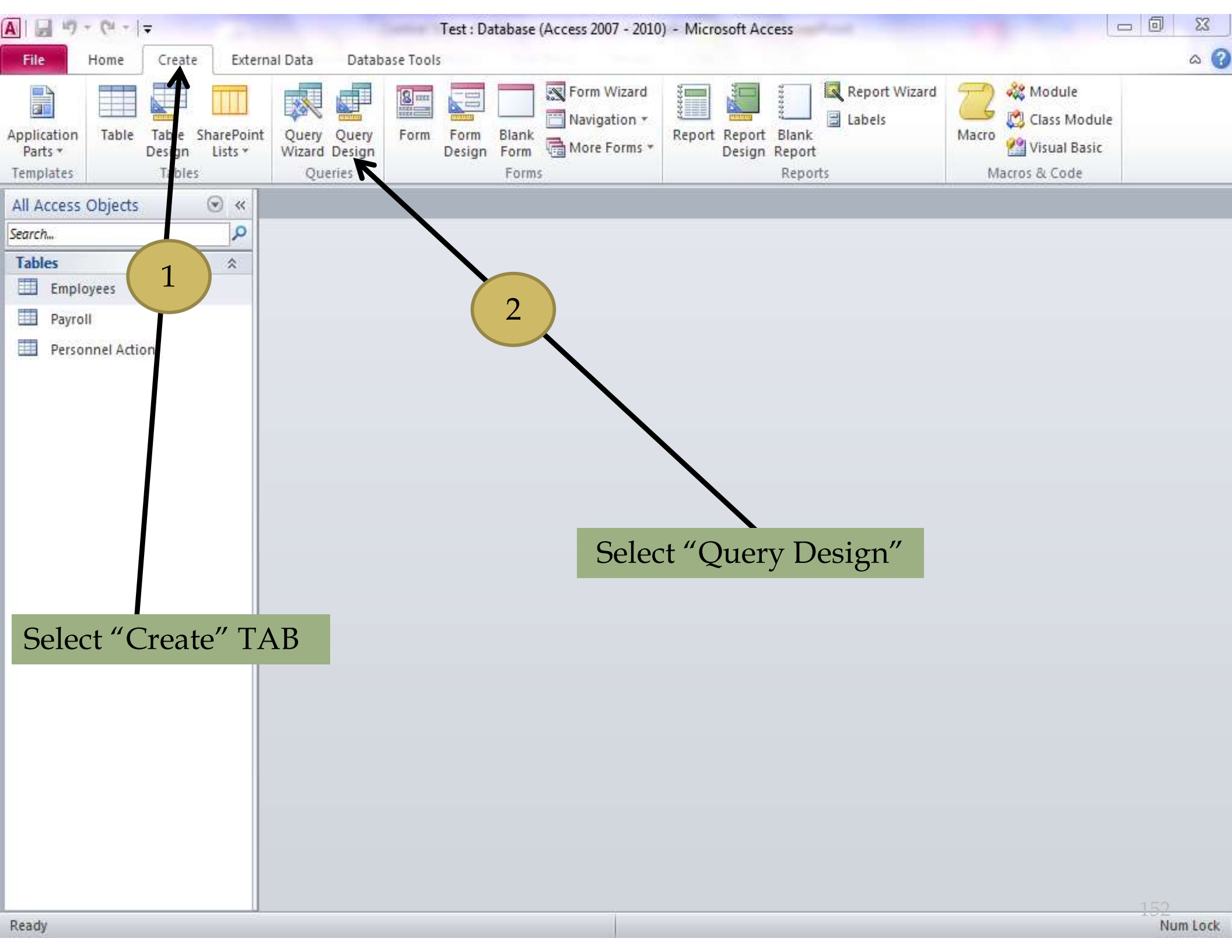
Your database should have this display.

Notice the QUERIES are in Alpha order

Using the “Employees” TABLE.

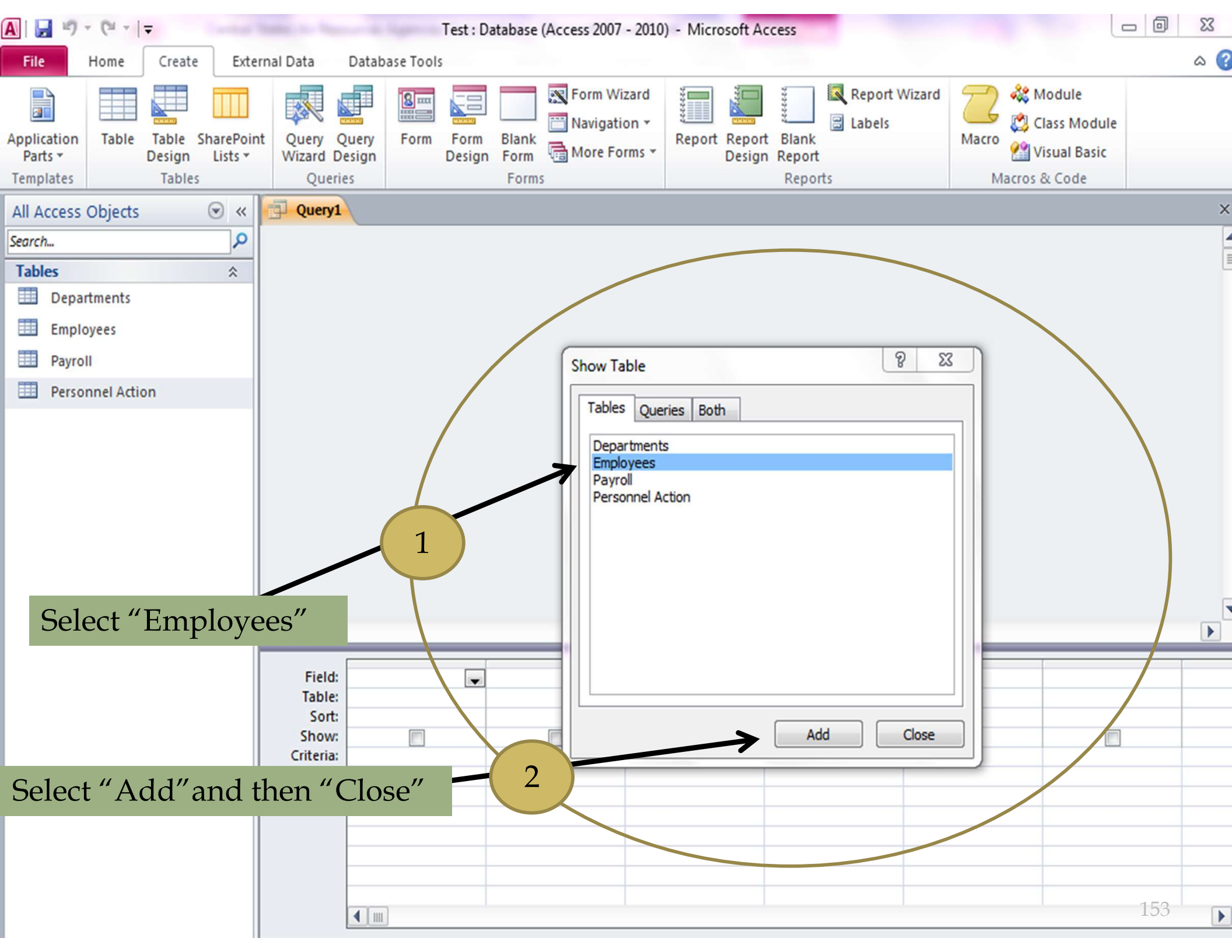
3. Create a select query on the HireDate field with a criteria of less than <12/31/2002.

Name the query “qryLess.”



Select "Create" TAB

Select "Query Design"



1

Select "Employees"

2

Select "Add" and then "Close"

Microsoft Access interface showing the ribbon with tabs: File, Home, Create, External Data, Database Tools, Query Tools, Design. The Query Tools ribbon includes options like Union, Pass-Through, Data Definition, Show Table, Insert Rows, Delete Rows, Builder, Insert Columns, Delete Columns, Return: All, Totals, Parameters, Property Sheet, and Table Names.

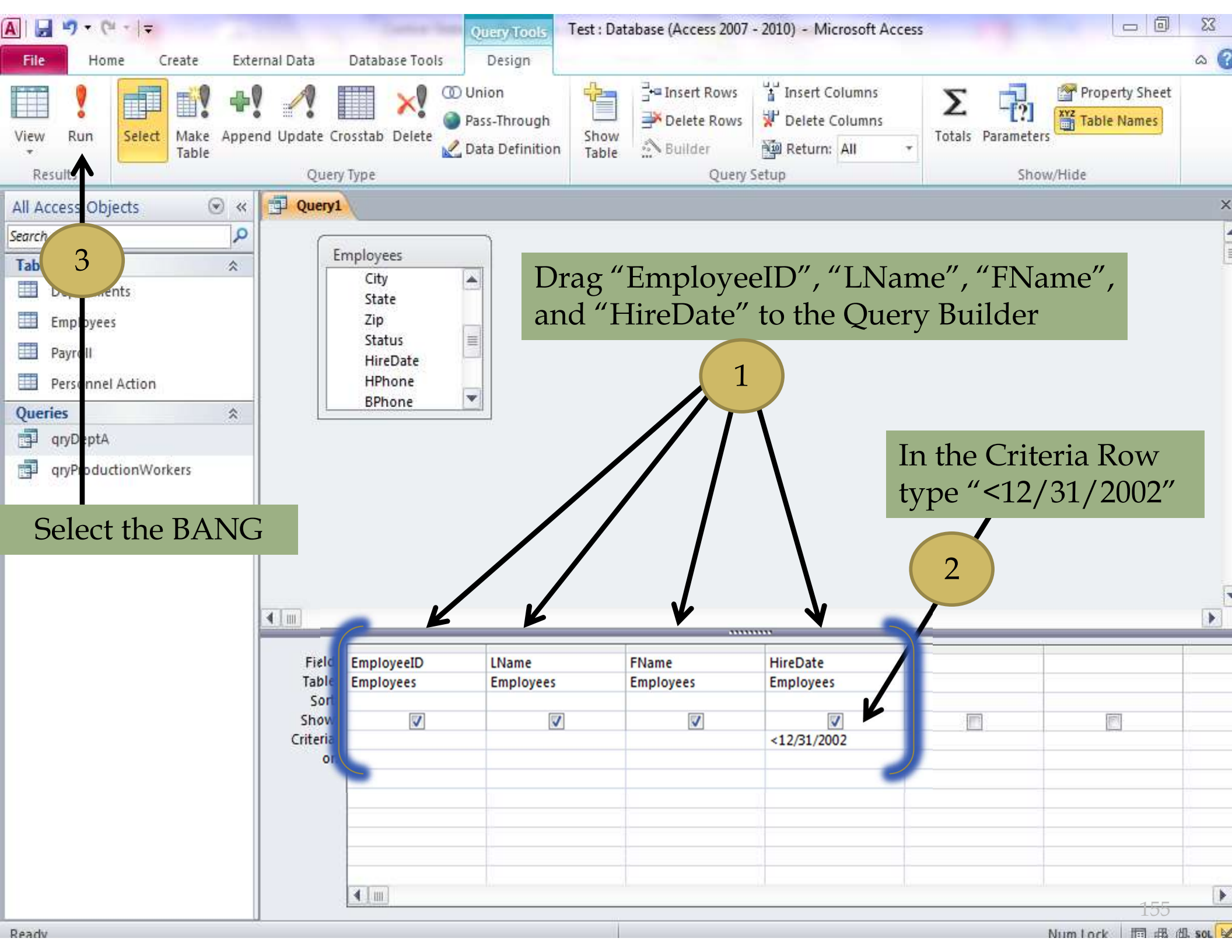
All Access Objects sidebar with a search box and a list of tables: Departments, Employees, Payroll, Personnel Action.

Query1 design view showing the Employees table structure:

Field Name	Primary Key
EmployeeID	*
PositionTitle	
Department	
LName	
FName	
Address	

Your database should have this display.

Field:	Table:	Sort:	Show:	Criteria:	or:
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		



Drag "EmployeeID", "LName", "FName", and "HireDate" to the Query Builder

In the Criteria Row type "<12/31/2002"

Select the BANG

Field	EmployeeID	LName	FName	HireDate				
Table	Employees	Employees	Employees	Employees				
Sort								
Show	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Criteria				<12/31/2002				
or								

Test : Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools

View Paste Copy Cut Copy Format Painter Filter Ascending Descending Selection Advanced Remove Sort Toggle Filter Refresh All Delete More Records Find Replace Go To Select Text Formatting

All Access Objects

Search...

Tables

- Departments
- Employees
- Payroll
- Personnel Action

Queries

- qryDeptA
- qryProductionWorkers

Query1

EmployeeID	LName	FName	HireDate
48	Upton	Barbara	1/1/2001
154	Rollo	Deborah	3/1/2001
166	Strunk	Deena	3/1/2001
167	Swanson	Deidra	1/1/2001
168	Taylor	DeKeisha	1/1/2001
169	Teel	Delonia	10/15/2001
170	Tener	Delonia	10/15/2001
171	Thomas	Demetria	10/15/2001
407	Stroud	Kevin	1/1/2001
408	Treat	Kevin Ward	1/1/2001
409	Youngblood	Kyle	1/1/2001
410	Allen	Lendell	1/1/2001
411	Common	Lucas	1/1/2001
412	Divilio, III	Marcus	1/1/2001
413	Draper	Marcus	1/1/2001
414	House	Michael	1/1/2001
415	Johnson	Michael	1/1/2001
416	Roberts	Milton	1/1/2001
417	Nguyen	Nicholas	1/1/2001
418	Corter	Obiora C.	1/1/2001
419	Sanders	Orlando	1/1/2001
420	Wallace, Jr.	Oscar	1/1/2001

Your query should only return records that have a "HireDate" before "12/31/2012".

Close the Query Builder by selecting the "X".

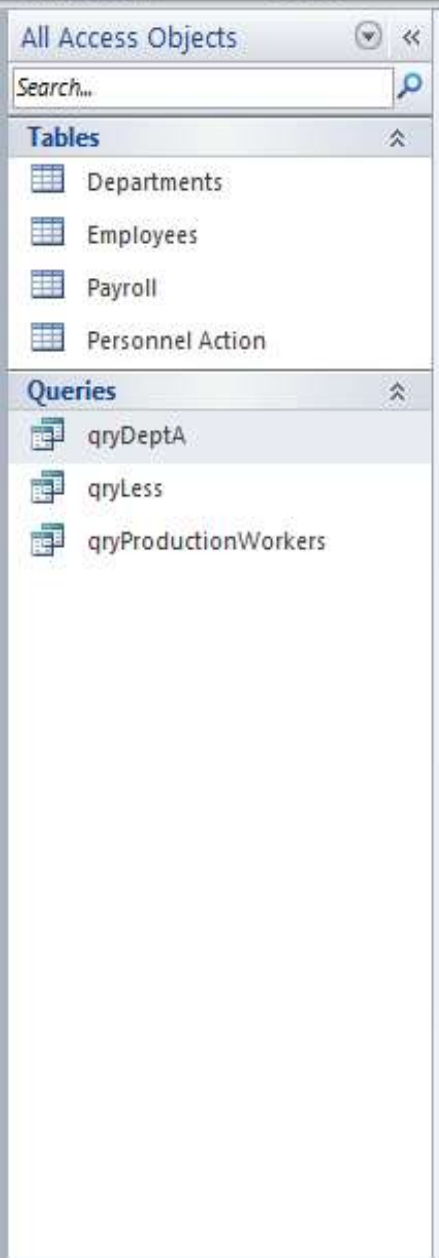
1

The screenshot shows a Query Builder window titled 'Query1'. On the left, there is a list of fields from the 'Employees' table: Status, HireDate, HPhone, BPhone, Ext, and CPhone. In the center, a 'Save As' dialog box is open, with the 'Query Name' field containing 'qryLess' and 'OK' and 'Cancel' buttons. Below the dialog, a table displays the query criteria. The table has columns for 'Field', 'Table', 'Sort', 'Show', and 'Criteria'. The 'Show' column has checkboxes for EmployeeID, LName, FName, and HireDate, all of which are checked. The 'Criteria' row shows '<12/31/2002' under the HireDate column, with empty cells for the other columns.

Field:	EmployeeID	LName	FName	HireDate						
Table:	Employees	Employees	Employees	Employees						
Sort:										
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:				<12/31/2002						
or:										

2

Save the Changes as "qryLess"

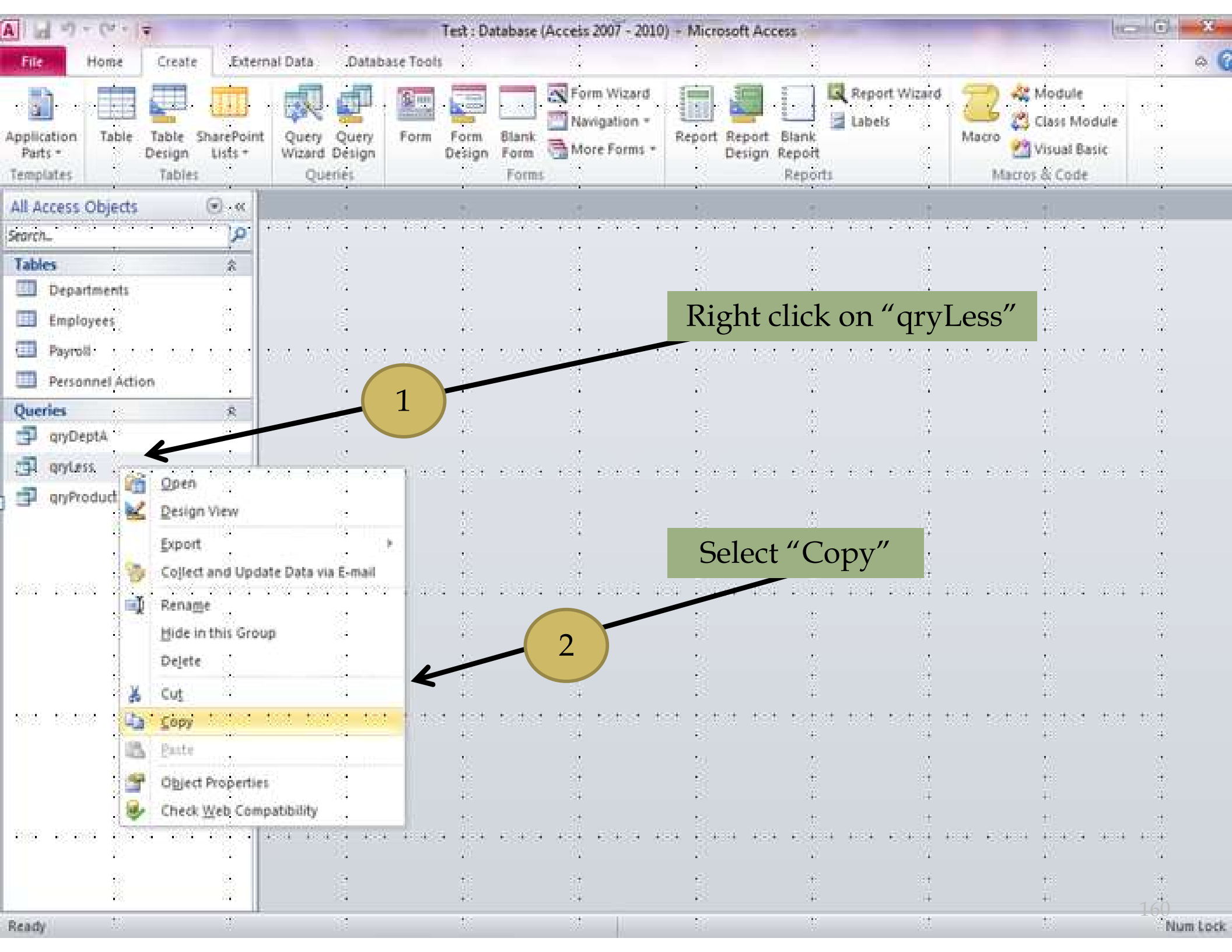


Your database should have this display.

Using the “Employees” TABLE.

4. Create a select query on the HireDate field with a criteria of greater than **>12/31/2002**.

Name the query “qryGreater”.

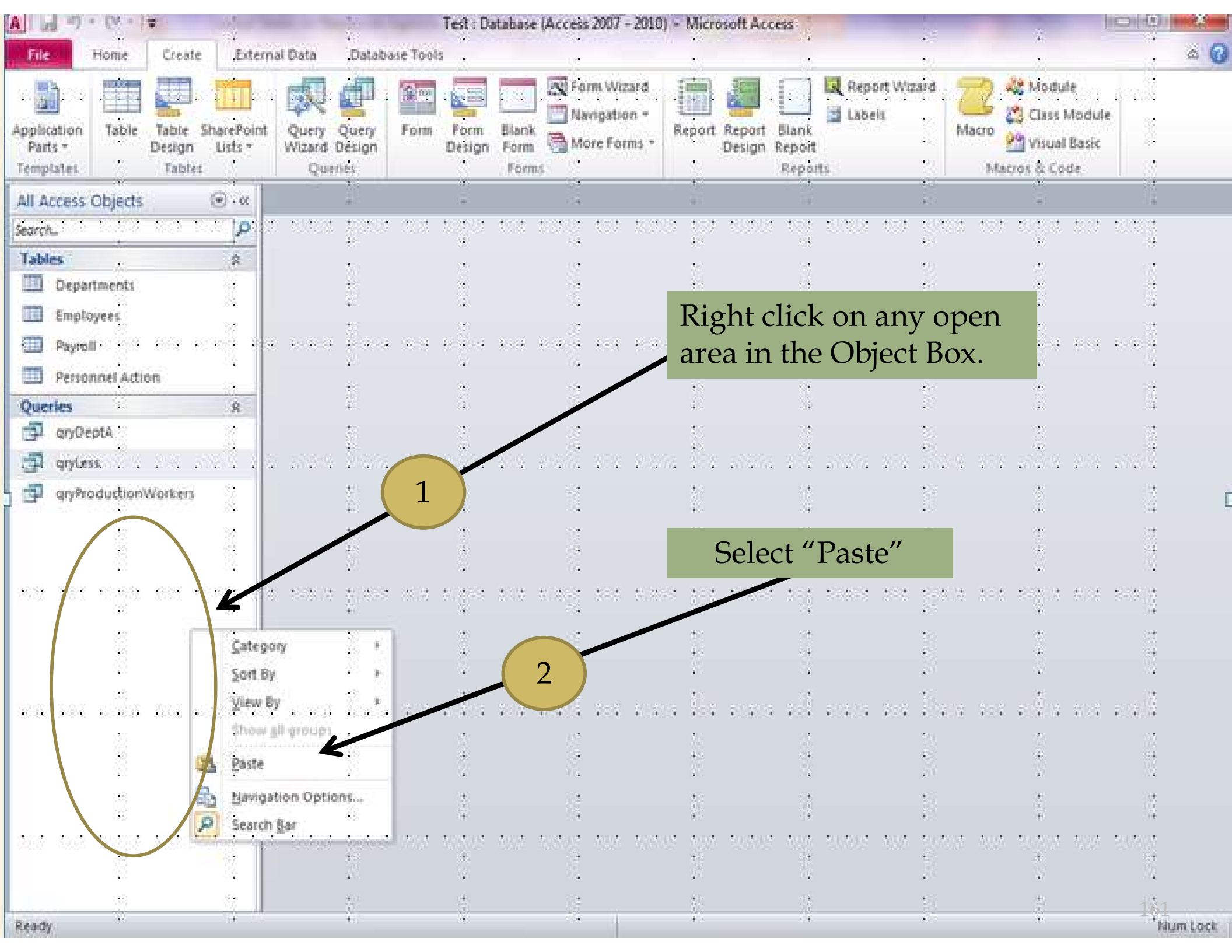


Right click on "qryLess"

1

Select "Copy"

2



File Home Create External Data Database Tools

Application Parts - Templates Table Table Design SharePoint Lists - Tables Query Wizard Queries Form Form Design Blank Form Forms Report Report Design Blank Report Reports Report Wizard Labels Macro Module Class Module Visual Basic Macros & Code

All Access Objects

Search...

Tables

- Departments
- Employees
- Payroll
- Personnel Action

Queries

- qryDepta
- qryLess
- qryProductionWorkers

Right click on any open area in the Object Box.

1

Select "Paste"

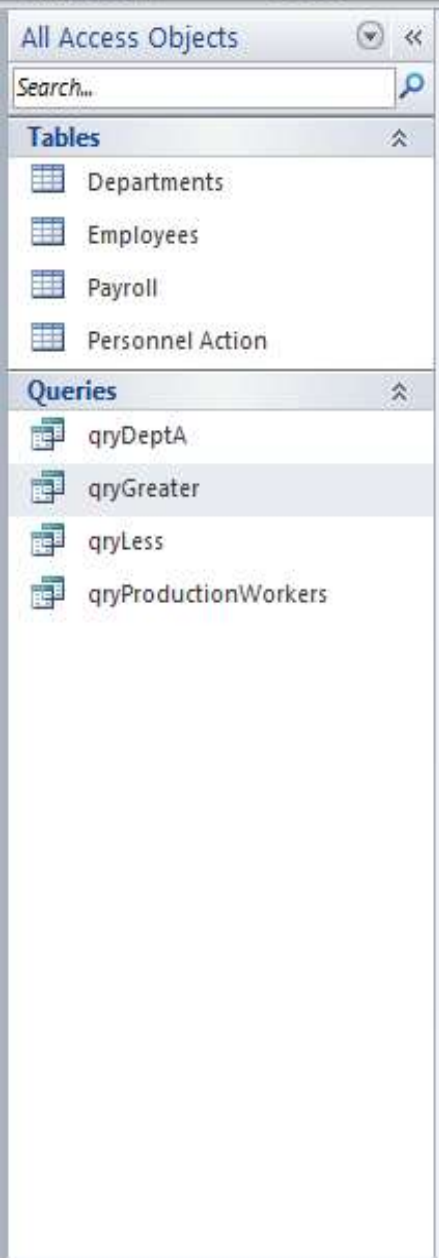
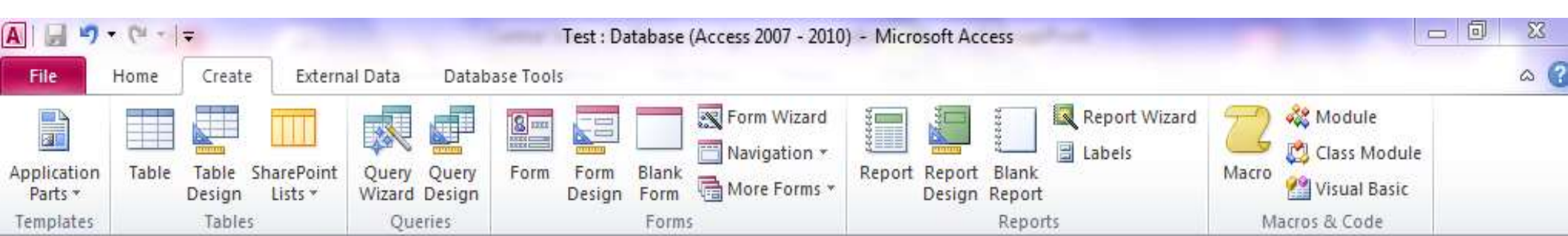
2

- Category
- Sort By
- View By
- Show all groups
- Paste
- Navigation Options...
- Search Bar

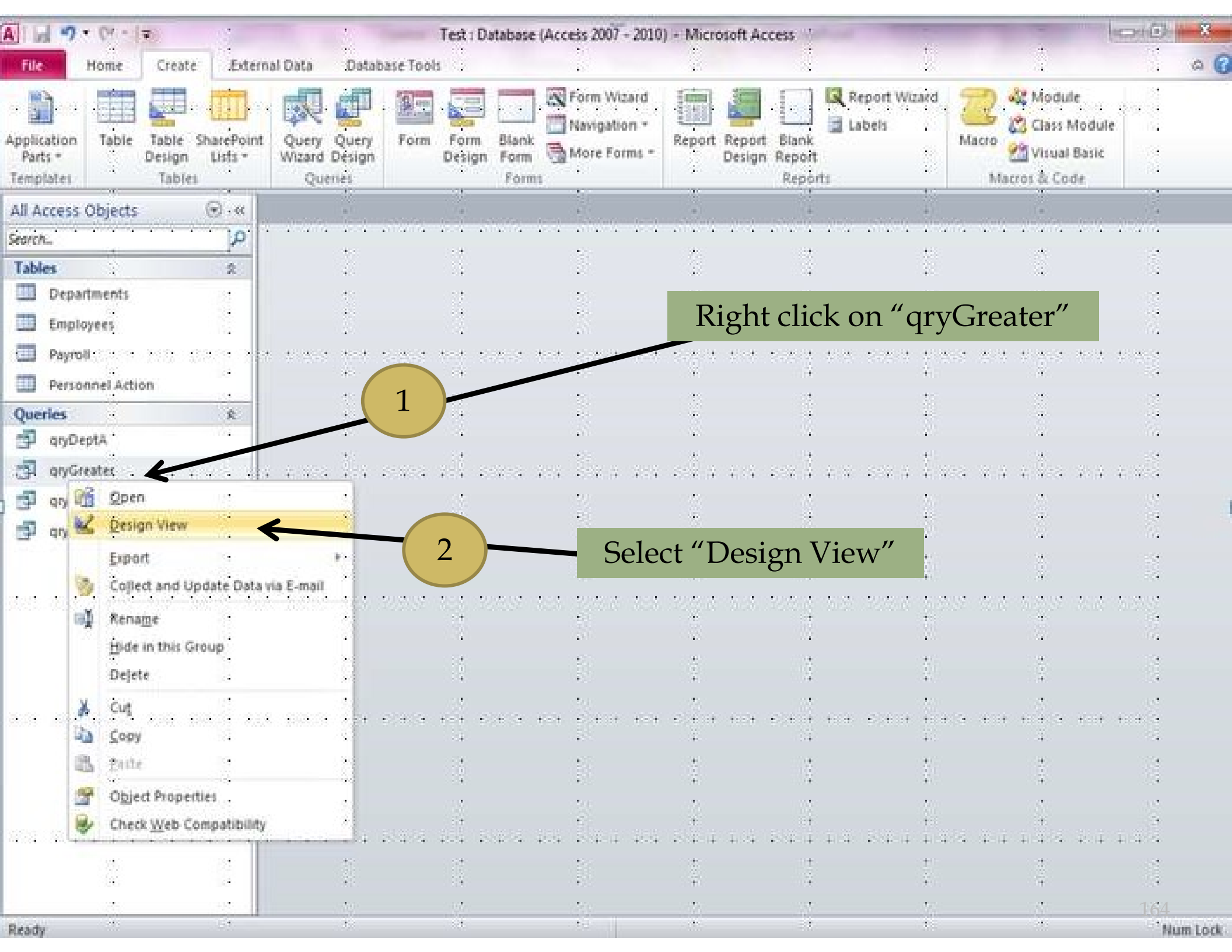


Type "qryGreater"

Select "OK"



Your database should have this display.



All Access Objects

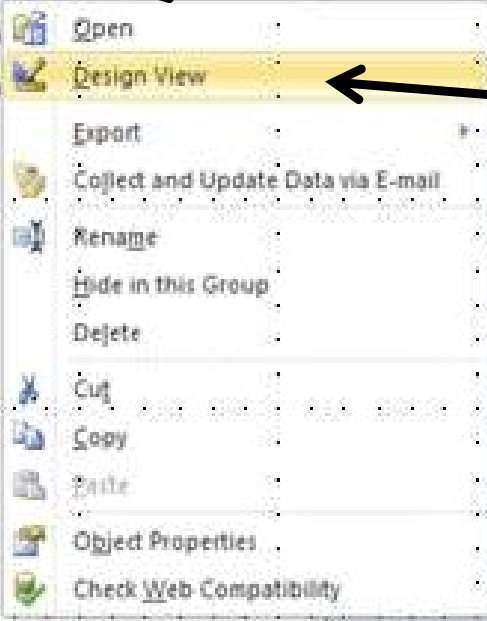
Search...

Tables

- Departments
- Employees
- Payroll
- Personnel Action

Queries

- qryDepTA
- qryGreater
- qry
- qry

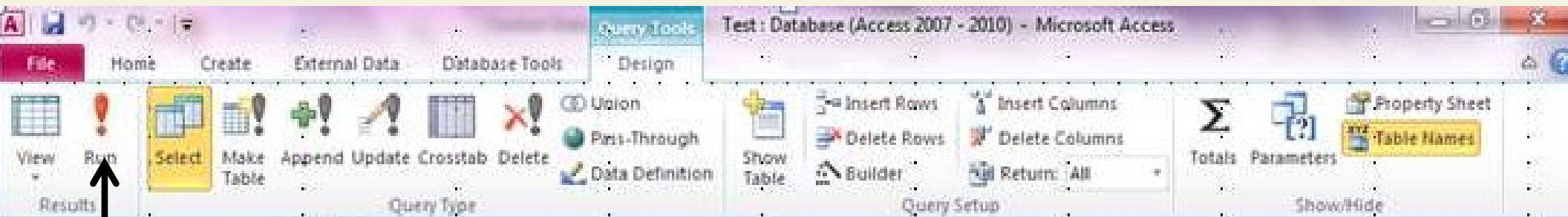


Right click on "qryGreater"

1

Select "Design View"

2



2

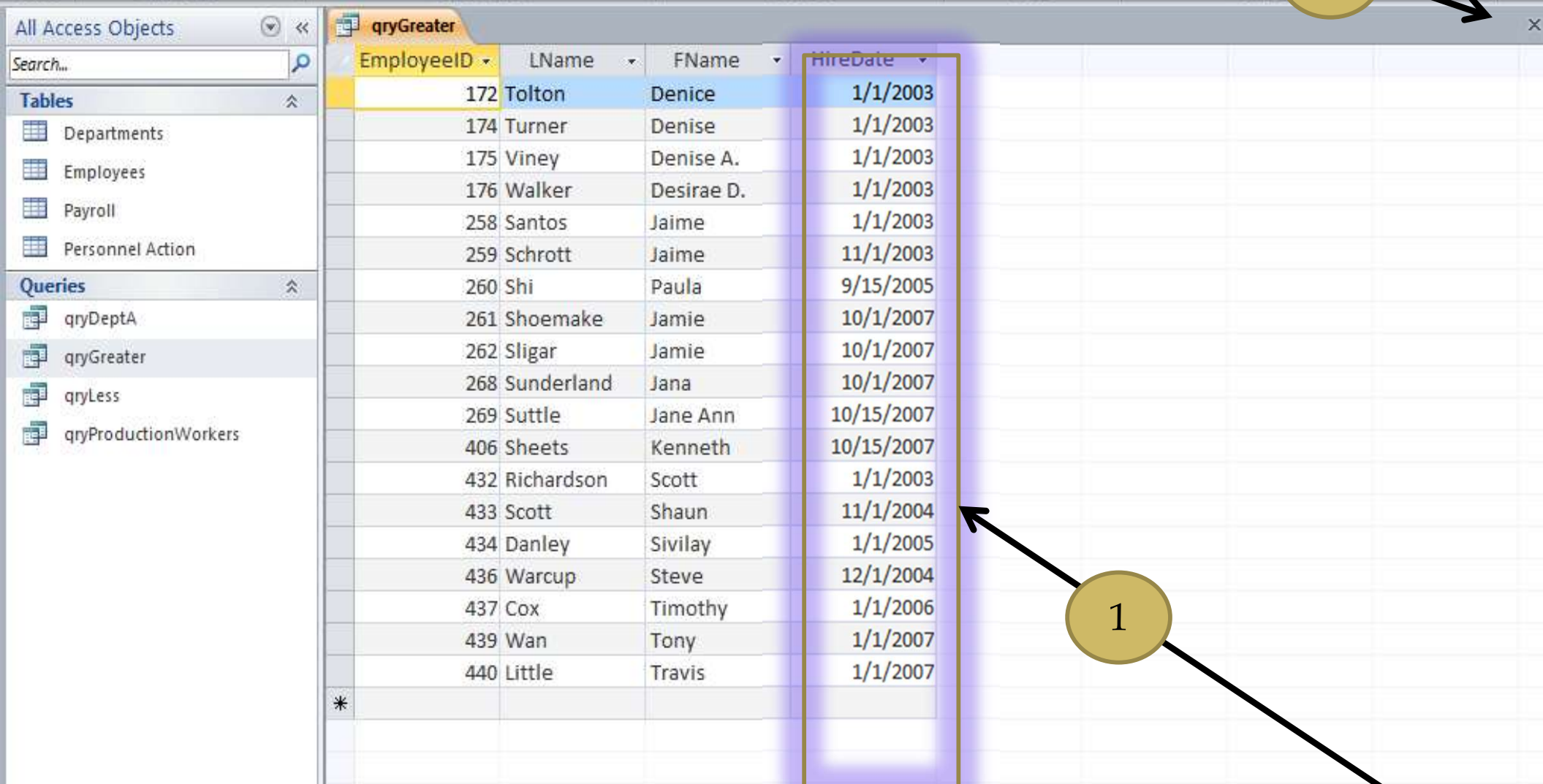
In the Criteria Row change the " $<$ " to " $>$ ".

2

Select the BANG

Field:	EmployeeID	LName	FName	HireDate				
Table:	Employees	Employees	Employees	Employees				
Sort:								
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:				>=12/31/2002#				
or:								

Close the Query by selecting the "X".
Save the Changes



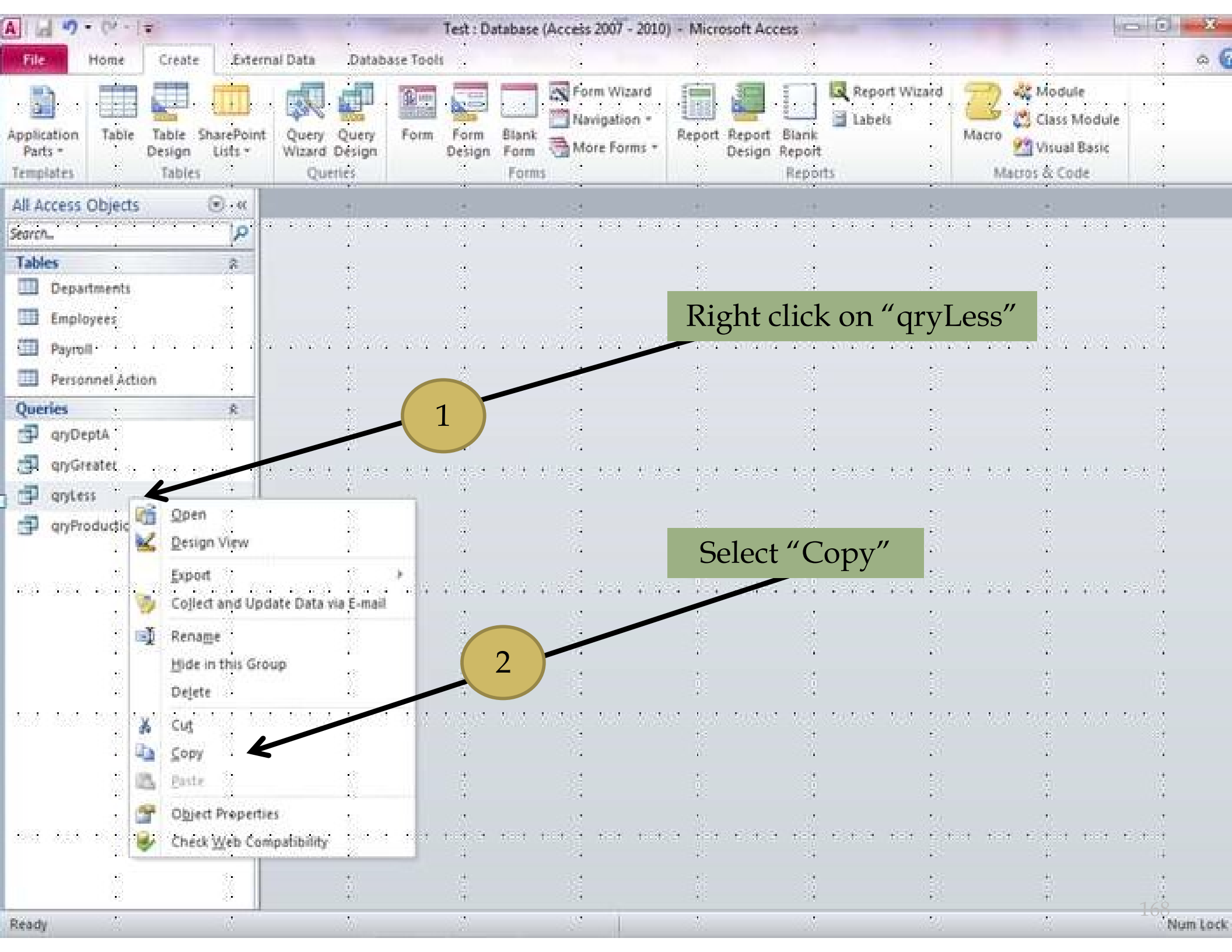
EmployeeID	LName	FName	HireDate
172	Tolton	Denice	1/1/2003
174	Turner	Denise	1/1/2003
175	Viney	Denise A.	1/1/2003
176	Walker	Desirae D.	1/1/2003
258	Santos	Jaime	1/1/2003
259	Schrott	Jaime	11/1/2003
260	Shi	Paula	9/15/2005
261	Shoemake	Jamie	10/1/2007
262	Sligar	Jamie	10/1/2007
268	Sunderland	Jana	10/1/2007
269	Suttle	Jane Ann	10/15/2007
406	Sheets	Kenneth	10/15/2007
432	Richardson	Scott	1/1/2003
433	Scott	Shaun	11/1/2004
434	Danley	Sivilay	1/1/2005
436	Warcup	Steve	12/1/2004
437	Cox	Timothy	1/1/2006
439	Wan	Tony	1/1/2007
440	Little	Travis	1/1/2007

Your query should only return records that have a "HireDate" after "12/31/2012".

Using the “Employees” TABLE.

5. Create a select query on the HireDate field with a criteria from **01/01/2001** to **12/31/2003**.

Name the query “qryBetween.”

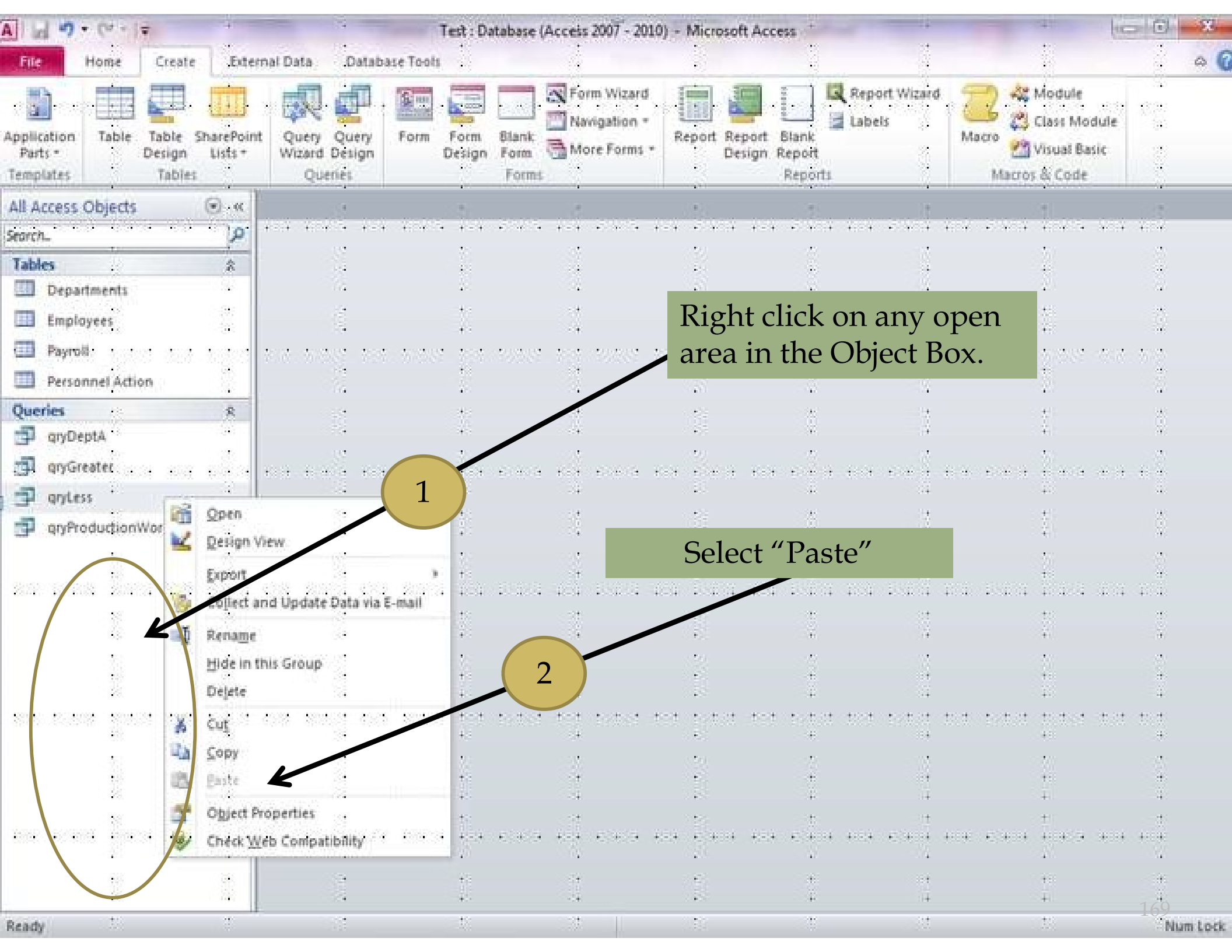


Right click on "qryLess"

1

Select "Copy"

2

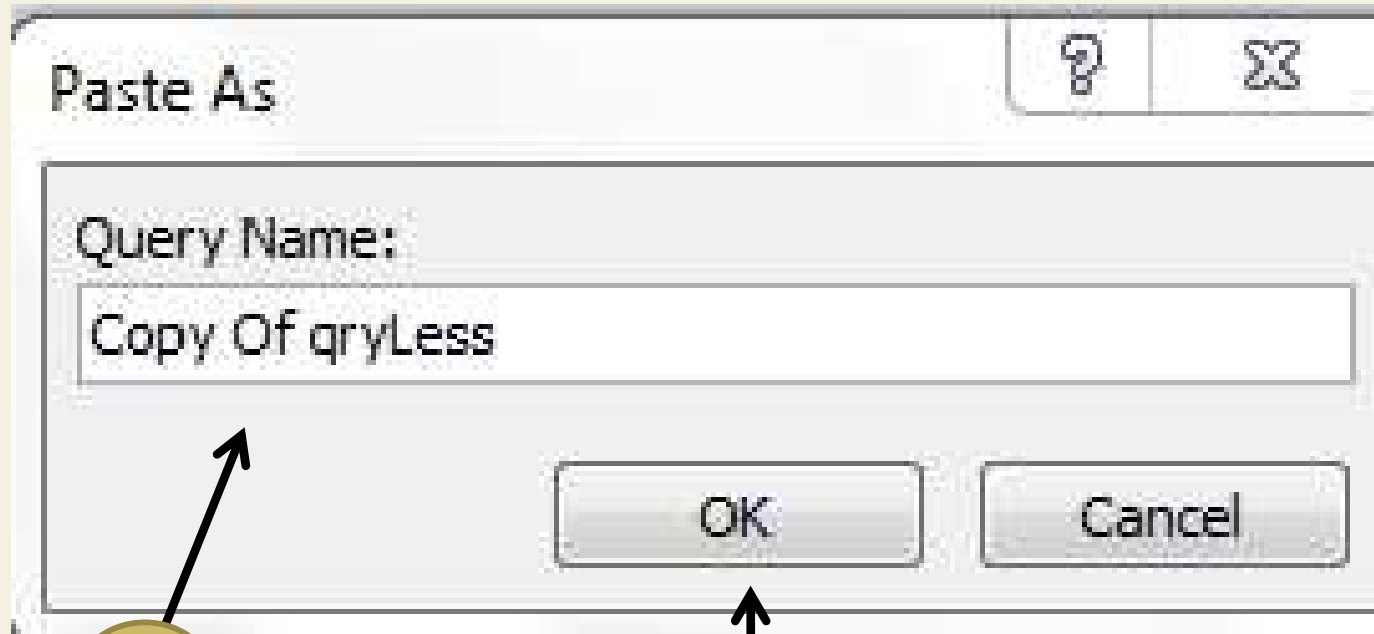


Right click on any open area in the Object Box.

1

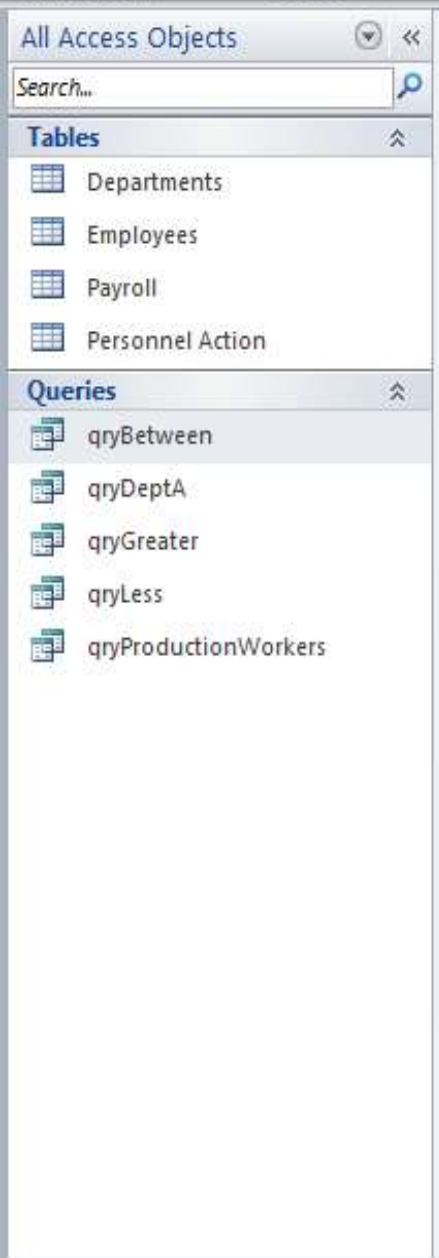
Select "Paste"

2

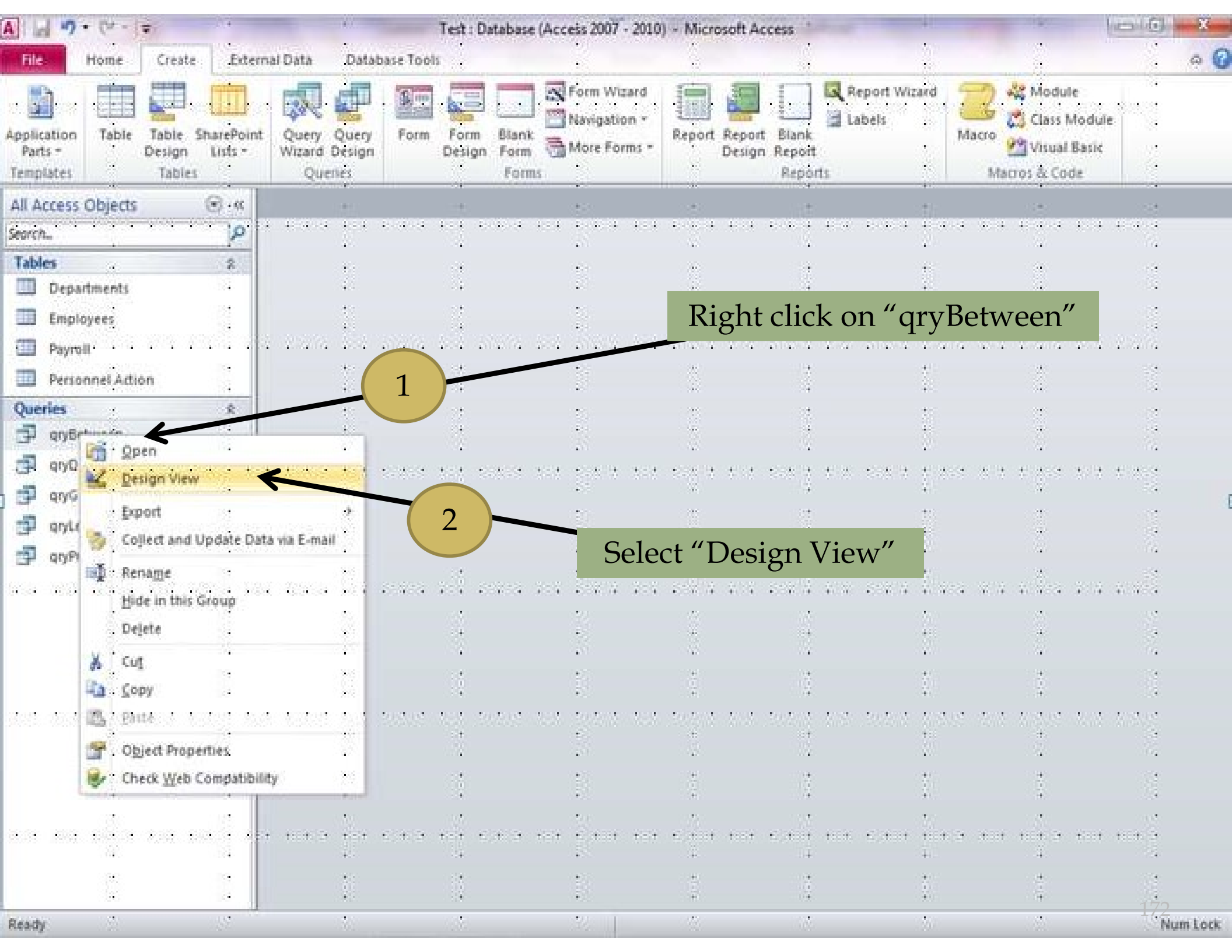


Type "qryBetween"

Select "OK"



Your database should have this display.

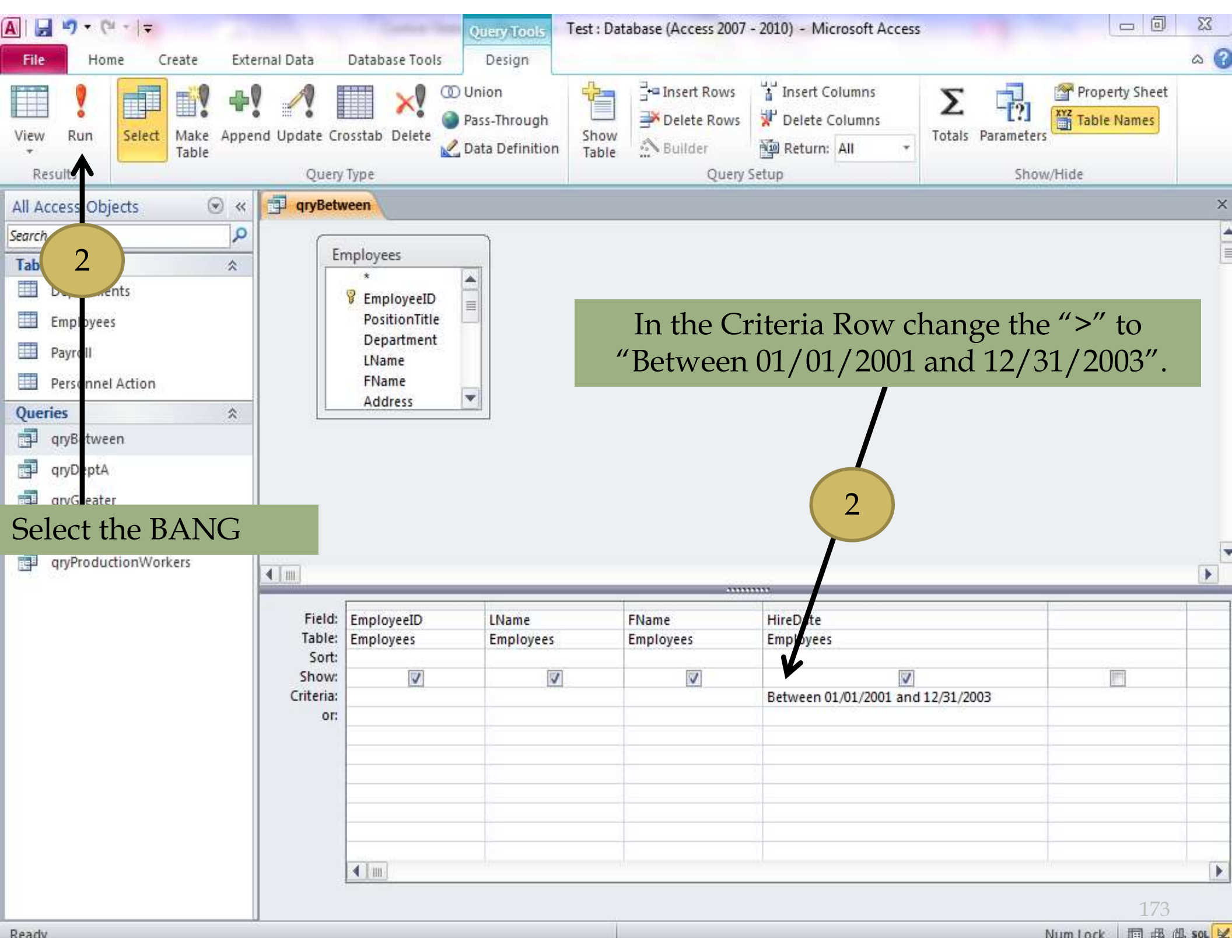


Right click on "qryBetween"

1

Select "Design View"

2



File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition

Show Table Insert Rows Delete Rows Builder Return: All

Insert Columns Delete Columns Property Sheet Table Names

Totals Parameters Show/Hide

All Access Objects

Search

Tables: Departments, Employees, Payroll, Personnel Action

Queries: qryBetween, qryDeptA, qryGreater, qryProductionWorkers

qryBetween

Employees

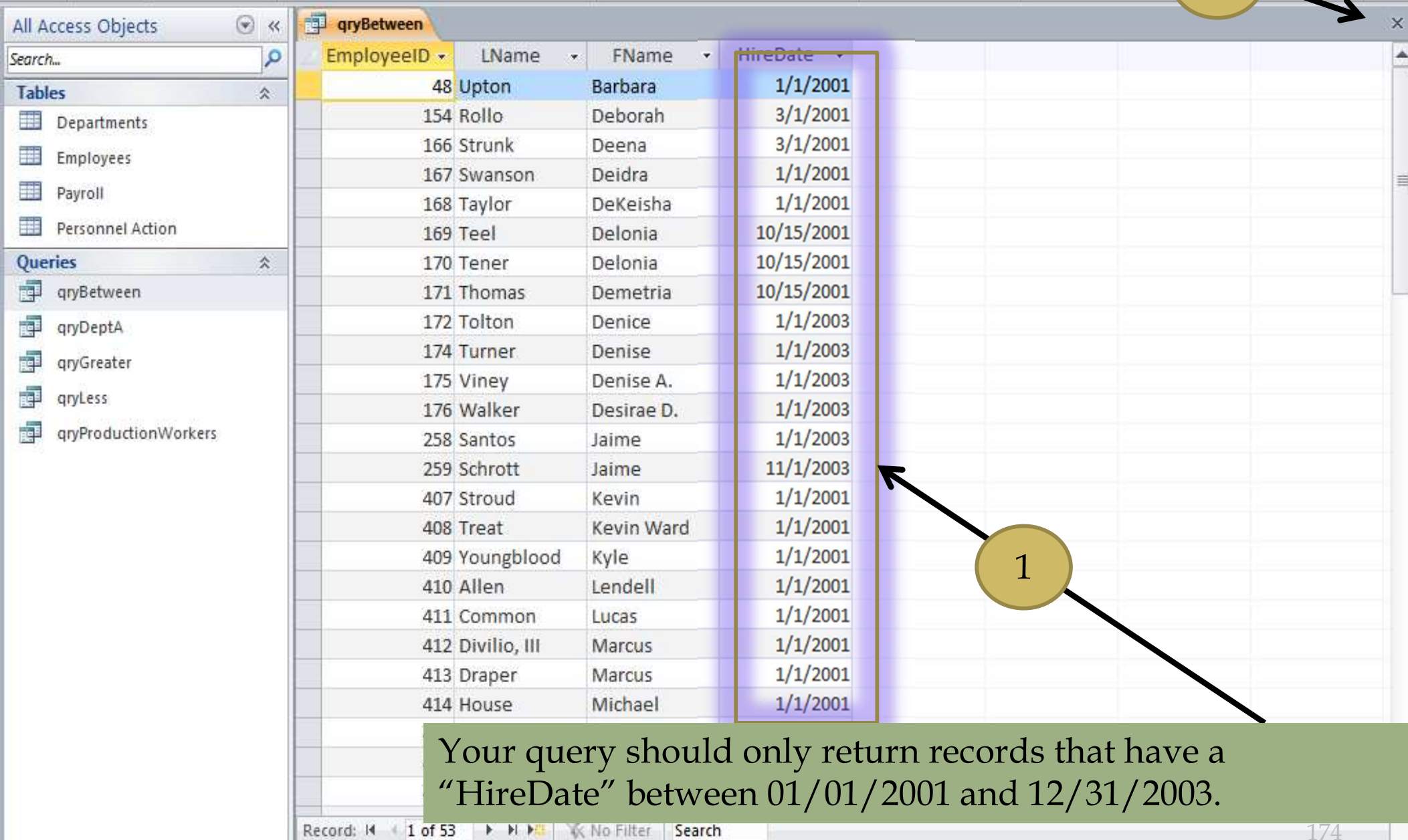
- * EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address

In the Criteria Row change the ">" to "Between 01/01/2001 and 12/31/2003".

Select the BANG

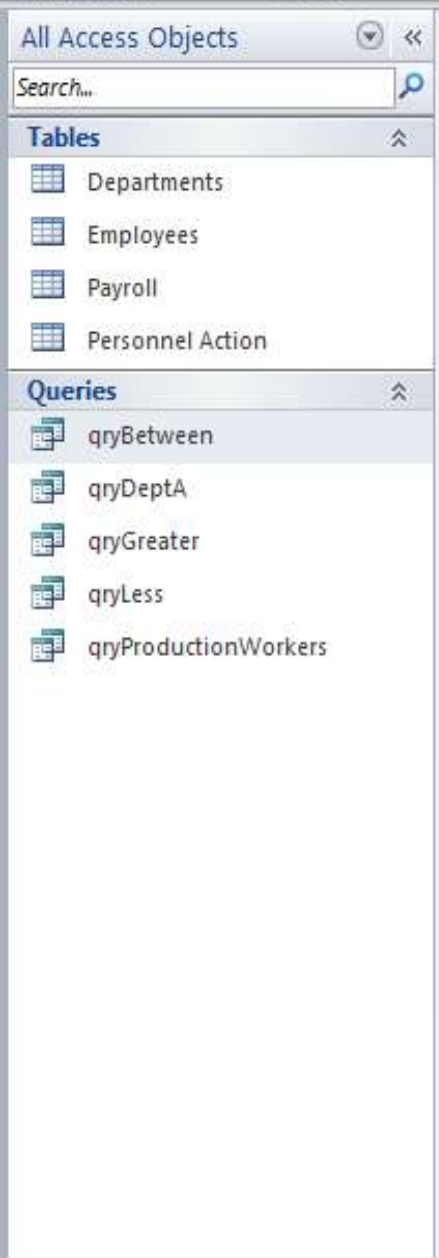
Field:	EmployeeID	LName	FName	HireDate		
Table:	Employees	Employees	Employees	Employees		
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Criteria:				Between 01/01/2001 and 12/31/2003		
or:						

Close the Query by selecting the "X".
Save the Changes



EmployeeID	LName	FName	HireDate
48	Upton	Barbara	1/1/2001
154	Rollo	Deborah	3/1/2001
166	Strunk	Deena	3/1/2001
167	Swanson	Deidra	1/1/2001
168	Taylor	DeKeisha	1/1/2001
169	Teel	Delonia	10/15/2001
170	Tener	Delonia	10/15/2001
171	Thomas	Demetria	10/15/2001
172	Tolton	Denice	1/1/2003
174	Turner	Denise	1/1/2003
175	Viney	Denise A.	1/1/2003
176	Walker	Desirae D.	1/1/2003
258	Santos	Jaime	1/1/2003
259	Schrott	Jaime	11/1/2003
407	Stroud	Kevin	1/1/2001
408	Treat	Kevin Ward	1/1/2001
409	Youngblood	Kyle	1/1/2001
410	Allen	Lendell	1/1/2001
411	Common	Lucas	1/1/2001
412	Divilio, III	Marcus	1/1/2001
413	Draper	Marcus	1/1/2001
414	House	Michael	1/1/2001

Your query should only return records that have a "HireDate" between 01/01/2001 and 12/31/2003.

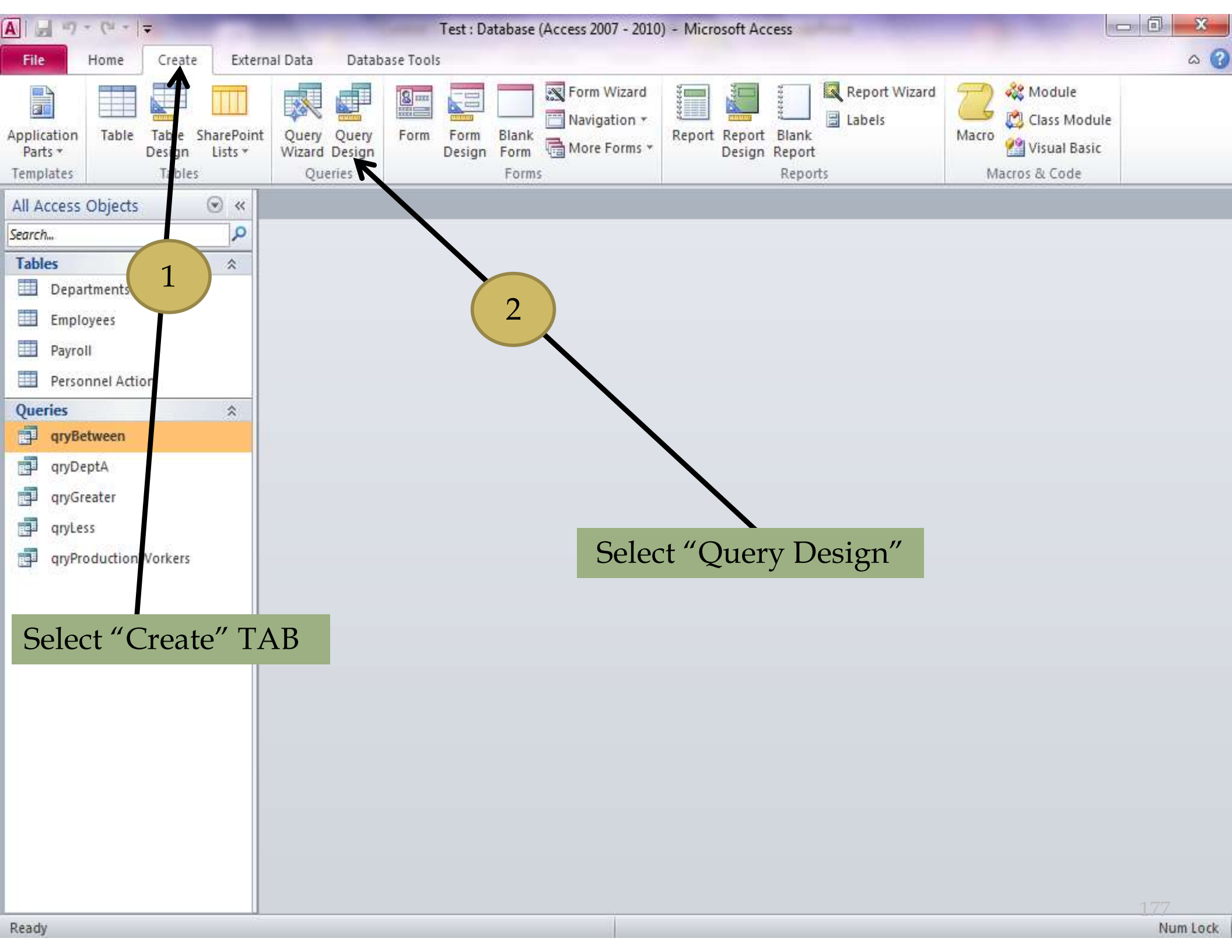


Your database should have this display.

Using the “Employees” TABLE.

6. Append the Department records to include all departments in the Employees TABLE.

Name the query “qryAppend.”



1

2

Select "Create" TAB

Select "Query Design"



Tables

Queries

Both

Departments

Employees

Payroll

Personnel Action

1

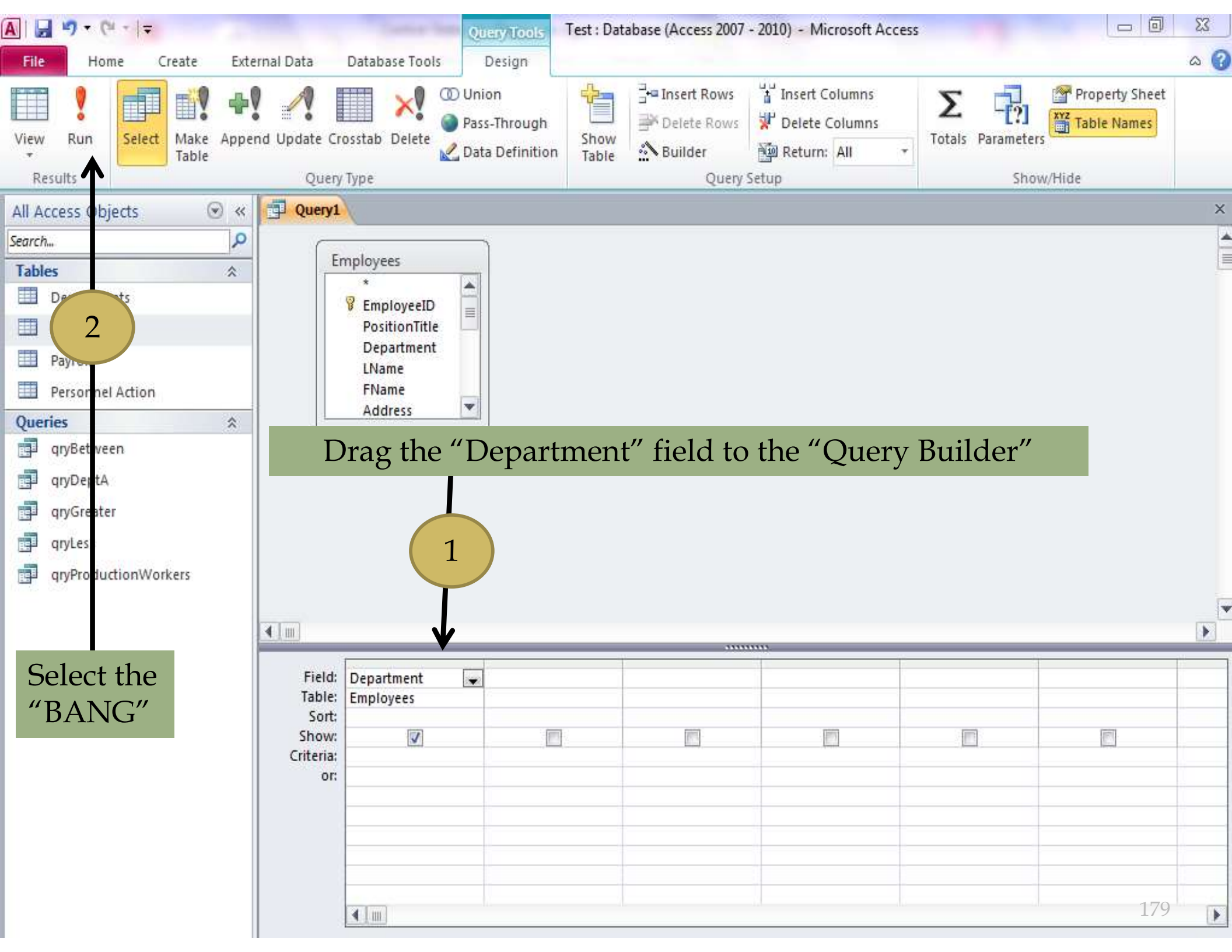
Select "Add"

2

Select "Employees" TABLE

Add

Close



Results Query Type Query Setup Show/Hide

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Insert Columns Delete Columns Return: All Totals Parameters Property Sheet Table Names

All Access Objects

Search...

Tables

- Departments
- Payments
- Personnel Action

Queries

- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

Query1

Employees

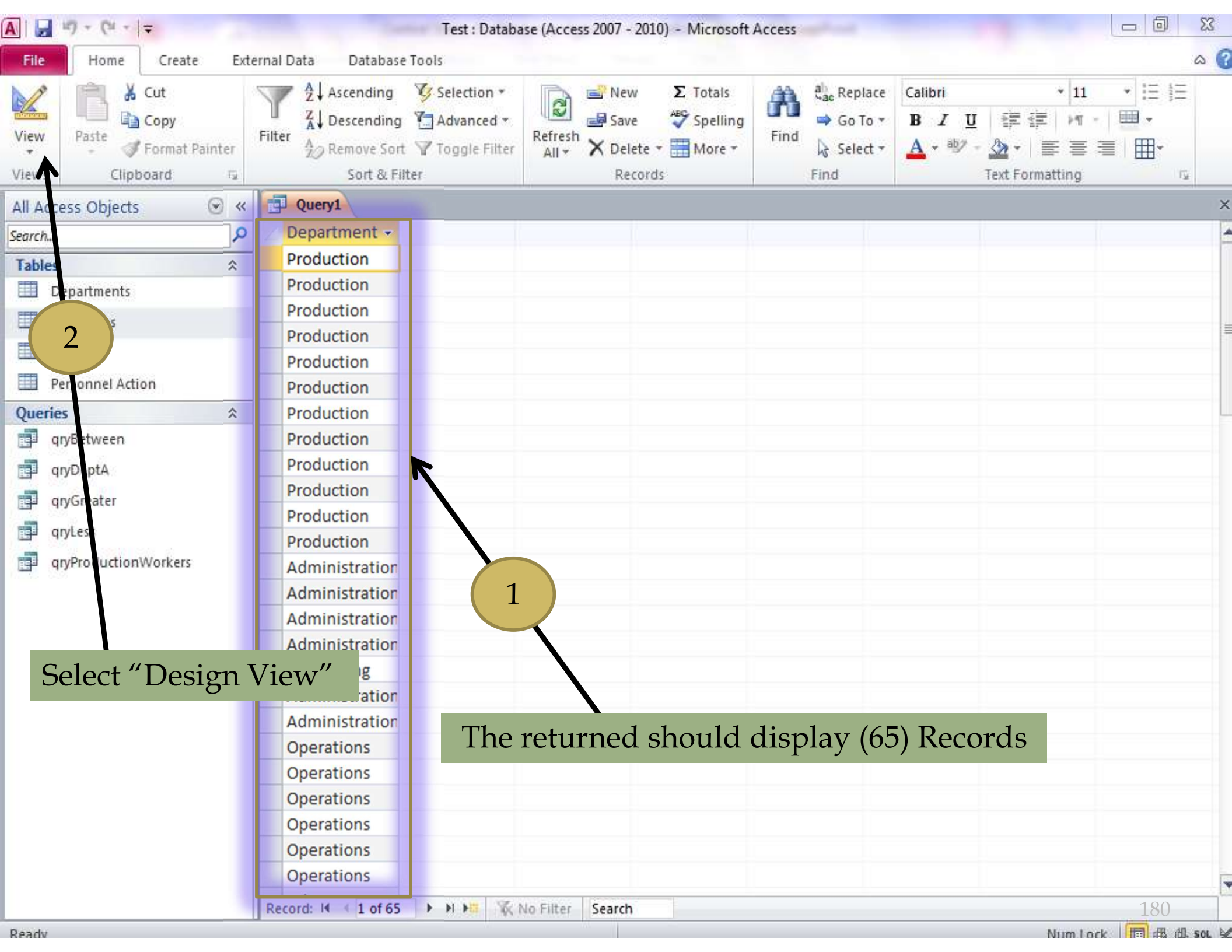
- * EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address

Drag the "Department" field to the "Query Builder"

1

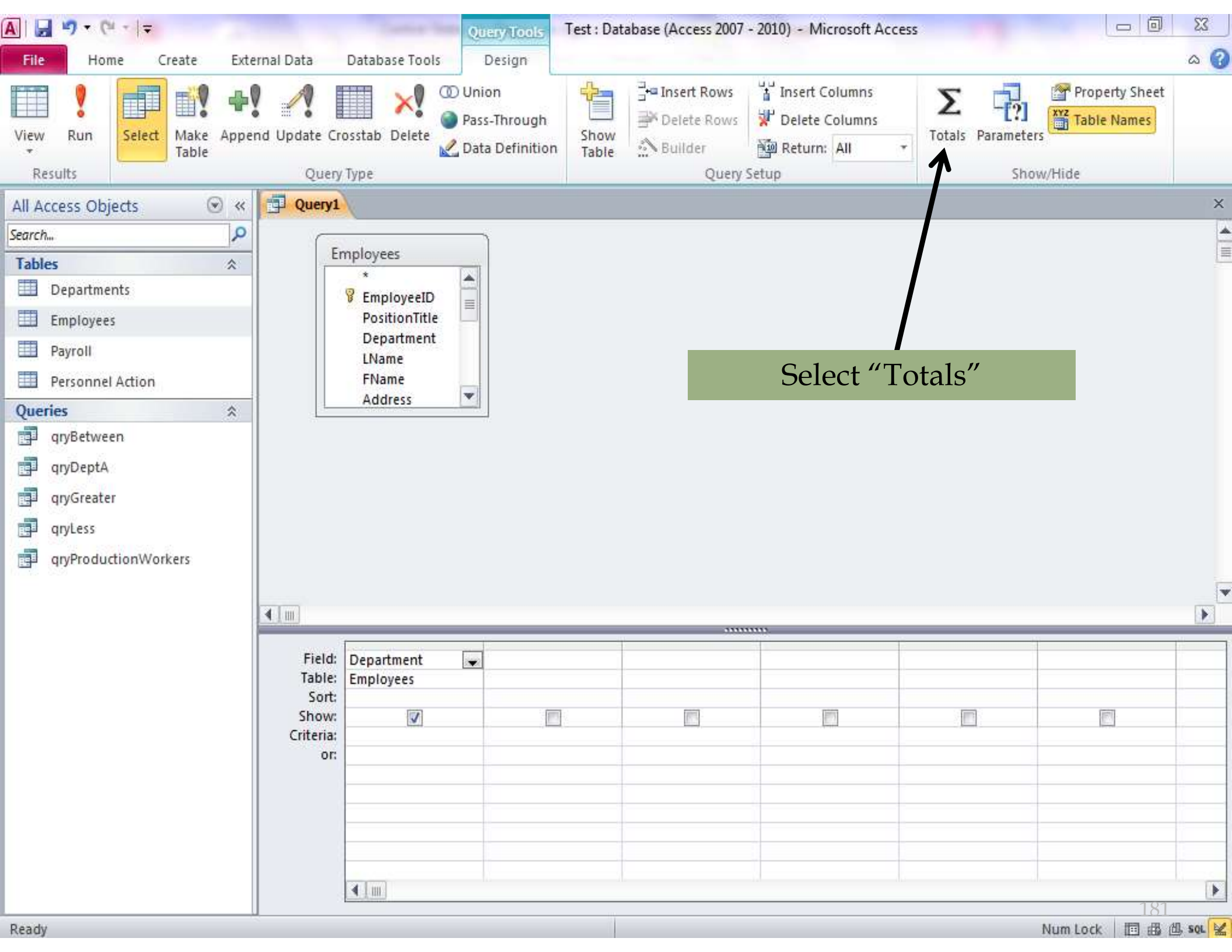
Field:	Department							
Table:	Employees							
Sort:								
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:								
or:								

Select the "BANG"



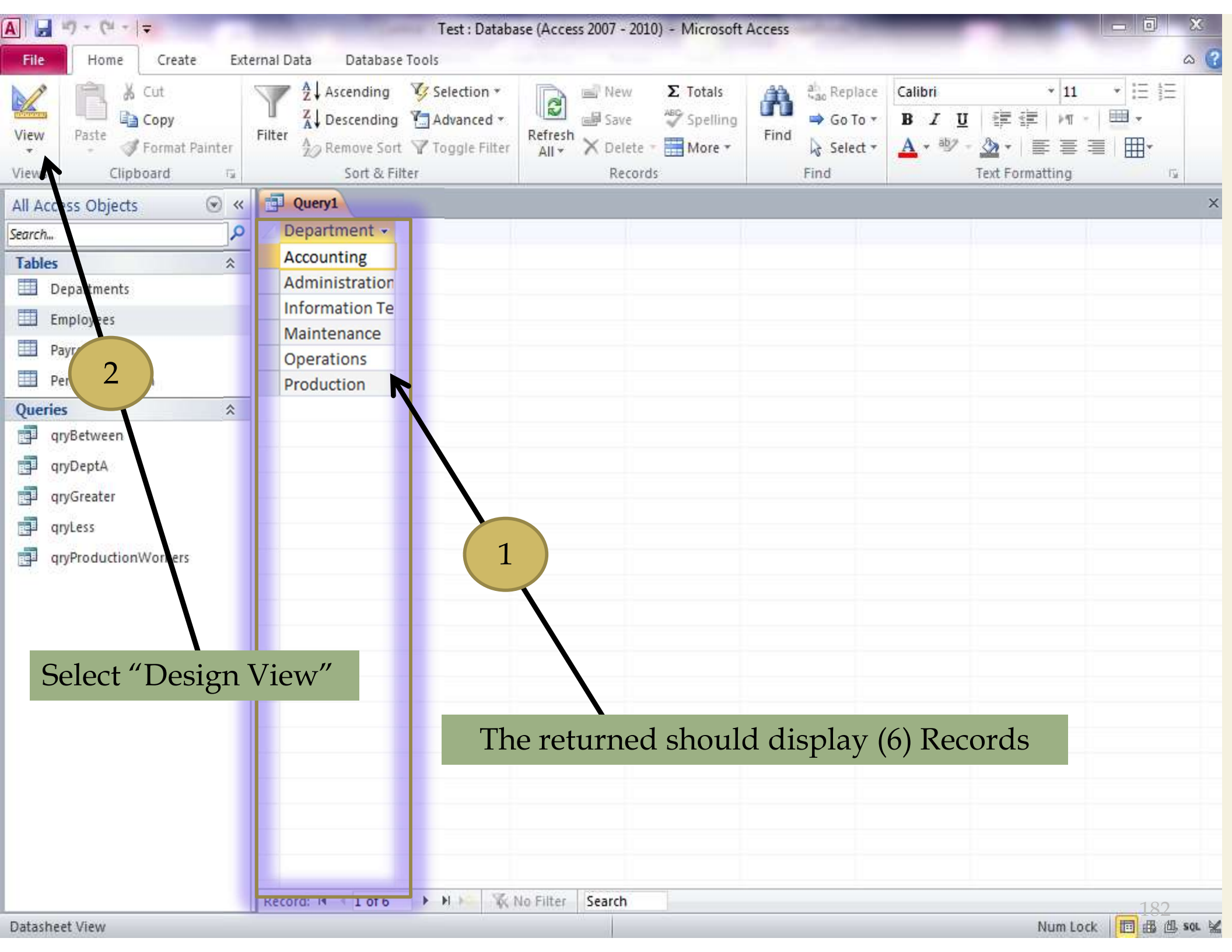
Select "Design View"

The returned should display (65) Records



Select "Totals"

Field:	Department						
Table:	Employees						
Sort:							
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:							
or:							



File Home Create External Data Database Tools

View Paste Copy Format Painter Filter Filter Ascending Descending Selection Advanced Remove Sort Toggle Filter Refresh All Delete More Records New Save Totals Spelling Find Go To Select Replace Find

Clipboard Sort & Filter Find Text Formatting

All Access Objects

Search...

Tables

- Departments
- Employees
- Payroll
- Per...

Queries

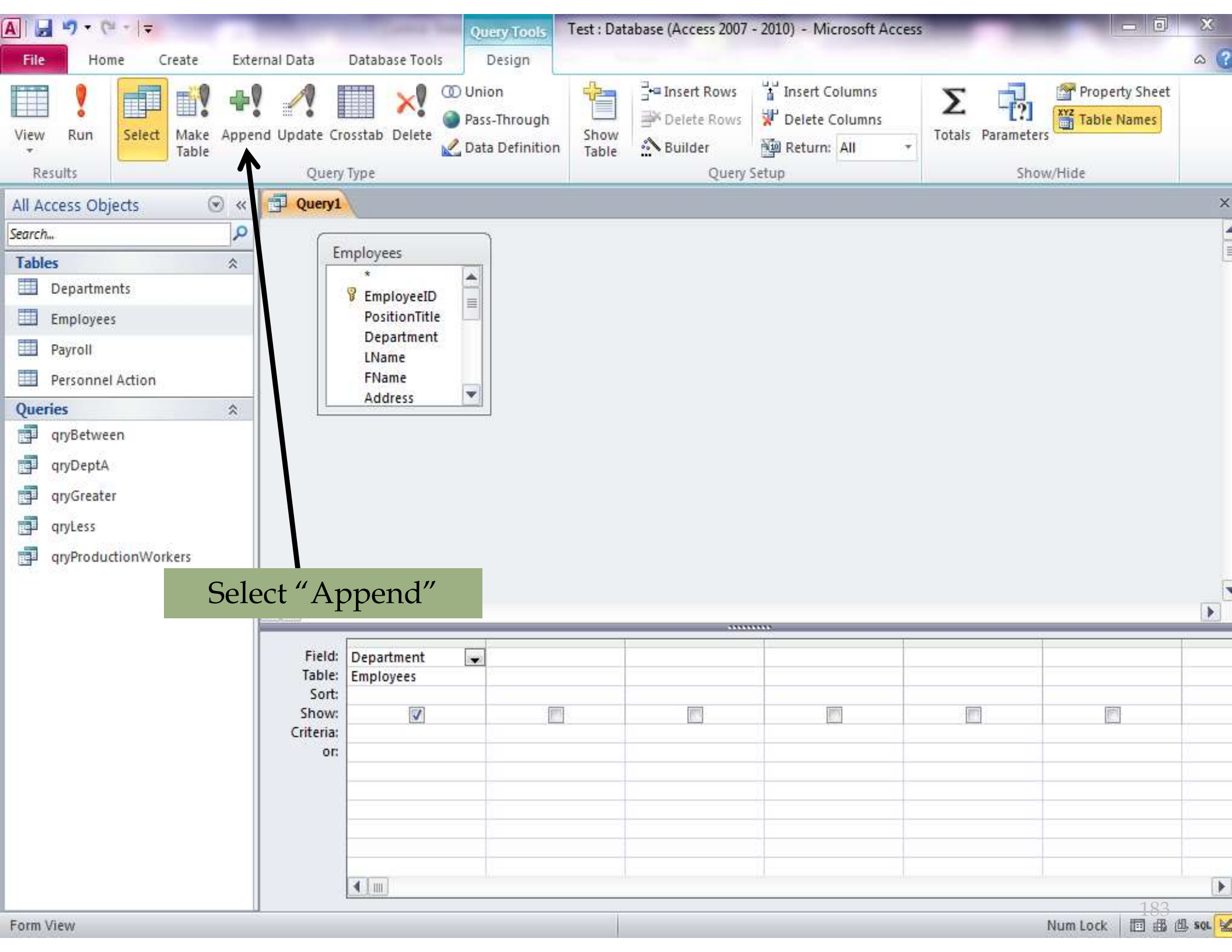
- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

Query1

Department
Accounting
Administration
Information Te
Maintenance
Operations
Production

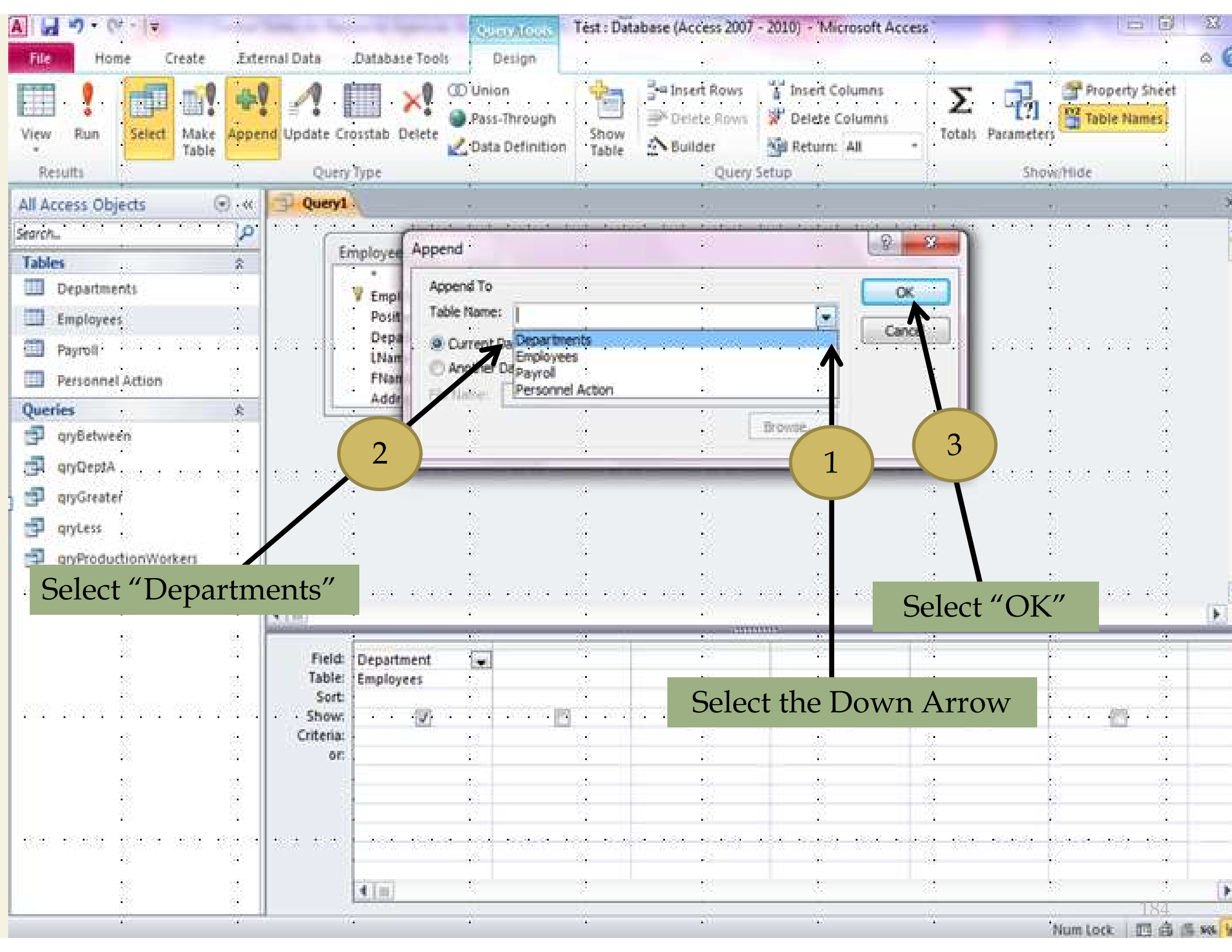
Select "Design View"

The returned should display (6) Records



Select "Append"

Field:	Table:	Sort:	Show:	Criteria:	or:
Department	Employees		<input checked="" type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		



Select "Departments"

Select "OK"

Select the Down Arrow



Microsoft Access interface showing the ribbon with the **Append** button highlighted in yellow. The ribbon includes sections for Results, Query Type, Query Setup, and Show/Hide. The title bar reads "Test : Database (Access 2007 - 2010) - Microsoft Access".

All Access Objects

Search...

Tables

- Departments
- Employees
- Payrol
- Personnel Action

Queries

- qryBetween
- qryDelta
- qryGreater
- qryLes
- qryProductionWorkers

Query1

Employees

- * EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address

Select the "BANG"

Field:	Department								
Table:	Employees								
Sort:									
Append To:	Department								
Criteria:									
or:									

Close the Query Builder by selecting the "X".
Name the Query, "qryAppend"

2

Microsoft Access

You are about to append 6 row(s).

Once you click Yes, you can't use the Undo command to reverse the changes.
Are you sure you want to append the selected rows?

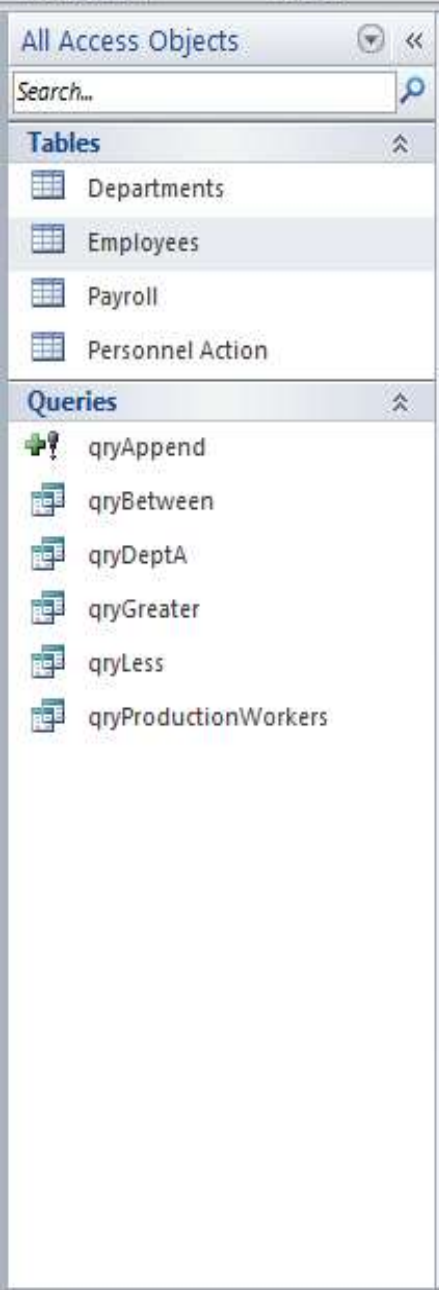
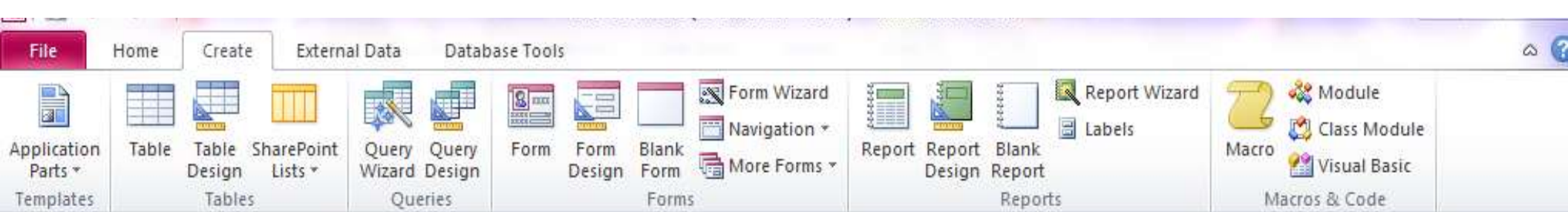
Yes

No

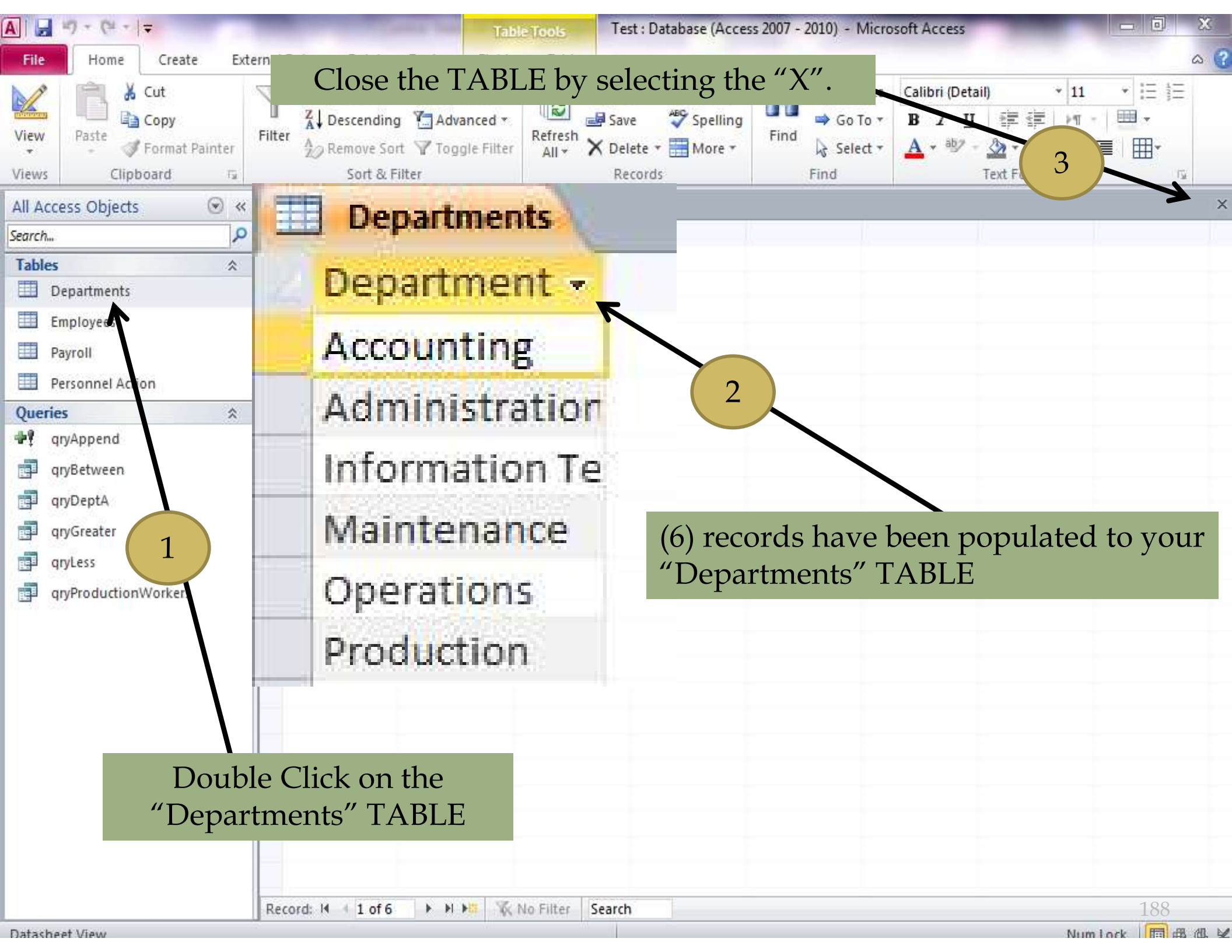
1

Select "Yes"
Warning only
run one time !

Field: Department
Table: Employees
Sort:
Append To: Department
Criteria:
or:



Your database should have this display.



Close the TABLE by selecting the "X".

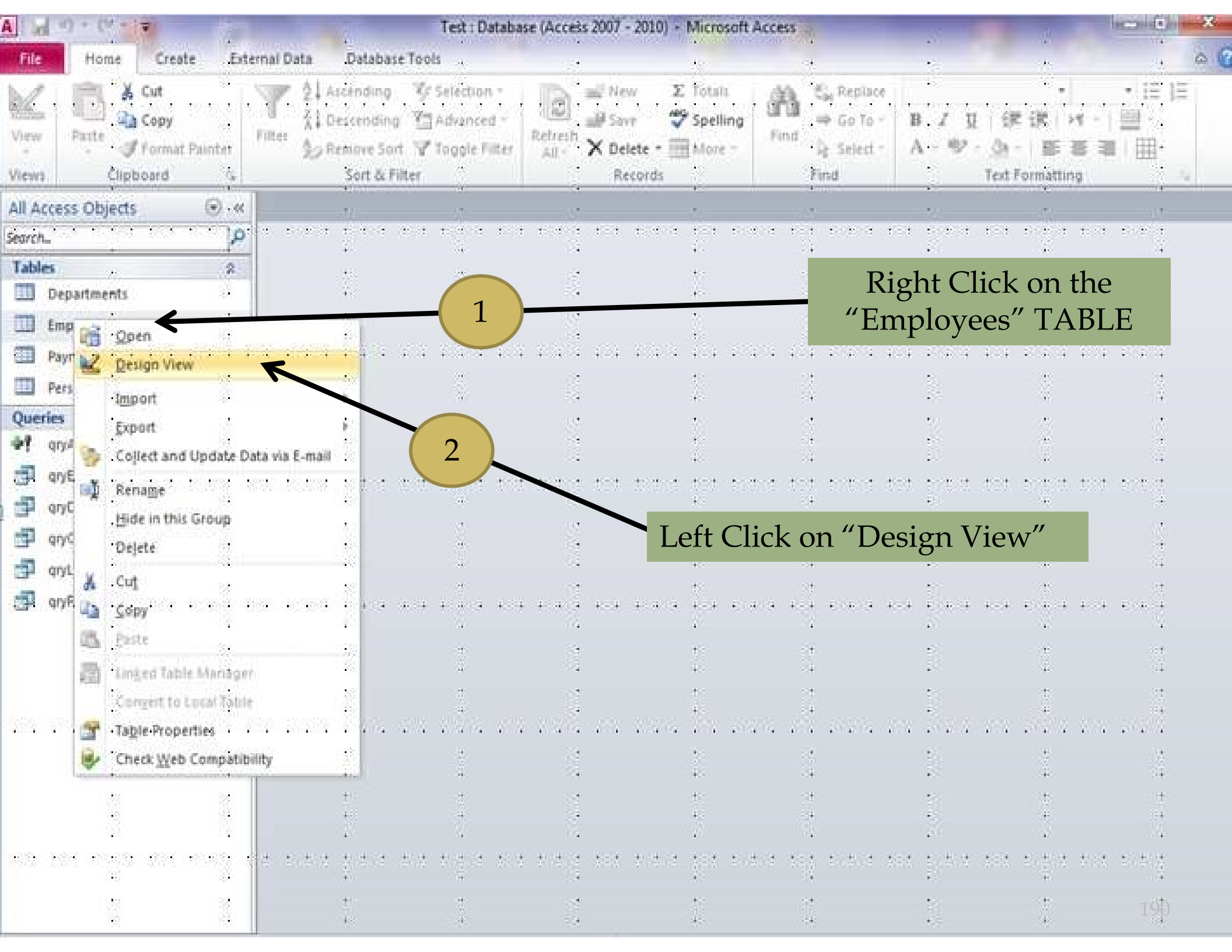
Double Click on the "Departments" TABLE

(6) records have been populated to your "Departments" TABLE

Department
Accounting
Administration
Information Te
Maintenance
Operations
Production

Using the “Employees” TABLE.

7. Change the Department field in the Employees TABLE to make it a lookup field based on the Departments TABLE.

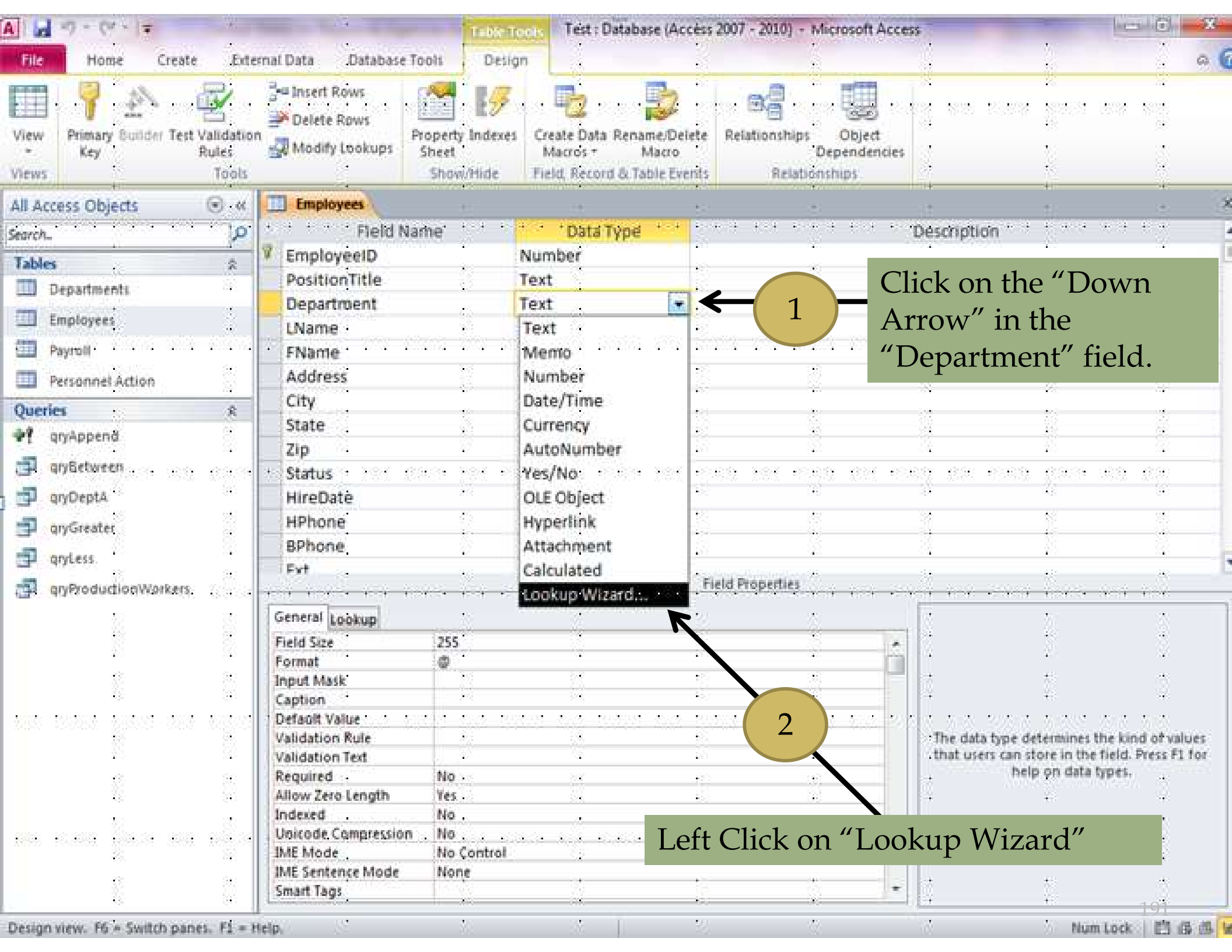


1

Right Click on the "Employees" TABLE

2

Left Click on "Design View"



Click on the "Down Arrow" in the "Department" field.

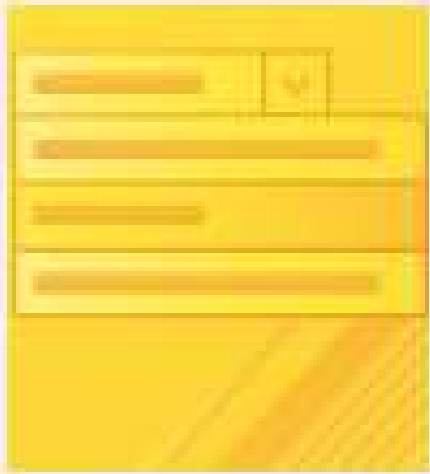
Left Click on "Lookup Wizard"

Field Name	Data Type
EmployeeID	Number
PositionTitle	Text
Department	Text
LName	Text
FName	Memo
Address	Number
City	Date/Time
State	Currency
Zip	AutoNumber
Status	Yes/No
HireDate	OLE Object
HPhone	Hyperlink
BPhone	Attachment
Evt	Calculated

Field Properties	
Lookup	
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Lookup Wizard



This wizard creates a lookup field, which displays a list of values you can choose from. How do you want your lookup field to get its values?

- I want the lookup field to get the values from another table or query.
- I will type in the values that I want.

1

Select the "I want the lookup field to get the values from another table or query"

Select "Next"

2

Cancel

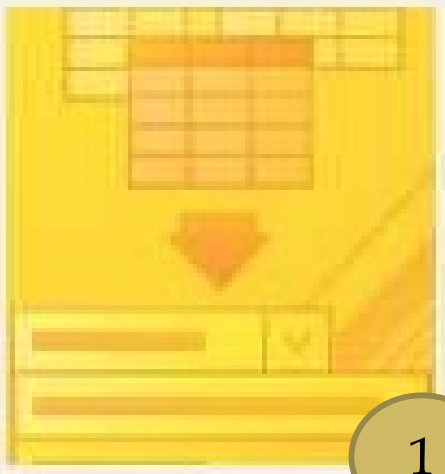
< Back

Next >

Finish

Lookup Wizard

Which table or query should provide the values for your lookup field?



1

- Table: Departments
- Table: Employees
- Table: Payroll
- Table: Personnel Action

Select the "Departments" TABLE

Select "Next"

Tables Queries Both

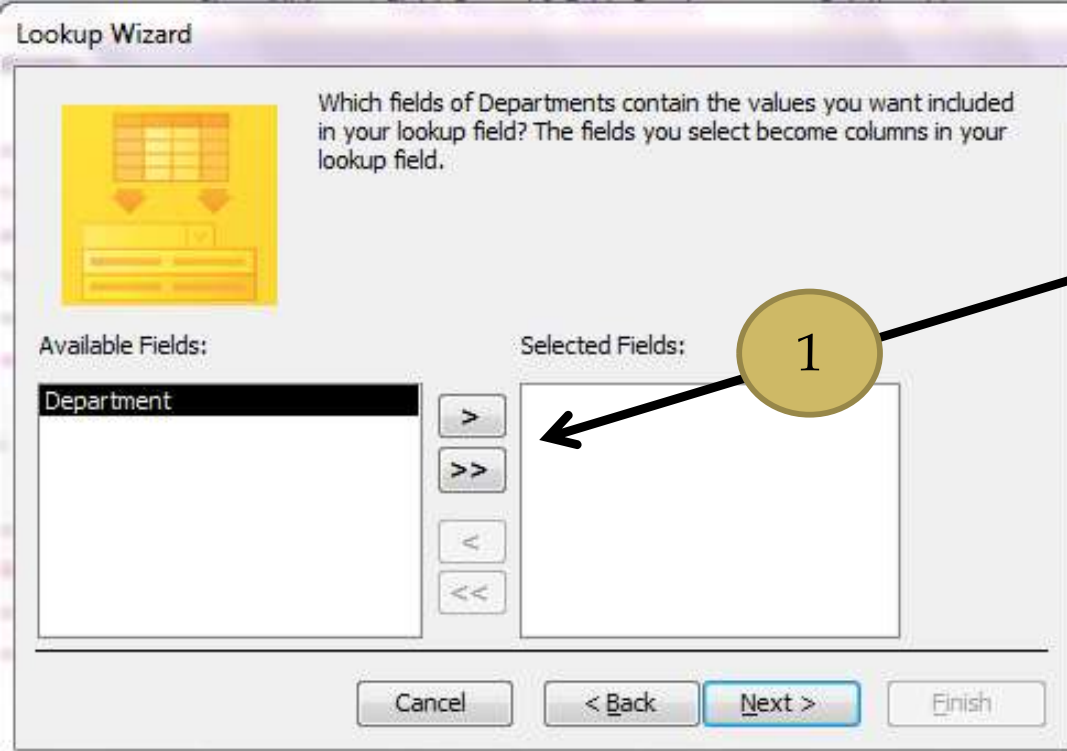
2

Cancel

< Back

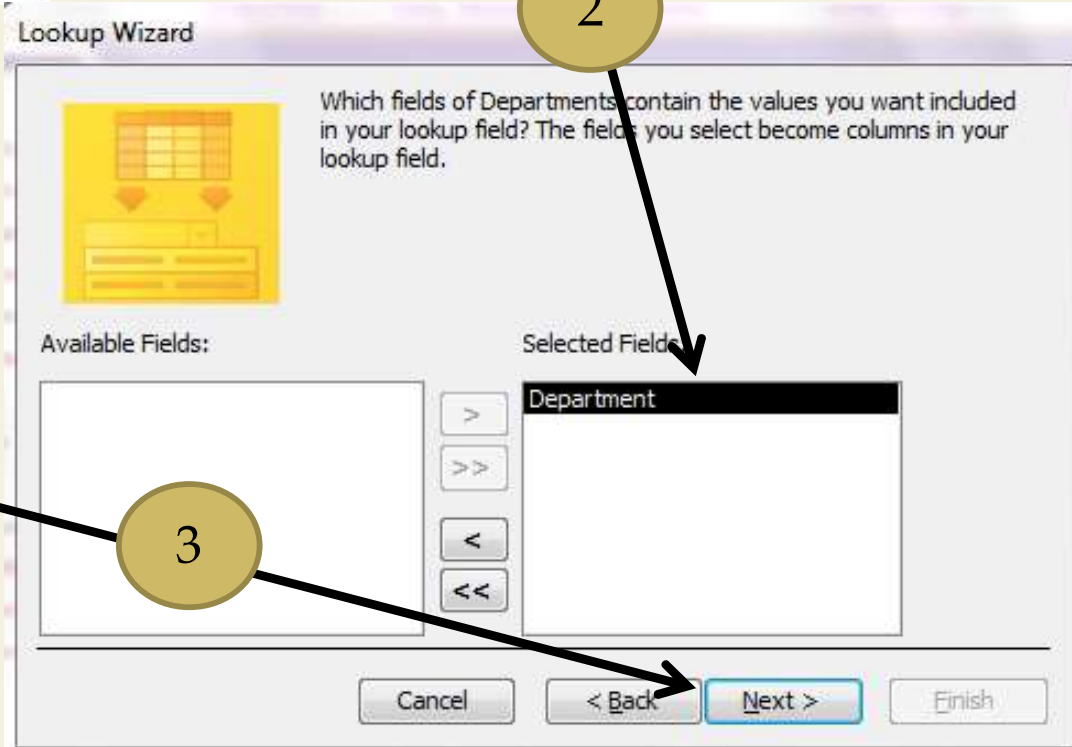
Next >

Finish



Select the ">>"

This will move the "Department" field to the right.



Select "Next"

Lookup Wizard

What sort order do you want for the items in your list box?

You can sort records by up to four fields, in either ascending or descending order.

1

Department



Ascending

2



Ascending

3



Ascending

4



Ascending

Cancel

< Back

Next >

Finish

Lookup Wizard

How wide would you like the columns in your lookup field?

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Department				
Accounting				
Administration				
Information Techno				
Maintenance				
Operations				
Production				

Cancel

< Back

Next >

Finish

Lookup Wizard

What label would you like for your lookup field?

Department

Do you want to store multiple values for this lookup?

Allow Multiple Values

Those are all the answers the wizard needs to create your lookup field.

Cancel

< Back

Next >

Finish

File Home Create External Data Database Tools Design

View Primary Key Builder Test Validation Rules Modify Lookups Property Indexes Sheet Show/Hide Create Data Macros Rename/Delete Macro Relationships Object Dependencies

All Access Objects

Search...

Tables

- Departments
- Employees
- Payroll
- Personnel Action

Queries

- qryAppend
- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

Field Name	Data Type	Description
EmployeeID	Number	
PositionTitle	Text	
Department	Text	
LName	Text	
FName	Text	
Address	Text	
City	Text	
State	Text	
Zip	Text	
Status	Text	
HireDate	Text	
HPhone	Text	
BPhone	Text	
Fxt	Text	

Select "Yes"

Lookup Wizard

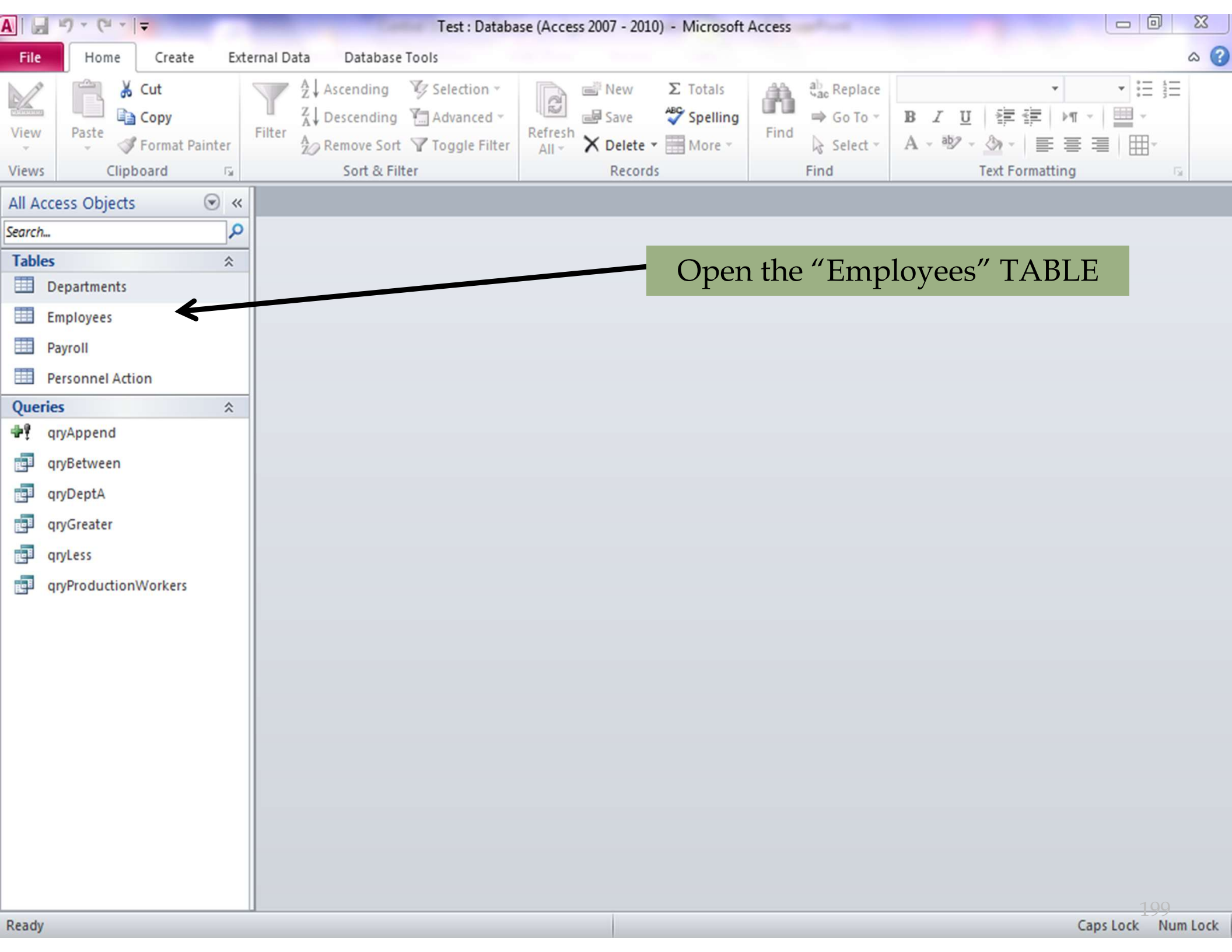
The table must be saved before relationships can be created. Save now?

Yes No

General Lookup

Field Size	255
Format	@
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.



Open the "Employees" TABLE



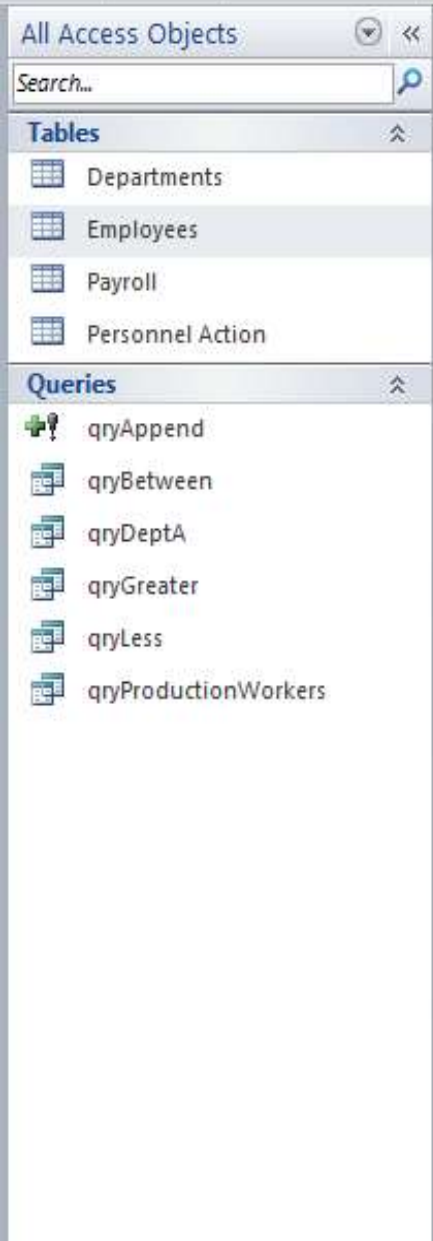
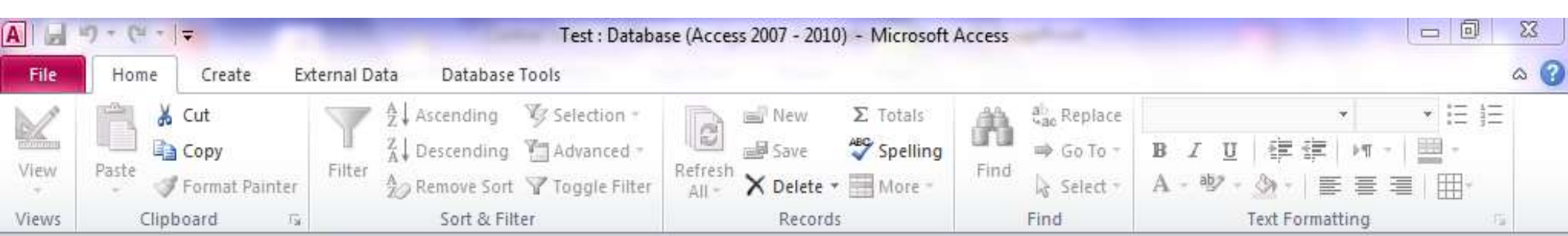
Close the TABLE by selecting the "X".

2

1

Select the "Down Arrow"
Notice that you have a dropdown list
for the Department Field.

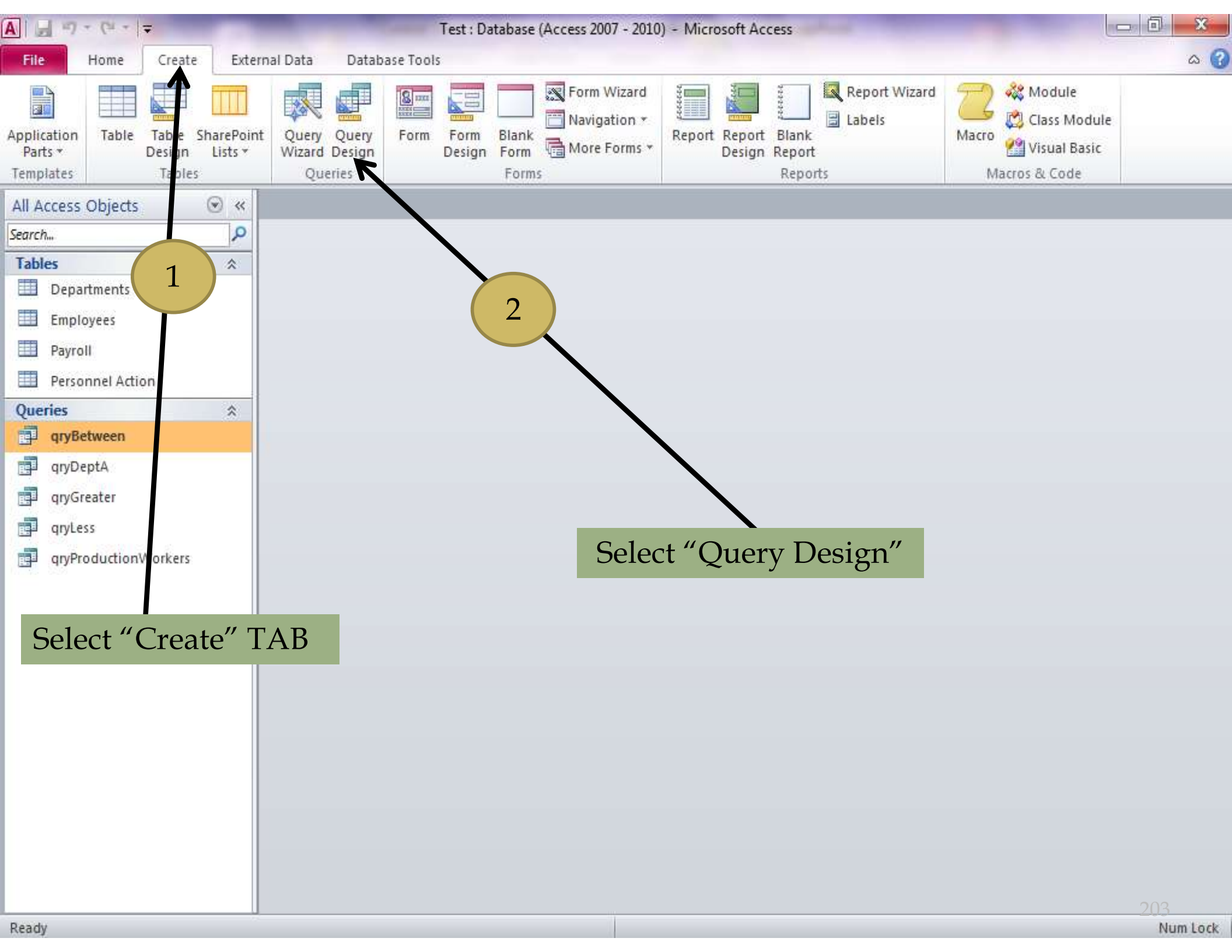
EmployeeID	PositionTitle	Department	LNamie	FNamie	Address	City	State
48	Developer	Production	Upton	Barbara	1317 N. Norma	Austin	TX
154	Production Wo	Accounting	Mello	Deborah	1814 12th Ave,	Austin	TX
166	Production Wo	Administration	Strunk	Deena	1620 NW 183rd	Austin	TX
167	Production Wo	Information Te	Swanson	Andra	1313 McKinley	Austin	TX
168	Production Wo	Maintenance	Taylor	Keisha	11717 Shroyer	Austin	TX
169	Production Wo	Operations	Teel	Delonia	3012 Meadowc	Austin	TX
170	Production Wo	Production	Tener	Delonia	5313 NW 110th	Austin	TX
171	Production Wo	Production					
172	Production Wo	Production					
174	Production Wo	Production					
175	Production Wo	Production					
176	Production Wo	Production					
258	Secretary	Administration	Santos	Jaime	1209 NW 89th,	Austin	TX
259	Secretary	Administration	Schrott	Jaime	2821 Parkside	Austin	TX
260	Administrative	Administration	Shi	Paula	2409 NW 162nc	Austin	TX
261	Administrative	Administration	Shoemaker	Jamie	8808 Aaron Dri	Austin	TX
262	Accounting Cle	Accounting	Sligar	Jamie	2716 NW 11th	Austin	TX
268	Secretary	Administration	Sunderland	Jana	15 Coventry Ct.	Austin	TX
269	Secretary	Administration	Suttle	Jane Ann	P.O. Box 362	Austin	TX
406	Truck Driver I	Operations	Sheefs	Kenneth	8012 Azurewoc	Austin	TX
407	Truck Driver II	Operations	Stroud	Kevin	10908 NE 17th	Austin	TX
408	Truck Driver II	Operations	Treat	Kevin Ward	2011 Van Burer	Austin	TX
409	Docking Super	Operations	Youngblood	Kyle	5721 SE 85th	Austin	TX
410	Docking Super	Operations	Allen	Leidell	520 E. Fairchild	Austin	TX
411	Docking Manag	Operations	Common	Lucas	1224 Lauren LN	Austin	TX



Your database should have this display.

Using the “Employees” TABLE.

8. Create a **delete** query on the Title field with a criteria of all the “Production Worker I”. Name the query “qryDeleteProductionWorkers.”



1

2

Select "Create" TAB

Select "Query Design"

Tables Queries Both

- Departments
- Employees
- Payroll
- Personnel Action

1

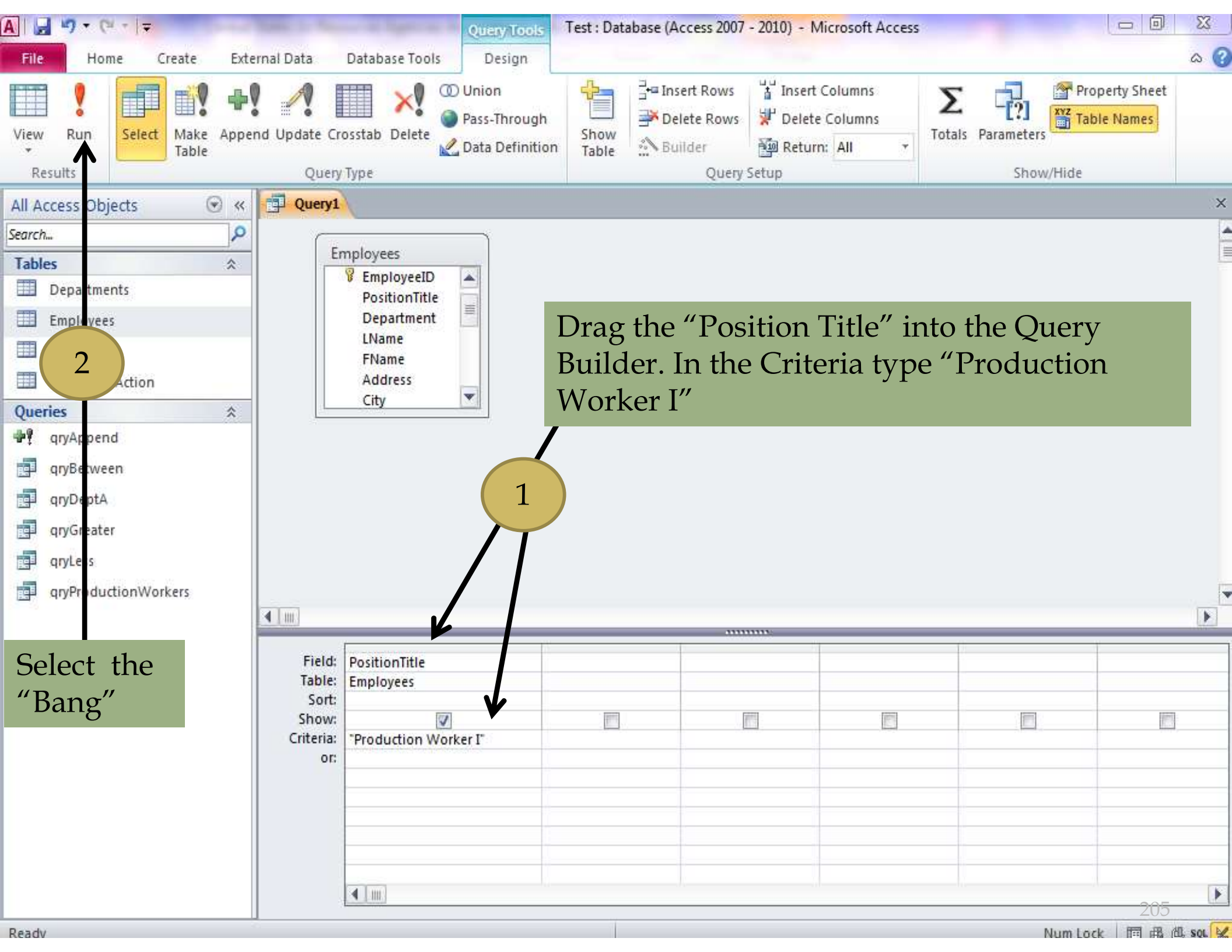
Select "Employees"

Select "Add"

2

Add

Close

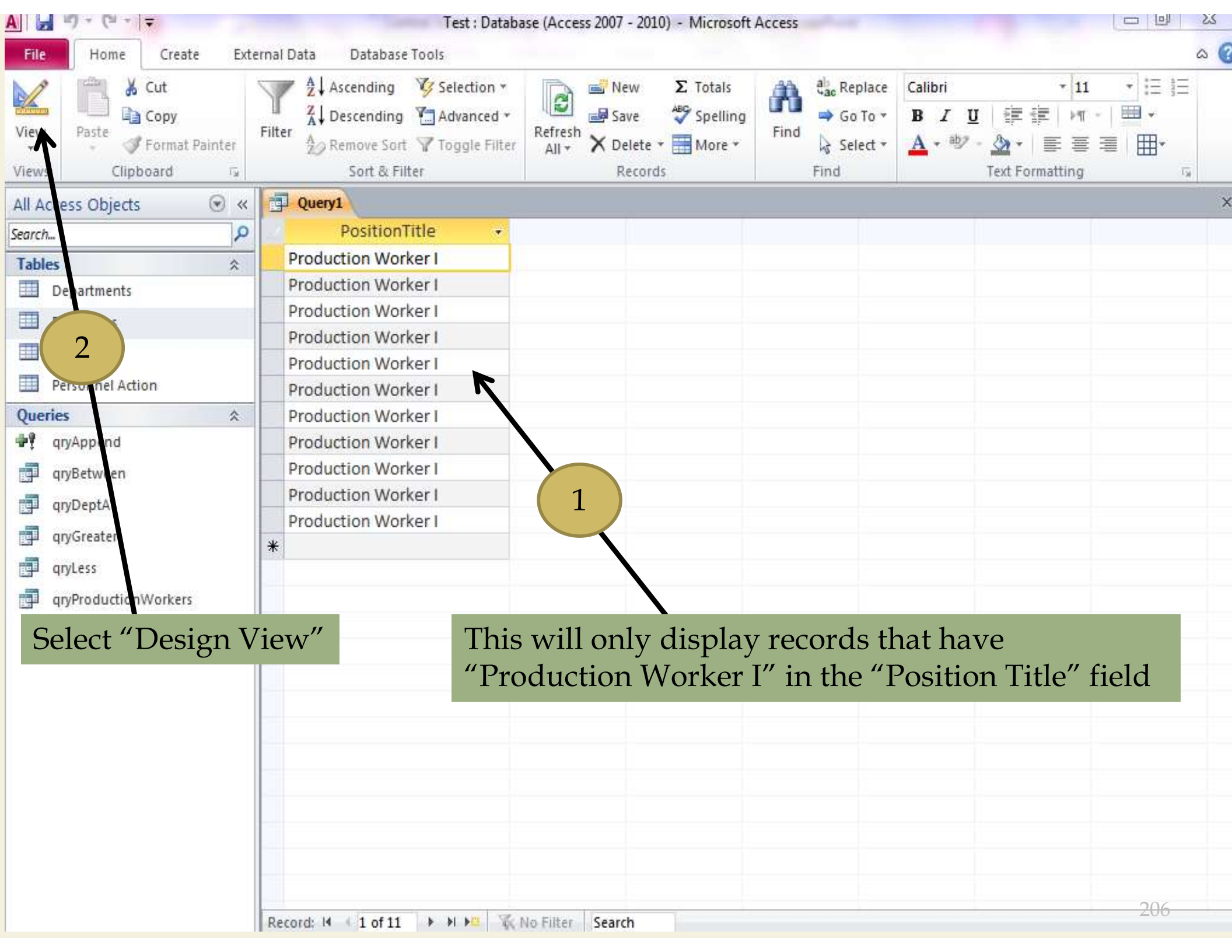


Drag the "Position Title" into the Query Builder. In the Criteria type "Production Worker I"

2

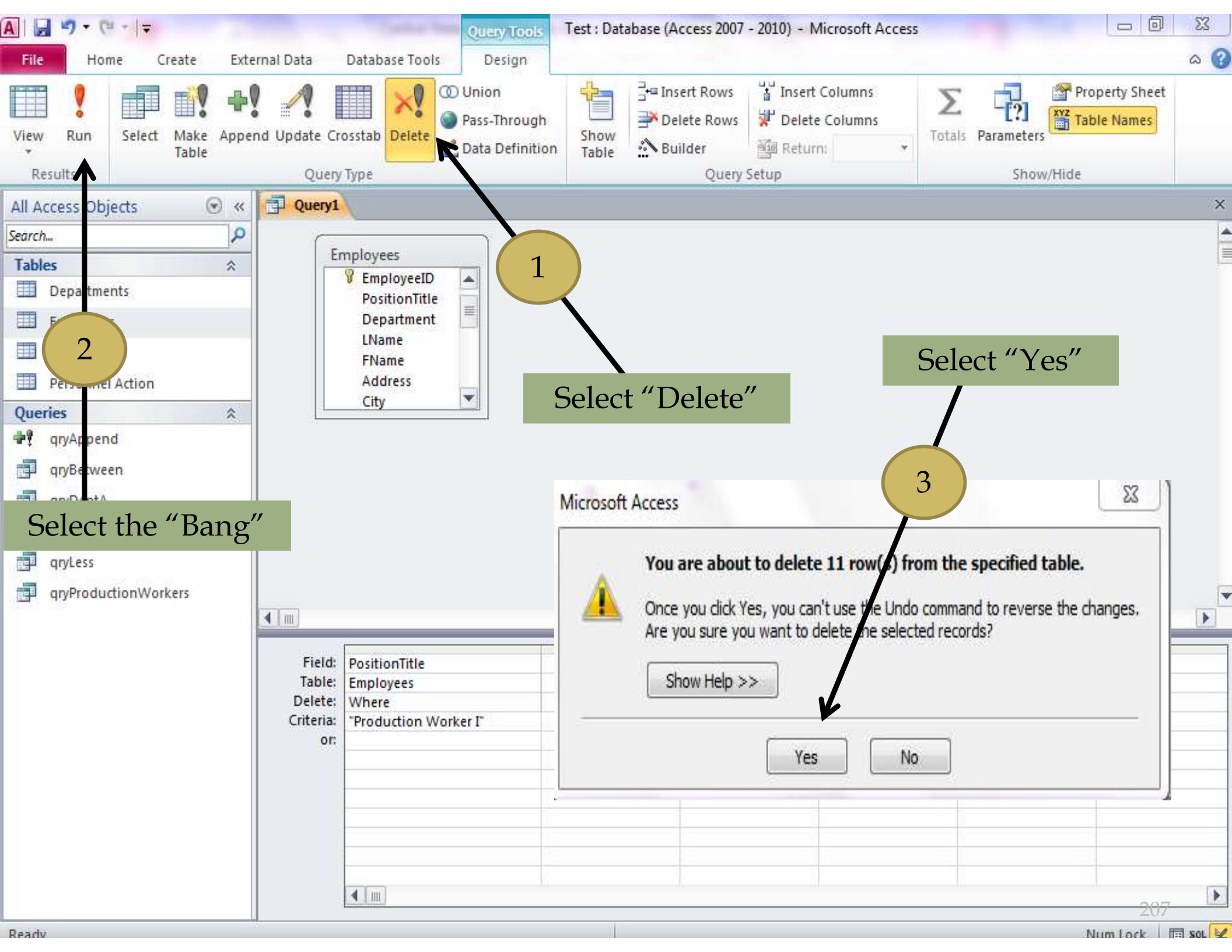
1

Select the "Bang"



Select "Design View"

This will only display records that have "Production Worker I" in the "Position Title" field



File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition

Results Query Type

Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: Totals Parameters Property Sheet Table Names

Query Setup Show/Hide

All Access Objects

Search...

Tables

- Departments
- Personnel Action

Queries

- qryAppend
- qryBetween
- qryLess
- qryProductionWorkers

Query1

Employees

- EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address
- City

Field: PositionTitle
Table: Employees
Delete: Where
Criteria: "Production Worker I"
or:

1

Select "Delete"

2

Select the "Bang"

Select "Yes"

3

Microsoft Access

You are about to delete 11 row(s) from the specified table.

Once you click Yes, you can't use the Undo command to reverse the changes. Are you sure you want to delete the selected records?

Show Help >>

Yes No

Close the QUERY by selecting the "X".

1

Microsoft Access



Do you want to save changes to the design of query 'Query1'?

Yes

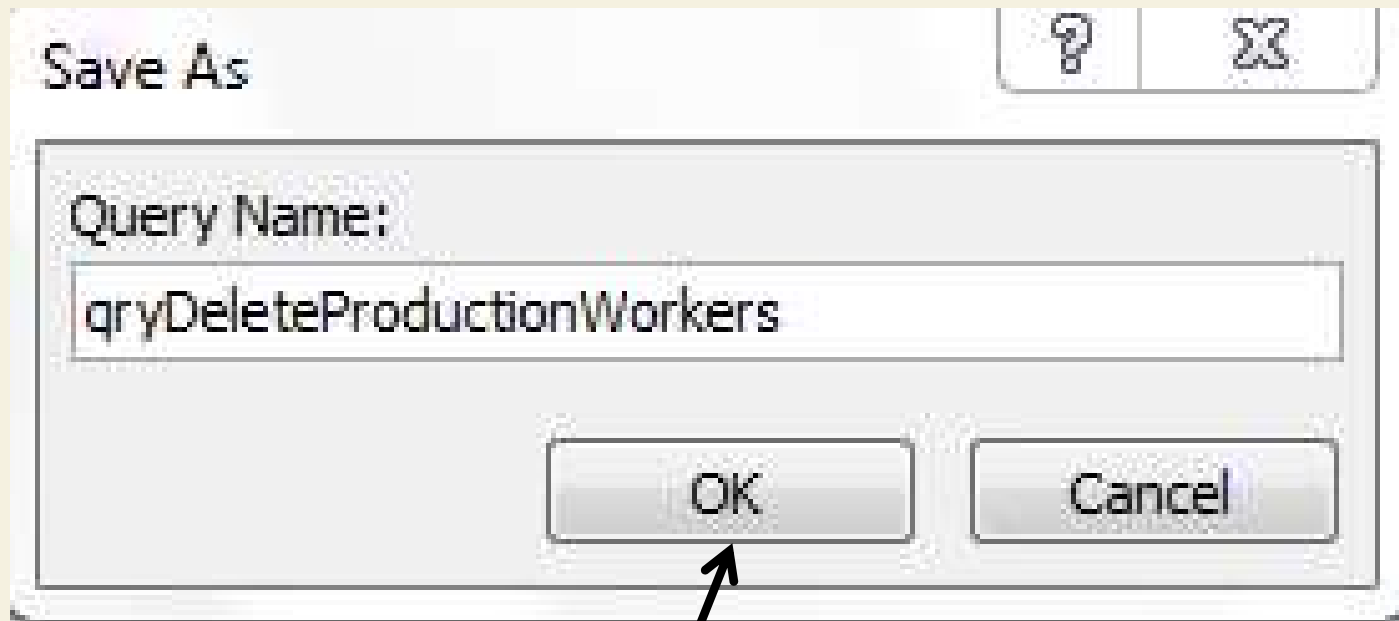
No

Cancel

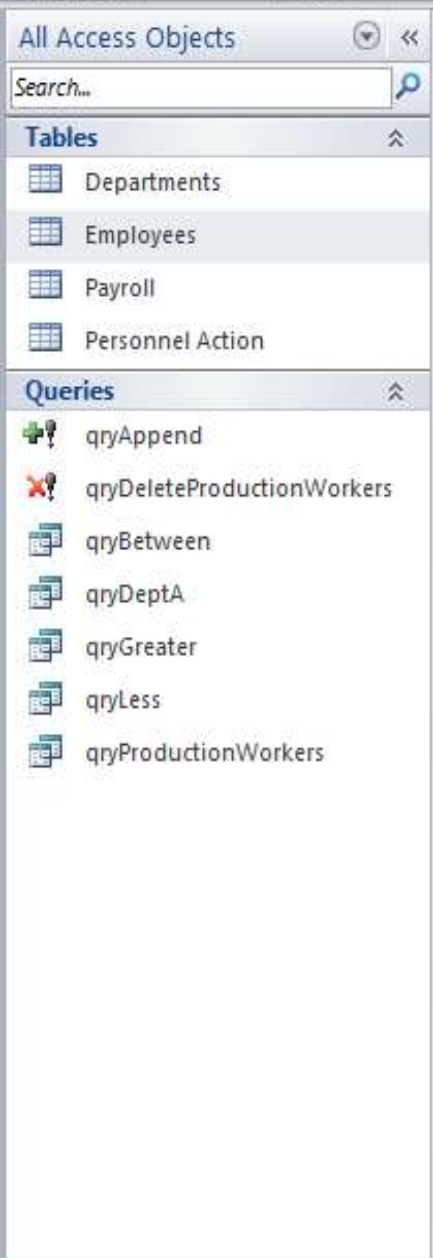
2

Select "Yes".

Field: PositionTitle
Table: Employees
Delete: Where
Criteria: "Production Worker I"
or:



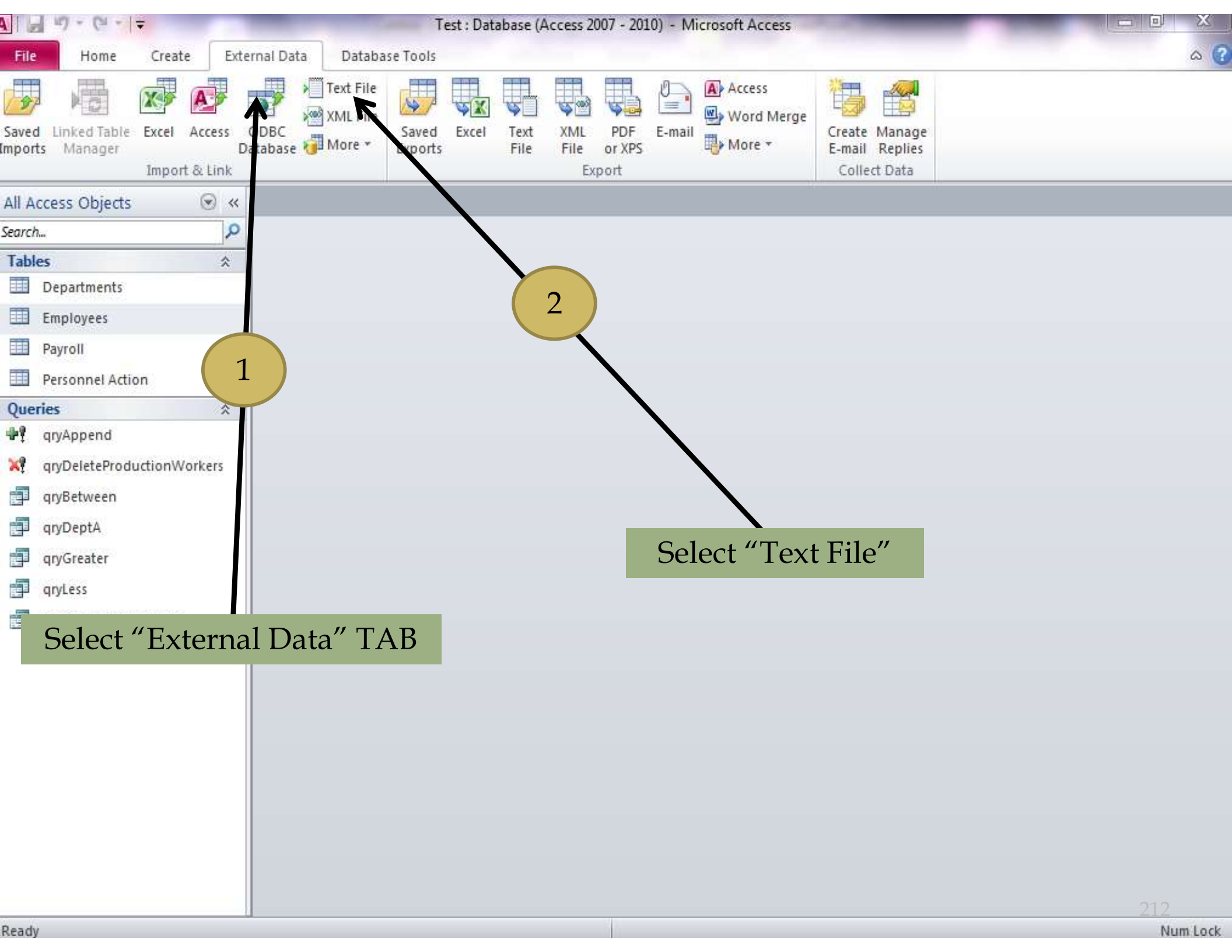
Type “qryDeleteProductionWorkers” and select “OK”



Your database should have this display.

Using the “Employees” TABLE.

9. Import from your “Flash” drive the **EmployeesDelta.txt** file.



1

2

Select "External Data" TAB

Select "Text File"

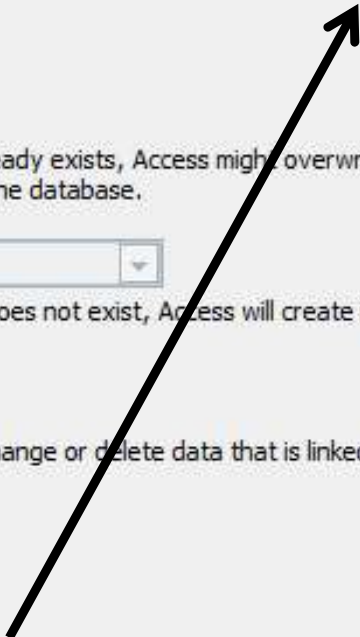
Select the source and destination of the data

Specify the source of the data.

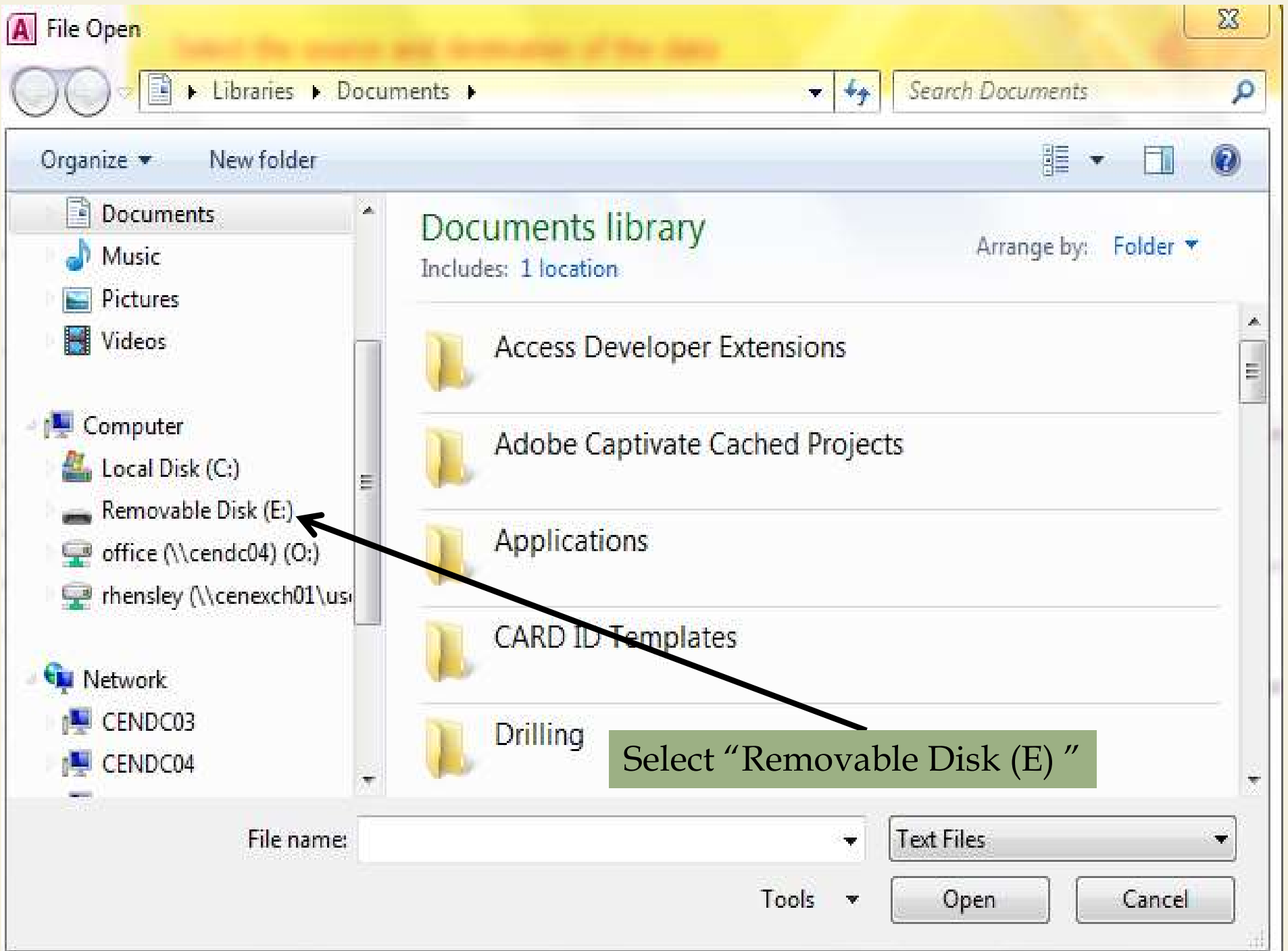
File name:

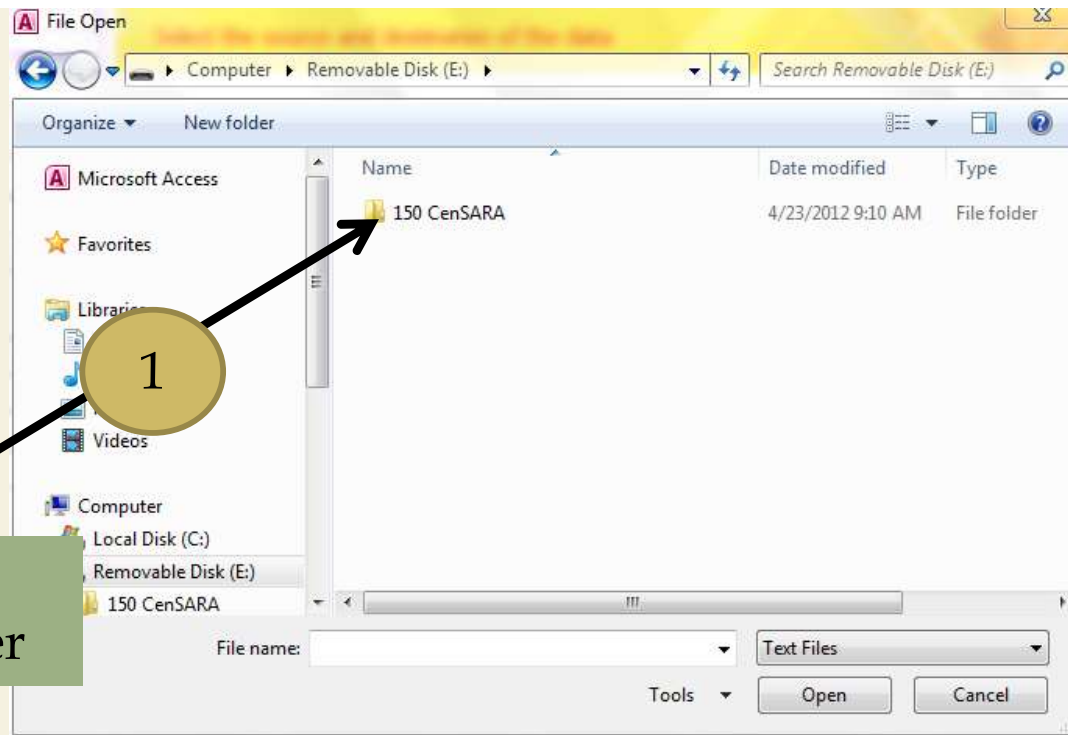
Specify how and where you want to store the data in the current database.

- Import the source data into a new table in the current database.**
If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.
- Append a copy of the records to the table:**
If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.
- Link to the data source by creating a linked table.**
Access will create a table that will maintain a link to the source data. You cannot change or delete data that is linked to a text file. However, you can add new records.

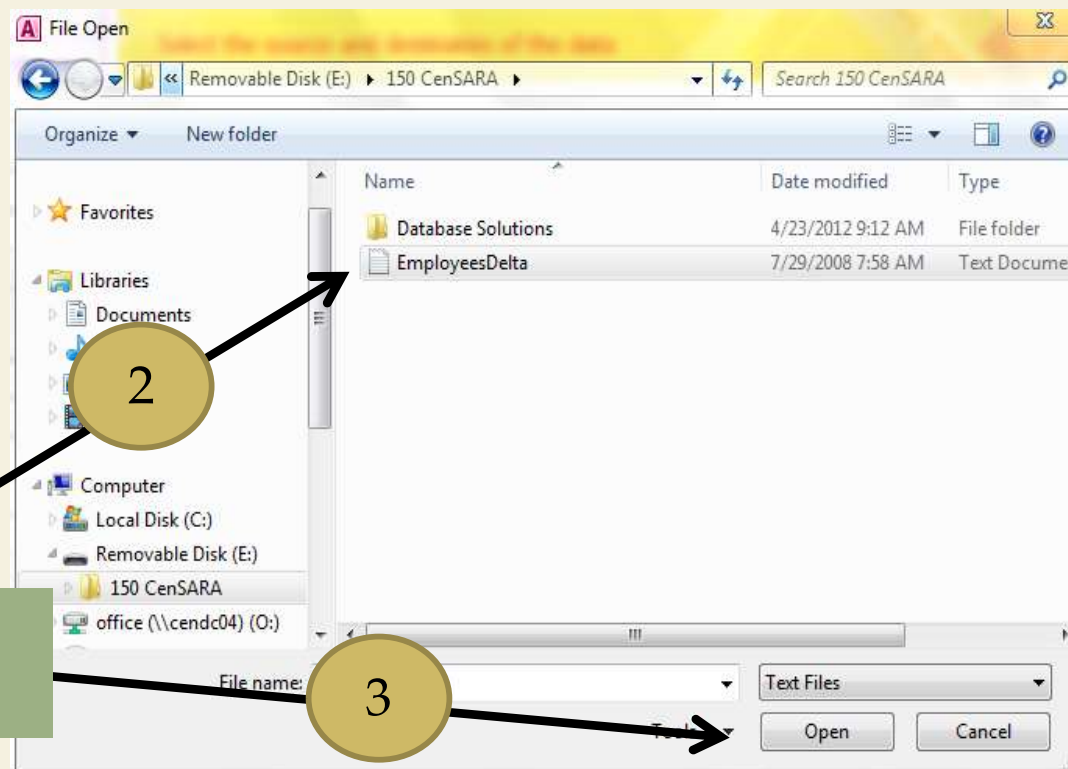


Select "Browse"





Open "150 CenSARA" folder



Select "EmployeesDelta" Then Open

Select the source and destination of the data

Specify the source of the data.

File name: E:\150 CenSARA\EmployeesDelta.txt

Browse...

Specify how and where you want to store the data in the current database.

Import the source data into a new table in the current database.

If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.

Append a copy of the records to the table:

Departments

If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.

Link to the data source by creating a linked table.

Access will create a table that will maintain a link to the source data. You cannot change or delete data that is linked to a text file. However, you can add new records.

Select "OK"

OK

Cancel

Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.

- Delimited - Characters such as comma or tab separate each field
- Fixed Width - Fields are aligned in columns with spaces between each field

“Delimited” is OK

Sample data from file: E:\150 CENSARA\EMPLOYEESDELTA.TXT.

1	1,"Senior Development Manager","Aniebok, Adrienne","713 Rockwell Ave., #D","Austin","TX","78711",
2	2,"Senior Development Manager","Avery, Ain","1624 San Juan Ave","Austin","TX","78711",
3	3,"Senior Development Manager","Baker, Alana","2715 Timmons, Apt. 5","Austin","TX","78711",
4	4,"Senior Development Manager","Batterton, Alayne","RR 1 Box 163","Austin","TX","78711",
5	5,"Senior Developer","Burnett, Allison","P.O. Box 55495","Austin","TX","78711","White",
6	6,"Senior Developer","Butler, Allison","4628 Ardyce Drive","Austin","TX","78711","White",
7	7,"Senior Developer","Caldwell, Alma","7 Utah Avenue","Austin","TX","78711","White",
8	8,"Senior Developer","Caldwell, Amanda","7 Utah Avenue","Austin","TX","78711","White",
9	9,"Senior Developer","Campbell, Amanda","4528 SE 24th","Austin","TX","78711","White",
10	10,"Senior Developer","Carender, Amanda","1125 Raliegh Ct.,"Austin","TX","78711","White",
11	11,"Senior Developer","Carter, CLA, Amanda","4817 Wolf Lane","Austin","TX","78711","White",
12	12,"Senior Developer","Carter, Amanda","2713 NW 111th Street","Austin","TX","78711","White",
13	13,"Senior Developer","Carter, Amanda N.,"1409 NW 63rd ST.,"Austin","TX","78711","White",
14	14,"Senior Developer","Dennis, Amber","620 NW 41st","Austin","TX","78711","White","F",

Select “Next”

Advanced...

Cancel

< Back

Next >

Finish

Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

Tab
 Semicolon
 Comma
 Space
 Other:

First Row Contains Field Names
 Text Qualifier: "

Access automatically separate the fields by where the commas are.

1	Senior Development Manager	Aniebok, Adrienne	713 Rockwell Ave., #D	Austin
2	Senior Development Manager	Avery, Ain	1624 San Juan Ave	Austin
3	Senior Development Manager	Baker, Alana	2715 Timmons, Apt. 5	Austin
4	Senior Development Manager	Batterton, Alayne	RR 1 Box 163	Austin
5	Senior Developer	Burnett, Allison	P.O. Box 55495	Austin
6	Senior Developer	Butler, Allison	4628 Ardyce Drive	Austin
7	Senior Developer	Caldwell, Alma	7 Utah Avenue	Austin
8	Senior Developer	Caldwell, Amanda	7 Utah Avenue	Austin
9	Senior Developer	Campbell, Amanda	4528 SE 24th	Austin
10	Senior Developer	Carender, Amanda	1125 Raliegh Ct.	Austin
11	Senior Developer	Carter, CLA, Amanda	4817 Wolf Lane	Austin
12	Senior Developer	Chill, Amanda	2713 NW 111th Street	Austin
13	Senior Developer	Chill, Amanda N.	1409 NW 63rd ST.	Austin
14	Senior Developer	Dennis, Amber	620 NW 41st	Austin

Select "Next"

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

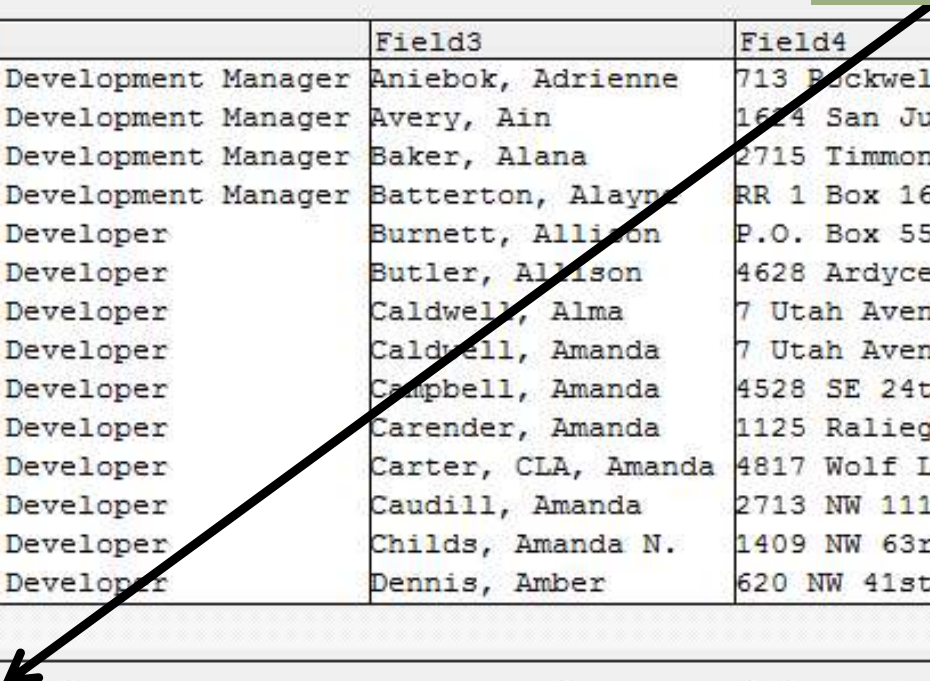
Field Name: Data Type:

Indexed: Do not import field (Skip)

Field1	Field2	Field3	Field4	Field5
1	Senior Development Manager	Aniebok, Adrienne	713 Bockwell Ave., #D	Austin
2	Senior Development Manager	Avery, Ain	1624 San Juan Ave	Austin
3	Senior Development Manager	Baker, Alana	2715 Timmons, Apt. 5	Austin
4	Senior Development Manager	Batterton, Alayne	RR 1 Box 163	Austin
5	Senior Developer	Burnett, Allison	P.O. Box 55495	Austin
6	Senior Developer	Butler, Allison	4628 Ardyce Drive	Austin
7	Senior Developer	Caldwell, Alma	7 Utah Avenue	Austin
8	Senior Developer	Caldwell, Amanda	7 Utah Avenue	Austin
9	Senior Developer	Campbell, Amanda	4528 SE 24th	Austin
10	Senior Developer	Carender, Amanda	1125 Raliegth Ct.	Austin
11	Senior Developer	Carter, CLA, Amanda	4817 Wolf Lane	Austin
12	Senior Developer	Caudill, Amanda	2713 NW 111th Street	Austin
13	Senior Developer	Childs, Amanda N.	1409 NW 63rd ST.	Austin
14	Senior Developer	Dennis, Amber	620 NW 41st	Austin

Advanced... Cancel < Back Next > Finish

Select "Advanced..."



Rename the Fields to the following:

EmployeeID
Title
Name
Address
City
State
Zip
Race
Sex
HireDate

EmployeesDelta Import Specification

File Format: Delimited Fixed Width
Field Delimiter: ,
Text Qualifier: "

Language: English
Code Page: OEM United States

Dates, Times, and Numbers
Date Order: MDY Four Digit Years
Date Delimiter: / Leading Zeros in Dates
Time Delimiter: : Decimal Symbol: .

Field Information:

Field Name	Data Type	Indexed	Skip
EmployeeID	Long Integer	No	<input type="checkbox"/>
Field2	Text	No	<input type="checkbox"/>
Field3	Text	No	<input type="checkbox"/>
Field4	Text	No	<input type="checkbox"/>
Field5	Text	No	<input type="checkbox"/>
Field6	Text	No	<input type="checkbox"/>
Field7	Text	No	<input type="checkbox"/>
Field8	Text	No	<input type="checkbox"/>
Field9	Text	No	<input type="checkbox"/>

Buttons: OK, Cancel, Save As..., Specs...

Select "OK"
when done

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: Do not import field (Skip)

Your display should look like this. Select "Next"

Emp	Title	Name	Address	City
1	Senior Development Manager	Aniebok, Adrienne	713 Rockwell Ave., #D	Austin
2	Senior Development Manager	Avery, Ain	1624 San Juan Ave	Austin
3	Senior Development Manager	Baker, Alana	2715 Timmons, Apt. 5	Austin
4	Senior Development Manager	Batterton, Alayne	RR 1 Box 163	Austin
5	Senior Developer	Burnett, Allison	P.O. Box 55495	Austin
6	Senior Developer	Butler, Allison	4628 Ardyce Drive	Austin
7	Senior Developer	Caldwell, Alma	7 Utah Avenue	Austin
8	Senior Developer	Caldwell, Amanda	7 Utah Avenue	Austin
9	Senior Developer	Campbell, Amanda	4528 SE 24th	Austin
10	Senior Developer	Carender, Amanda	1125 Raliegth Ct.	Austin
11	Senior Developer	Carter, CLA, Amanda	4817 Wolf Lane	Austin
12	Senior Developer	Caudill, Amanda	2713 NW 111th Street	Austin
13	Senior Developer	Childs, Amanda N.	1409 NW 63rd ST.	Austin
14	Senior Developer	Dennis, Amber	620 NW 41st	Austin



Advanced...

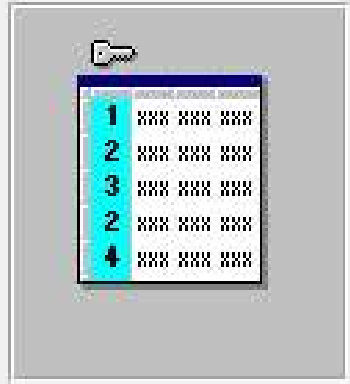
Cancel

< Back

Next >

Finish

Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.



- Let Access add primary key.
- Choose my own primary key.
- No primary key.

1 Select "No Primary Key"

Emp	Title	Name	Address	City
1	Senior Development Manager	Aniebok, Adrienne	713 Rockwell Ave., #D	Austin
2	Senior Development Manager	Avery, Ain	1624 San Juan Ave	Austin
3	Senior Development Manager	Baker, Alana	2715 Timmons, Apt. 5	Austin
4	Senior Development Manager	Batterton, Alayne	RR 1 Box 163	Austin
5	Senior Developer	Burnett, Allison	P.O. Box 55495	Austin
6	Senior Developer	Butler, Allison	4628 Ardyce Drive	Austin
7	Senior Developer	Caldwell, Alma	7 Utah Avenue	Austin
8	Senior Developer	Caldwell, Amanda	7 Utah Avenue	Austin
9	Senior Developer	Campbell, Amanda	4528 SE 24th	Austin
10	Senior Developer	Carender, Amanda	1125 Raliegth Ct.	Austin
11	Senior Developer	Carter, CLA, Amanda	4817 Wolf Lane	Austin
12	Senior Developer	Candill, Amanda	2713 NW 111th Street	Austin
13	Senior Developer	Cards, Amanda N.	1409 NW 63rd ST.	Austin
14	Senior Developer	Dennis, Amber	620 NW 41st	Austin

Select "Next"

2

Advanced...

Cancel

< Back

Next >

Finish



That's all the information the wizard needs to import your data.

Import to Table:

EmployeesDelta

I would like a wizard to analyze my table after importing the data.

Select "Finish"

Advanced...

Cancel

< Back

Next >

Finish

Save Import Steps

Finished importing file 'E:\150 CenSARA\EmployeesDelta.txt' to table 'EmployeesDelta'.

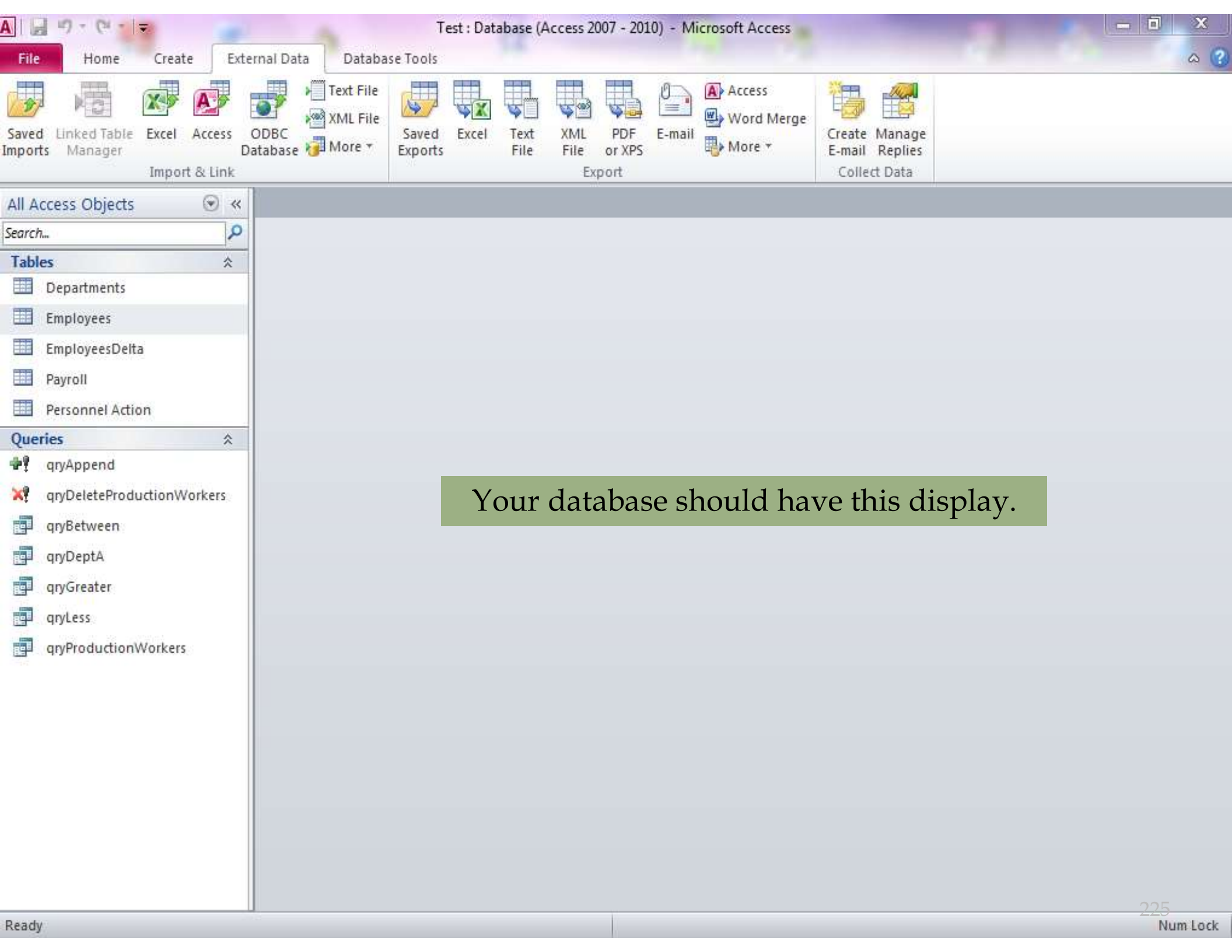
Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.

Save import steps

Select "Close"

Close

224



Your database should have this display.

Test : Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools

Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, More

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, E-mail, More

Collect Data: Create E-mail, Manage Replies

All Access Objects

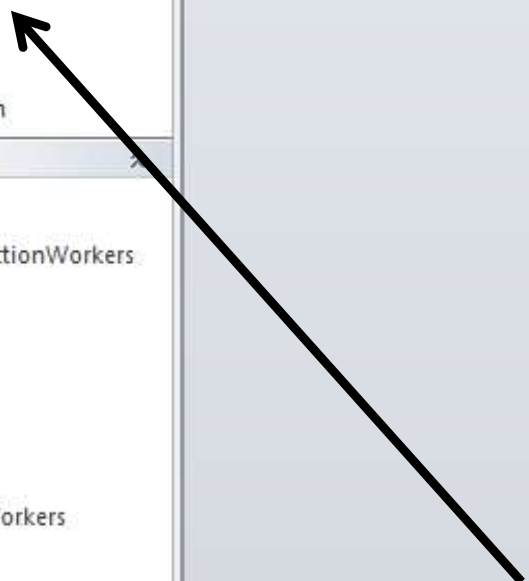
Search...

Tables

- Departments
- Employees
- EmployeesDelta
- Payroll
- Personnel Action

Queries

- qryAppend
- qryDeleteProductionWorkers
- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers



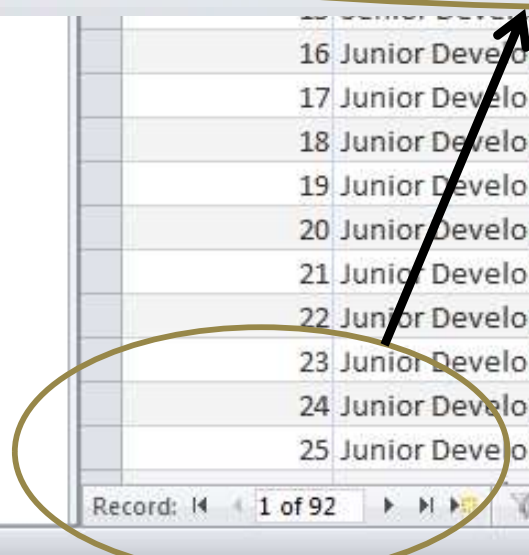
Open "EmployeesDelta"

Close the TABLE by selecting the "X".

- All Access Objects
- Tables
 - Departments
 - Employees
 - EmployeesDelta
 - Payroll
 - Personnel Action
- Queries
 - qryAppend
 - qryDeleteProduction
 - qryBetween
 - qryDeptA
 - qryGreater
 - qryLess
 - qryProductionWorkers

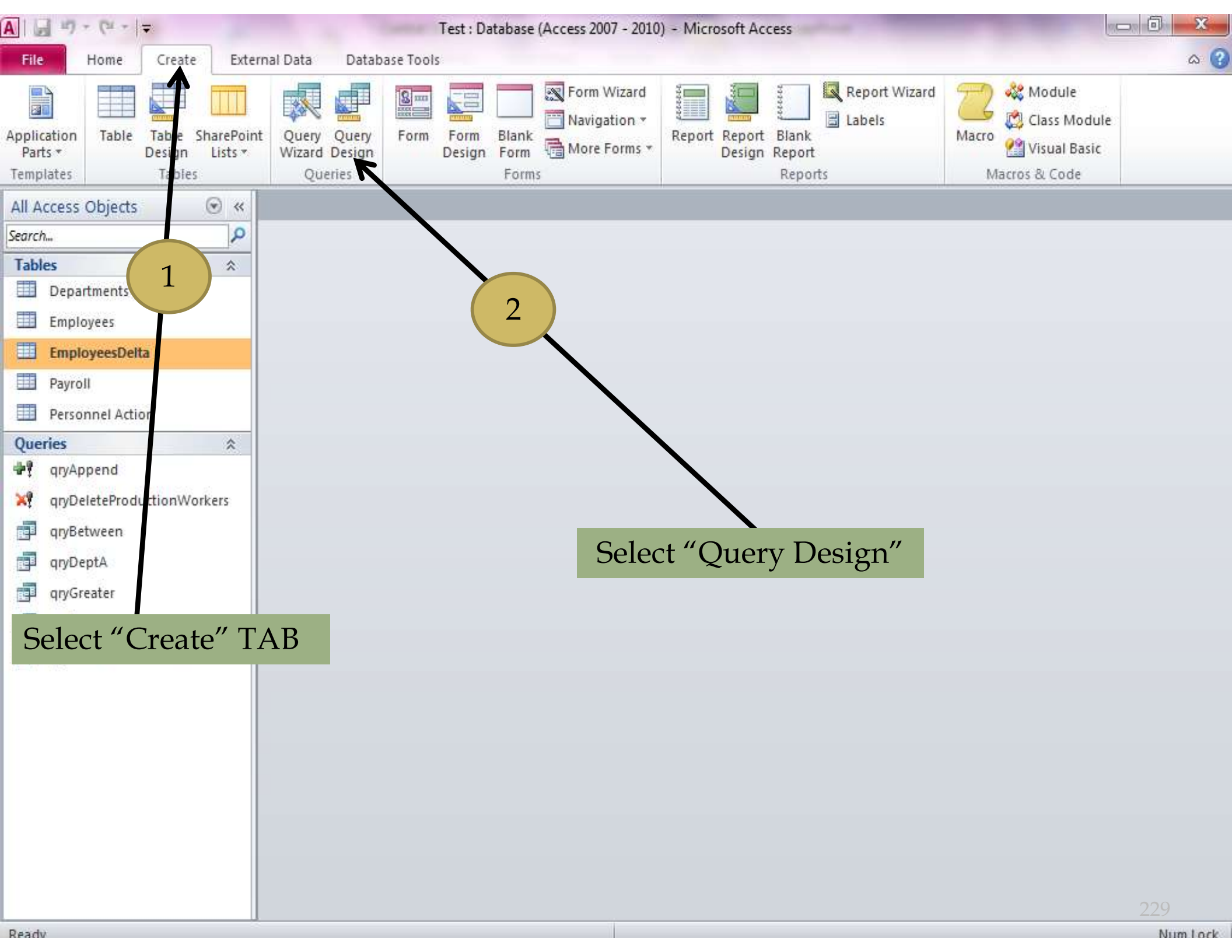
EmployeeID	Title	Name	Address	City	State	Zip	Race
1	Senior Develop	Aniebok, Adrie	713 Rockwell A	Austin	TX	78711	White
2	Senior Develop	Avery, Ain	1624 San Juan A	Austin	TX	78711	White
3	Senior Develop	Baker, Alana	2715 Timmons,	Austin	TX	78711	White
4	Senior Develop	Batterton, Alay	RR 1 Box 163	Austin	TX	78711	White
5	Senior Develop	Burnett, Alliso	P.O. Box 55495	Austin	TX	78711	White
6	Senior Develop	Butler, Allison	4628 Ardyce Dr	Austin	TX	78711	White
7	Senior Develop	Caldwell, Alma	7 Utah Avenue	Austin	TX	78711	White
8	Senior Develop	Caldwell, Ama	7 Utah Avenue	Austin	TX	78711	White
9	Senior Develop	Campbell, Ama	4528 SE 24th	Austin	TX	78711	White
10	Senior Develop	White
11	Senior Develop	White
12	Senior Develop	White
13	Senior Develop	White
14	Senior Develop	White
15	Senior Develop	White
16	Junior Develop	Harris, Andrea	300 Cherokee	Austin	TX	78711	White
17	Junior Develop	Haywood, And	P.O. Box 18933	Austin	TX	78711	White
18	Junior Develop	Hottel, Angela	12704 W Glen C	Austin	TX	78711	White
19	Junior Develop	Hubbard, Ange	1525 Grand Ave	Austin	TX	78711	White
20	Junior Develop	Huddleston, Ar	4222 Deer Cros	Austin	TX	78711	White
21	Junior Develop	Hutchins, Ange	511 Circle Drive	Austin	TX	78711	White
22	Junior Develop	Ingraham, Angi	12601 N. Penns	Austin	TX	78711	White
23	Junior Develop	Isenhour, Ann	4801 Republic I	Austin	TX	78711	White
24	Junior Develop	Jones, Anna	Rt. 1 Box 4	Austin	TX	78711	White
25	Junior Develop	Kistler, Anna	7312 Louisburg	Austin	TX	78711	White

Record: 1 of 92



Using the “Employees” TABLE.

10. Create a **make** TABLE query on the **EmployeesDelta** TABLE and name the TABLE “**EmployeesSep**”. (What about the employee name?) Name the query “**qryMakeDelta**”.



Select "Create" TAB

Select "Query Design"

Show Table



Tables Queries Both

- Departments
- Employees
- EmployeesDelta
- Payroll
- Personnel Action

Select "Add" Then "Close"

1

Select "EmployeesDelta"

2

3

Add

Close

Microsoft Access 2010 interface showing the Query Tools ribbon. The ribbon includes tabs for File, Home, Create, External Data, Database Tools, and Design. The Design tab is active, showing options like Union, Pass-Through, and Data Definition. The Query Setup group includes Show Table, Insert Rows, Delete Rows, Builder, Insert Columns, Delete Columns, and Return: All. The Show/Hide group includes Totals, Parameters, and Property Sheet. A yellow box highlights the Table Names icon.

All Access Objects pane showing a search bar and two categories: Tables and Queries. The Tables category includes Departments, Employees, EmployeesDelta, Payroll, and Personnel Action. The Queries category includes qryAppend, qryDeleteProductionWorkers, qryBetween, qryDeptA, qryGreater, qryLess, and qryProductionWorkers.

Query1 design view showing the EmployeesDelta table with fields: EmployeeID, Title, Name, Address, City, State, Zip, Race, Sex, and HireDate. A green callout box with the text "Drag all the fields to the Query Builder" has a black arrow pointing down to the Query Builder grid below.

Field	EmployeeID	Title	Name	Address	City	State	Zip
Table	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	Employ
Sort							
Show	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria							
or							

Microsoft Access - Microsoft Access

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Return: All Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Objects

Search...

Tables

- Departments
- Employees
- EmployeesDelta
- Payroll
- Personnel Action

Queries

- qryAppend
- qryDeleteProductionWorkers
- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

Query1

EmployeesDelta

- * EmployeeID
- Title
- Name
- Address
- City
- State
- Zip
- Race
- Sex

Hold your mouse above the "Name" field until a small Black arrow displays. Left "Click"

Field:	EmployeeID	Title	Name	Address	City	State	Zip
Table:	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	Employ
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:							
or:							

- All Access Objects
- Search...
- Tables
- Departments
 - Employees
 - EmployeesDelta
 - Payroll
 - Personnel Action
- Queries
- qryAppend
 - qryDeleteProductionWorkers
 - qryBetween
 - qryDeptA
 - qryGreater
 - qryLess
 - qryProductionWorkers

EmployeesDelta

- *
- EmployeeID
- Title
- Name
- Address
- City
- State
- Zip
- Race
- Sex

The field will turn black. Hit the delete key on your keyboard.

Field:	EmployeeID	Title	Name	Address	City	State	Zip
Table:	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	Employ
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:							
or:							

Microsoft Access - Query Tools - Design

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Builder Return: All

Insert Rows Delete Rows Insert Columns Delete Columns Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Objects

Search...

Tables

- Departments
- Employees
- EmployeesDelta
- Payroll
- Personnel Action

Queries

- qryAppend
- qryDeleteProductionWorkers
- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

Query1

EmployeesDelta

- * EmployeeID
- Title
- Name
- Address
- City
- State
- Zip
- Race
- Sex

At the top of the ribbon select "Insert Columns". Do it twice.

Field:	EmployeeID	Title	Address	City	State	Zip	Race
Table:	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	EmployeesDelta	Employ
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:							
or:							

Microsoft Access interface showing the ribbon with 'Query Tools' and 'Design' tabs. The ribbon includes sections for 'Results', 'Query Type', 'Query Setup', and 'Show/Hide'. The 'Query Type' section has 'Select' highlighted. The 'Query Setup' section includes 'Insert Rows', 'Delete Rows', 'Insert Columns', 'Delete Columns', 'Builder', and 'Return: All'. The 'Show/Hide' section includes 'Totals', 'Parameters', 'Property Sheet', and 'Table Names'.

All Access Objects pane showing a search bar and lists of Tables and Queries. The 'Tables' list includes Departments, Employees, EmployeesDelta, Payroll, and Personnel Action. The 'Queries' list includes qryAppend, qryDeleteProductionWorkers, qryBetween, qryDeptA, qryGreater, qryLess, and qryProductionWorkers.

Query1 design view showing a list of fields for EmployeesDelta: EmployeeID, Title, Name, Address, City, State, Zip, Race, and Sex. A green callout box contains the text: "Your query should have this display."

Field:	EmployeeID	Title			Address	City	State
Table:	EmployeesDelta	EmployeesDelta			EmployeesDelta	EmployeesDelta	Employ
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:							
or:							

Microsoft Access Query Tools ribbon: File, Home, Create, External Data, Database Tools, Design. Query Setup: Show Table, Insert Rows, Delete Rows, Builder, Insert Columns, Delete Columns, Return: All. Show/Hide: Totals, Parameters, Property Sheet, Table Names.

All Access Objects sidebar: Search... Tables: Departments, Employees, EmployeesDelta, Payroll, Personnel Action. Queries: qryAppend, qryDeleteProductionWorkers, qryBetween, qryDeptA, qryGreater, qryLess, qryProductionWorkers.

Query1 field list: EmployeesDelta, *, EmployeeID, Title, Name, Address, City, State, Zip, Race, Sex.

Place your mouse on the edge of the column and widen the fields.

Field:	EmployeeID	Title		Address	City	State
Table:	EmployeesDelta	EmployeesDelta		EmployeesDelta	EmployeesDelta	Employ
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:						
or:						

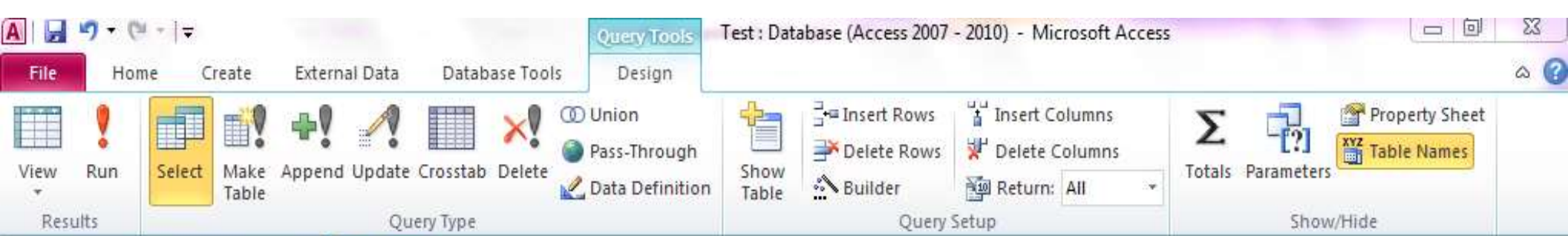
Microsoft Access interface showing the ribbon with tabs: File, Home, Create, External Data, Database Tools, and Query Tools (Design). The Query Tools ribbon includes sections for Results (View, Run, Select), Query Type (Append, Update, Crosstab, Delete, Union, Pass-Through, Data Definition), Query Setup (Insert Rows, Delete Rows, Insert Columns, Delete Columns, Show Table, Builder, Return: All), and Show/Hide (Totals, Parameters, Property Sheet, Table Names).

All Access Objects pane showing a search bar and two sections: Tables and Queries. The Tables section lists Departments, Employees, EmployeesDelta, Payroll, and Personnel Action. The Queries section lists qryAppend, qryDeleteProductionWorkers, qryBetween, qryDeptA, qryGreater, qryLess, and qryProductionWorkers.

Query1 design grid showing the EmployeesDelta table with the following fields listed: EmployeeID, Title, Name, Address, City, State, Zip, Race, and Sex.

Your query should have this display.

Field:	EmployeeID	Title			Address
Table:	EmployeesDelta	EmployeesDelta			EmployeesDelta
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:					
or:					



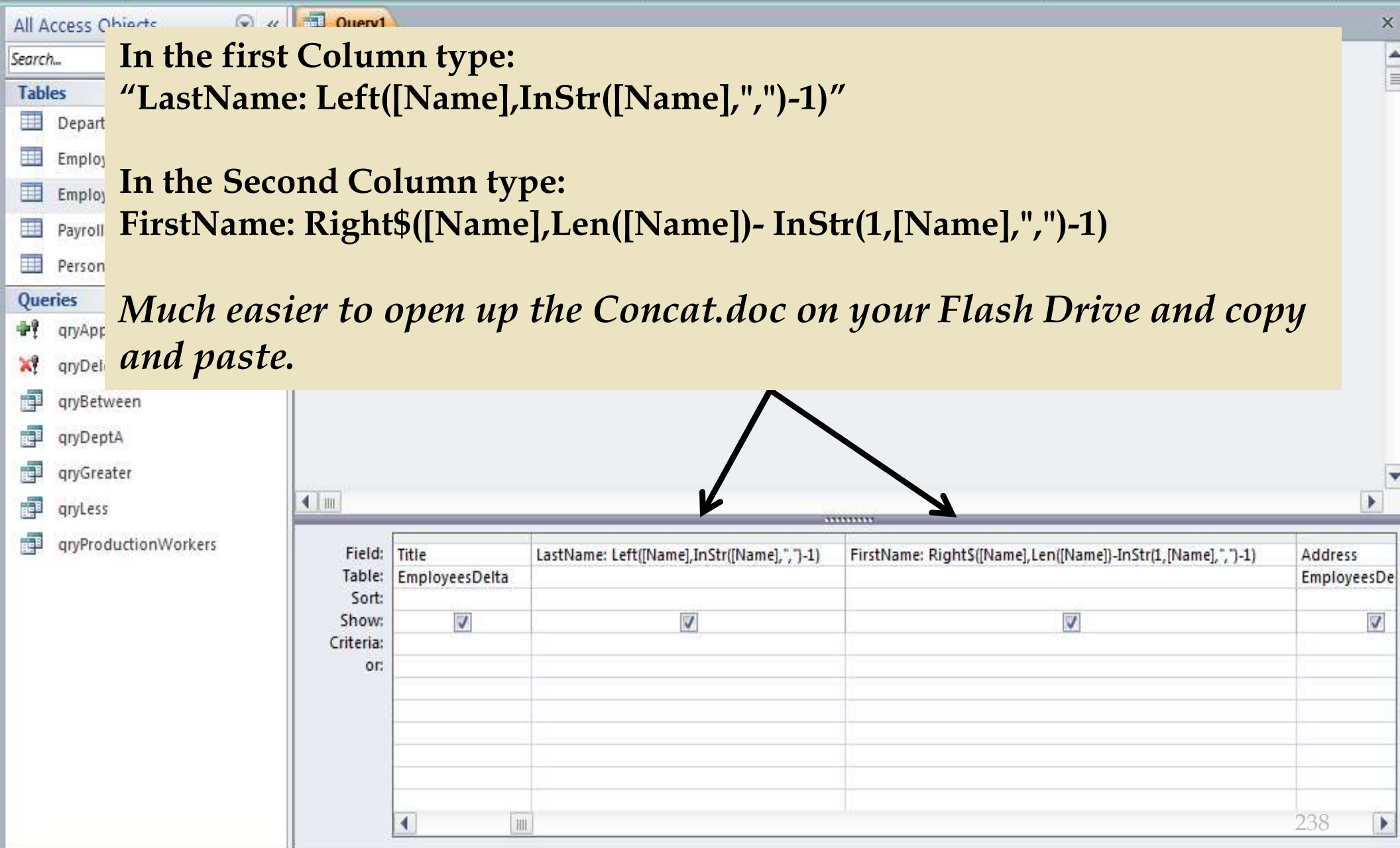
In the first Column type:

“LastName: Left([Name],InStr([Name],",")-1)”

In the Second Column type:

FirstName: Right\$([Name],Len([Name])- InStr(1,[Name],",")-1)

Much easier to open up the Concat.doc on your Flash Drive and copy and paste.



Microsoft Access ribbon with the following tabs: File, Home, Create, External Data, Database Tools, Query Tools, Design. The Query Tools ribbon is active, showing groups: Results (View, Run, Select, Make Table, Append, Update, Crosstab, Delete), Query Type (Union, Pass-Through, Data Definition), Query Setup (Show Table, Insert Rows, Delete Rows, Builder, Insert Columns, Delete Columns, Return: All), and Show/Hide (Totals, Parameters, Property Sheet, Table Names).

All Access Objects pane showing a search bar and two categories: Tables and Queries. The Tables list includes Departments, Employee, EmployeesDelta, Payroll, and Personnel Action. The Queries list includes qryAppend, qryDeleteProductionWorkers, qryDepta, qryGreater, qryLess, and qryProductionWorkers.

Query1 design grid showing the EmployeesDelta table with the following fields: EmployeeID, Title, Name, Address, City, State, Zip, Race, and Sex. The design grid is currently empty.

Select the "Bang"

Field:	Title	LastName: Left([Name],InStr([Name],",")-1)	FirstName: Right\$([Name],Len([Name])-InStr(1,[Name],",")-1)	Address
Table:	EmployeesDelta			EmployeesDe
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				
or:				

File Home Create External Data Database Tools

View Paste Format Painter Filter Ascending Descending Selection Advanced Refresh All Delete More

Calibri 11 B I U Find Go To Select

The name has been separated into two fields.

All Access Objects

Search

Tables

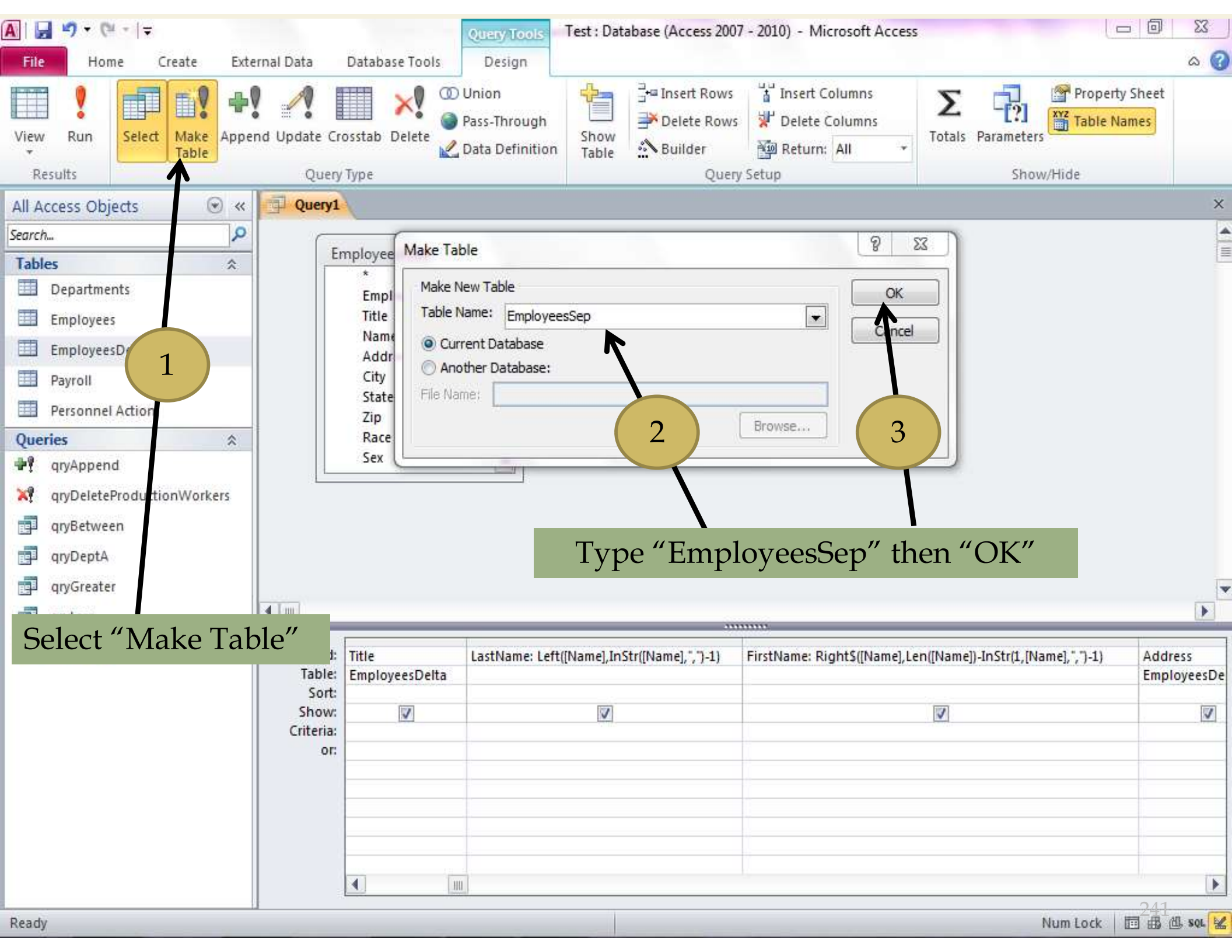
- Departments
- Employees
- EmployeesDelta
- Payroll
- Personnel Action

Queries

- qryAppend
- qryDeleteProductionWorkers
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

Select "Design View"

EmployeeID	Title	LastName	FirstName	Address	City	State	Zip
1	Senior Develop	Aniebok	Adrienne	713 Rockwell A	Austin	TX	78711
2	Senior Develop	Avery	Ain	1624 San Juan /	Austin	TX	78711
3	Senior Develop	Baker	Alana	2715 Timmons,	Austin	TX	78711
4	Senior Develop	Batterton	Alayne	RR 1 Box 163	Austin	TX	78711
5	Senior Develop	Burnett	Allison	P.O. Box 55495	Austin	TX	78711
6	Senior Develop	Butler	Allison	4628 Ardyce Dr	Austin	TX	78711
7	Senior Develop	Caldwell	Alma	7 Utah Avenue	Austin	TX	78711
8	Senior Develop	Caldwell	Amanda	7 Utah Avenue	Austin	TX	78711
9	Senior Develop	Campbell	Amanda	4528 SE 24th	Austin	TX	78711
10	Senior Develop	Carender	Amanda	1125 Raliegh Ct	Austin	TX	78711
11	Senior Develop	Carter	CLA, Amanda	4817 Wolf Lane	Austin	TX	78711
12	Senior Develop	Caudill	Amanda	2713 NW 111th	Austin	TX	78711
13	Senior Develop	Childs	Amanda N.	1409 NW 63rd S	Austin	TX	78711
14	Senior Develop	Dennis	Amber	620 NW 41st	Austin	TX	78711
15	Senior Develop	Dixon	Amber	8917 N. McKee	Austin	TX	78711
16	Junior Develop	Harris	Andrea	300 Cherokee	Austin	TX	78711
17	Junior Develop	Haywood	Andrea	P.O. Box 18933	Austin	TX	78711
18	Junior Develop	Hottel	Angela	12704 W Glen C	Austin	TX	78711
19	Junior Develop	Hubbard	Angela	1525 Grand Ave	Austin	TX	78711
20	Junior Develop	Huddleston	Angela	4222 Deer Cros	Austin	TX	78711
21	Junior Develop	Hutchins	Angela	511 Circle Drive	Austin	TX	78711
22	Junior Develop	Ingraham	Angila	12601 N. Penns	Austin	TX	78711
23	Junior Develop	Isenhour	Ann	4801 Republic I	Austin	TX	78711
24	Junior Develop	Jones	Anna	Rt. 1 Box 4	Austin	TX	78711
25	Junior Develop	Kistler	Anna	7312 Louisburg	Austin	TX	78711



1

2

3

Type "EmployeesSep" then "OK"

Select "Make Table"

	Title	LastName: Left([Name],InStr([Name],",")-1)	FirstName: Right\$([Name],Len([Name])-InStr(1,[Name],",")-1)	Address
Table:	EmployeesDelta			EmployeesDe
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				
or:				

Microsoft Access 2010 ribbon: File, Home, Create, External Data, Database Tools, Design. Query Tools: Union, Pass-Through, Data Definition, Show Table, Insert Rows, Delete Rows, Builder, Insert Columns, Delete Columns, Return: All, Totals, Parameters, Property Sheet, Table Names.

All Access Objects

Search...

Tables

- Departments
- Employees
- EmployeesDelta
- Payroll
- Personnel Action

Queries

- qryAppend
- qryDeleteProductionWorkers
- qryDEPTA
- qryGreater
- qryLess
- qryProductionWorkers

Query1

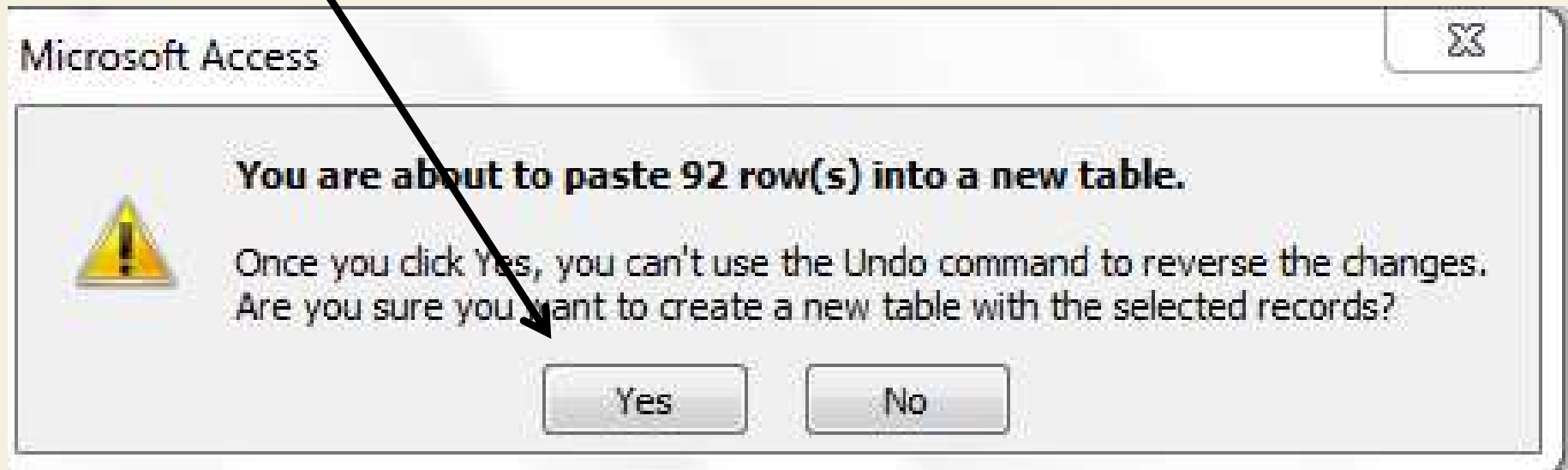
EmployeesDelta

- *
 - EmployeeID
 - Title
 - Name
 - Address
 - City
 - State
 - Zip
 - Race
 - Sex

Select the "Bang"

Field:	Title	LastName: Left([Name],InStr([Name],",")-1)	FirstName: Right\$([Name],Len([Name])-InStr(1,[Name],",")-1)	Address
Table:	EmployeesDelta			EmployeesDe
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				
or:				

Select "Yes"



Close the QUERY by selecting the "X".



Your database should have this display. Notice that you have a new table.

- All Access Objects
- Search...
- Tables
 - Departments
 - Employees
 - EmployeesDelta
 - EmployeesSep
 - Payroll
 - Personnel Action
- Queries
 - qryAppend
 - qryDeleteProductionWorkers
 - qryBetween
 - qryDeptA
 - qryGreater
 - qryLess
 - qryProductionWorkers

EmployeesDelta

*
EmployeeID
Title
Name
Address
State
Zip
Race
Sex

Field:	Title	LastName: Left([Name],InStr([Name],",")-1)	FirstName: Right\$([Name],Len([Name])-InStr(1,[Name],",")-1)	Address
Table:	EmployeesDelta			EmployeesDe
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				
or:				

All Access Objects

Search...

Tables

- Departments
- Employees
- EmployeesDelta
- EmployeesSep
- Payroll
- Personnel Action

Queries

- qryAppend
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

Query1

EmployeesDelta

- * EmployeeID
- Title
- Name
- Address
- City
- State
- Zip
- Race
- Sex

Save As dialog box

Query Name: qryMakeDelta

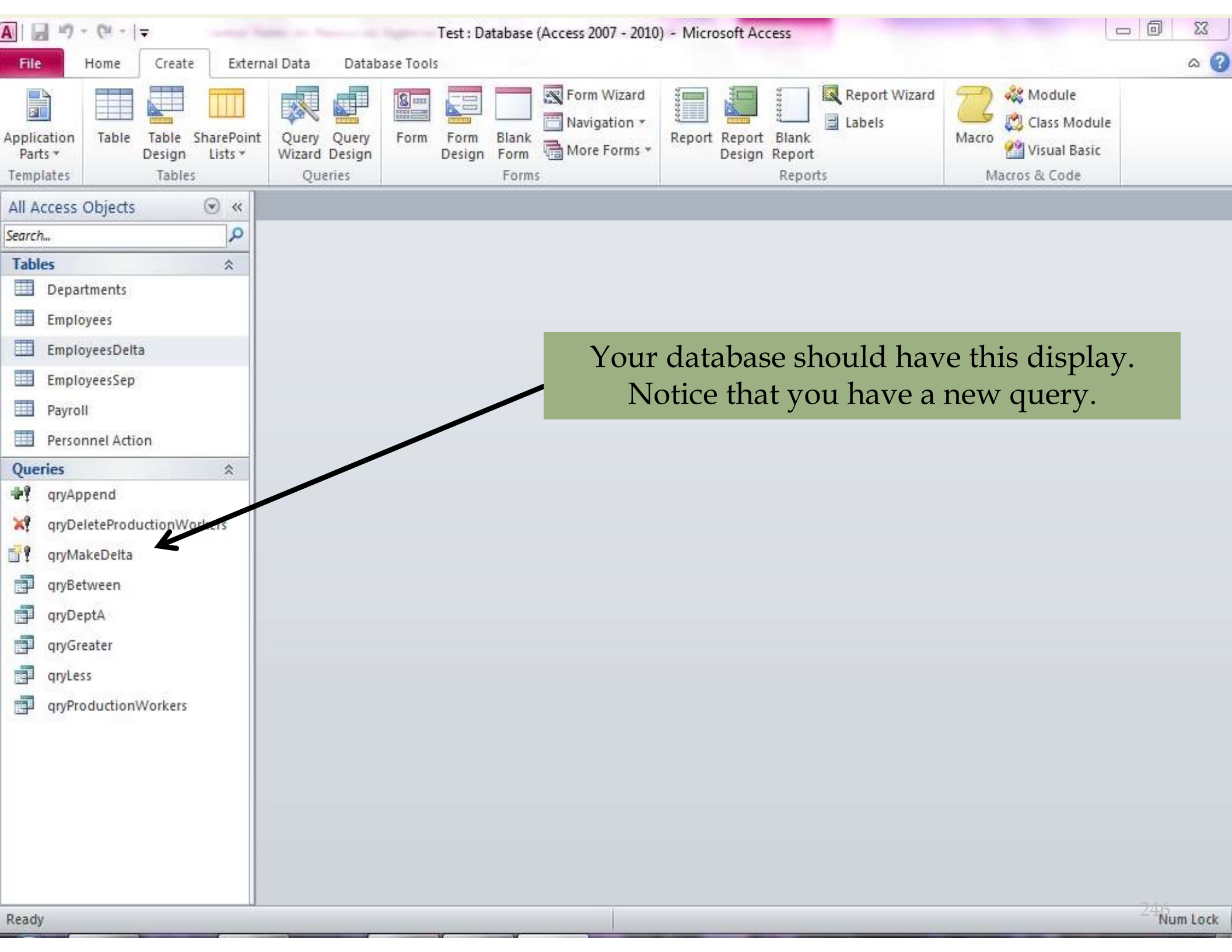
OK Cancel

1 (points to EmployeesDelta list)

2 (points to OK button)

Field:	Title	LastName: Left([Name],InStr([Name],",",-1))	FirstName: Right\$([Name],Len([Name])-InStr(1,[Name],",-1))	Address
Table:	EmployeesDelta			EmployeesDe
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				
or:				

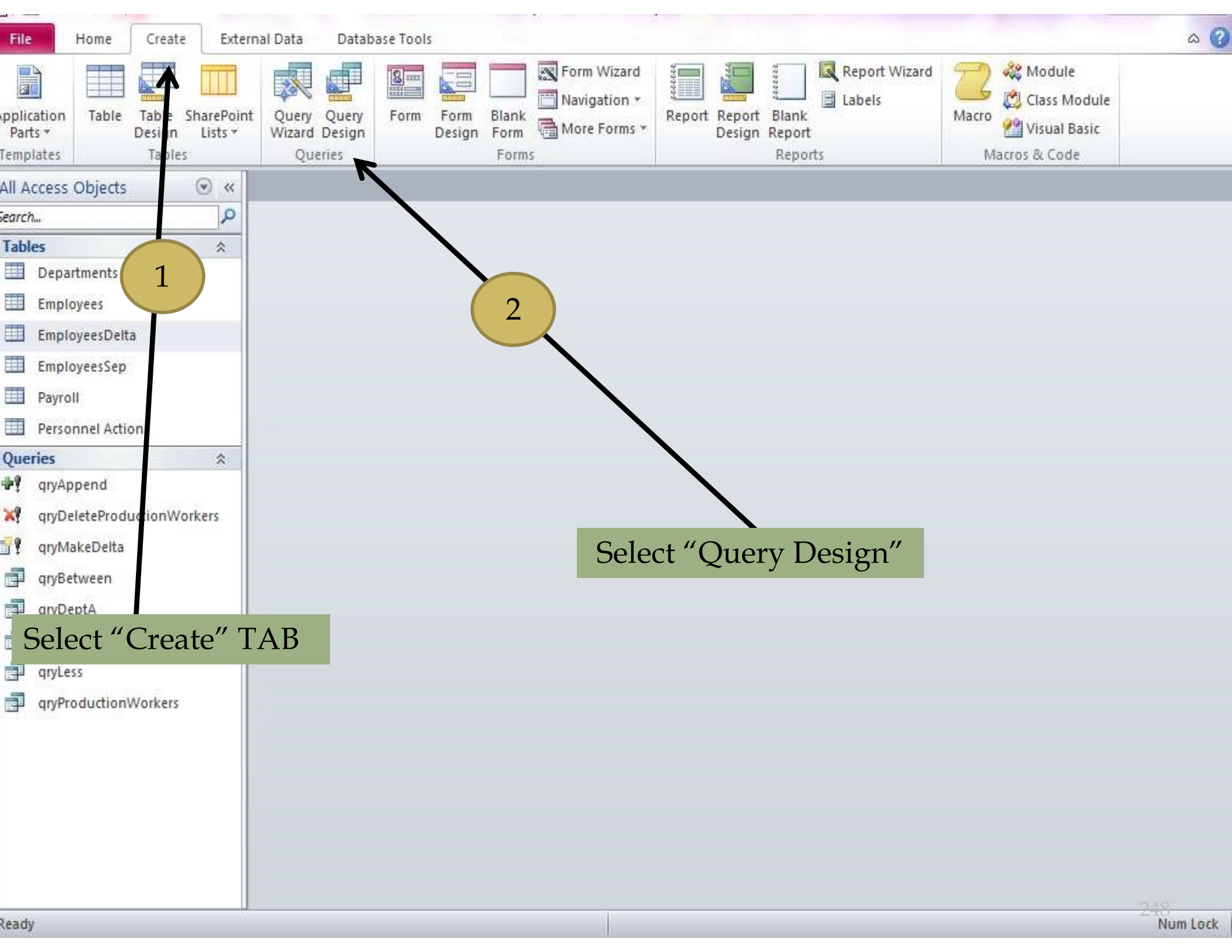
Save the query as "qryMakeDelta", then select "OK"



Your database should have this display.
Notice that you have a new query.

Using the “Employees” TABLE.

11. Create an **append** TABLE on the “EmployeesSep” TABLE and append the records into the “Employees” TABLE. Match up the fields. Name the query “qryAppendEmployees”.



1

2

Select "Query Design"

Select "Create" TAB

Show Table



Tables

Queries

Both

Departments
Employees
EmployeesDelta
EmployeesSep
Parroll
Personnel Action

Select "Add" Then "Close"

1

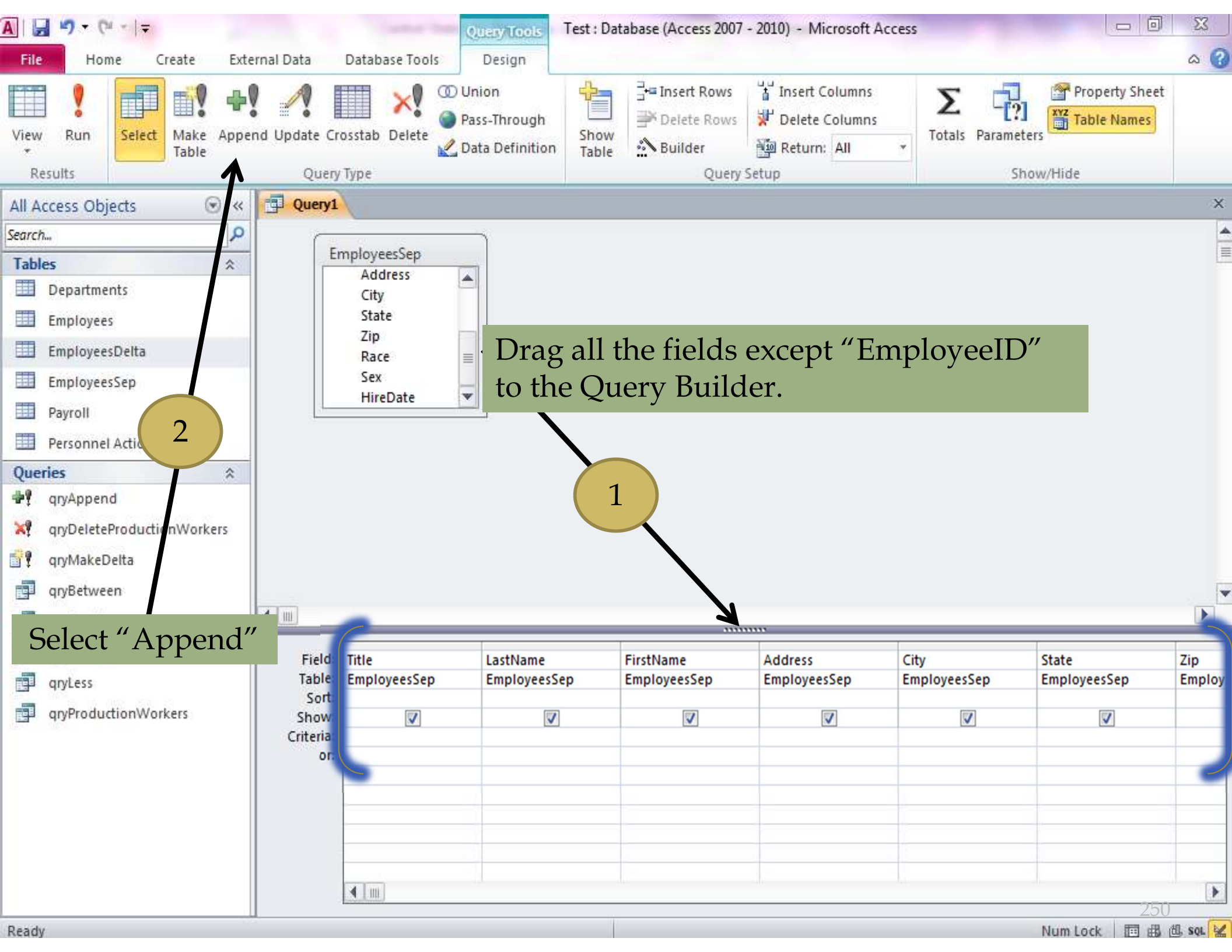
Select "EmployeesSep"

2

3

Add

Close



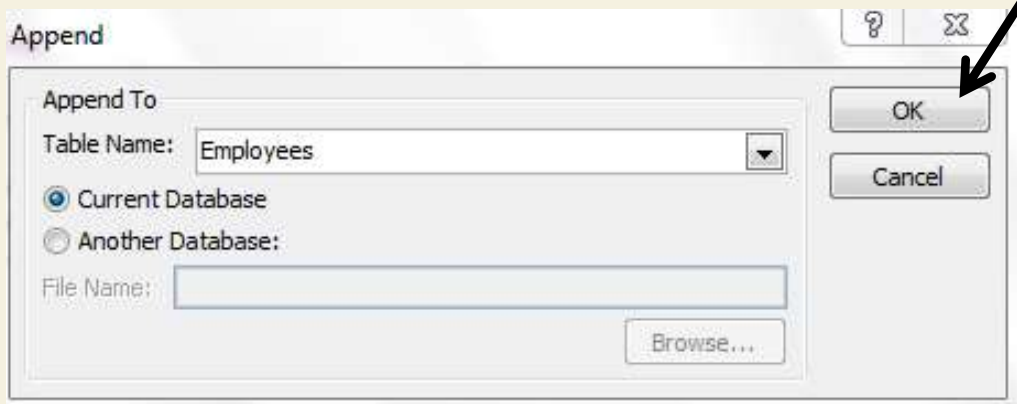
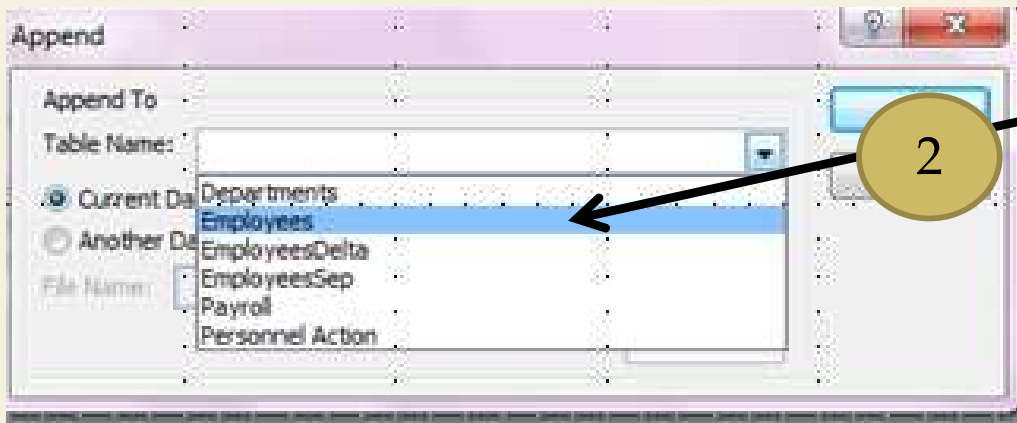
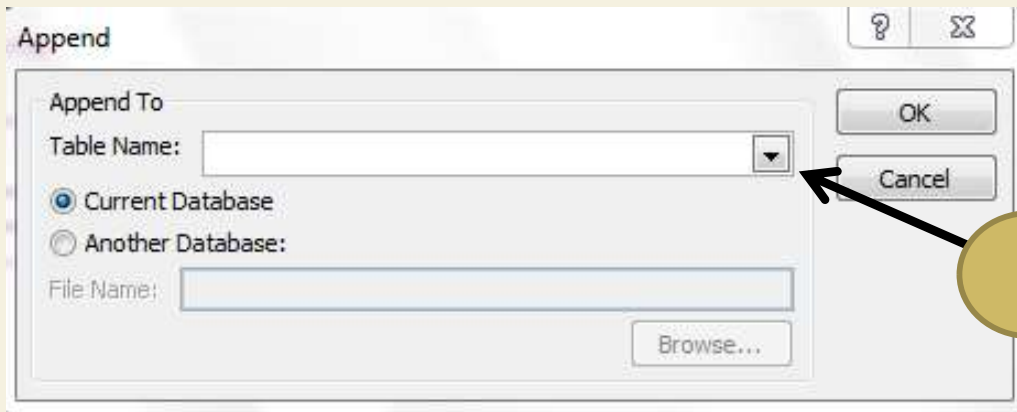
2

1

Select "Append"

Drag all the fields except "EmployeeID" to the Query Builder.

Field	Title	LastName	FirstName	Address	City	State	Zip
Table	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	Employ
Sort							
Show	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria							
or							



Select "Down Arrow"
The TABLEs will display.
Select "Employees" and
"OK"

All Access Objects

Search...

Tables

- Departments
- Employees
- EmployeesDelta
- EmployeesSep
- Payroll
- Personnel Action

Queries

- qryAppend
- qryDeleteProductionWorkers
- qryMakeDelta
- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

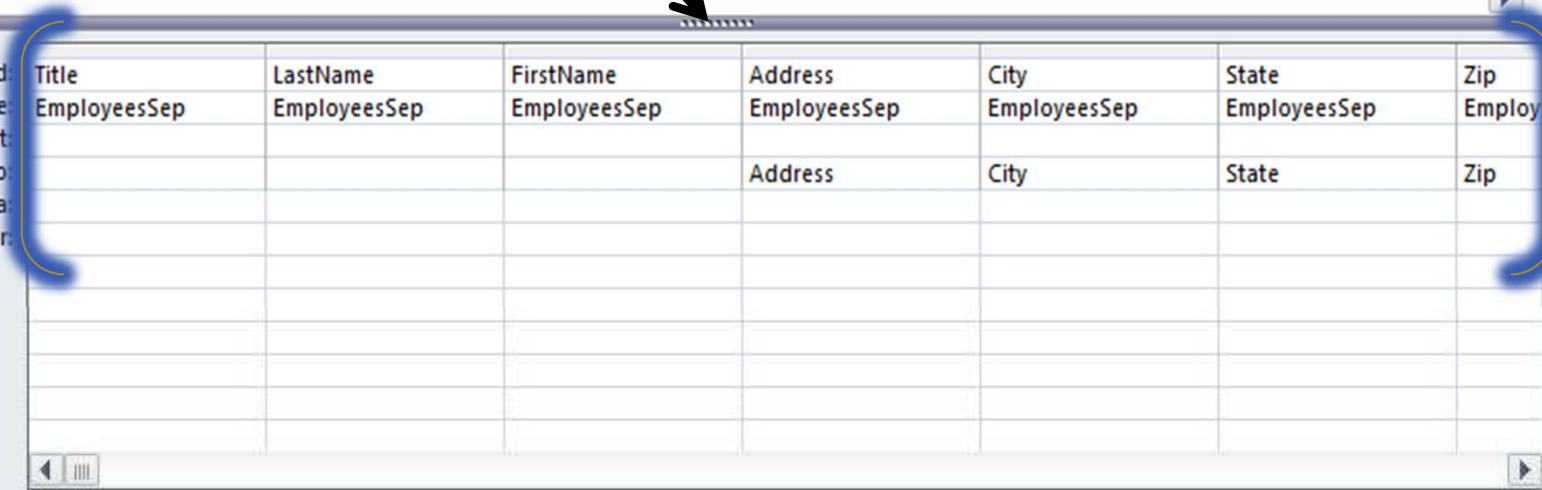
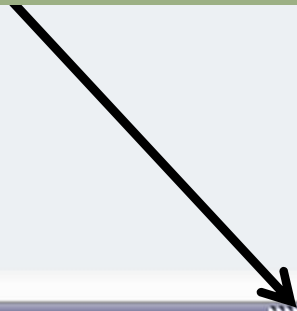
Query1

EmployeesSep

- * EmployeeID
- Title
- LastName
- FirstName
- Address
- City

Field	Title	LastName	FirstName	Address	City	State	Zip
Table	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	Employ
Sort							
Append To				Address	City	State	Zip
Criteria							
or							

Fields that are identical will automatically match up. You can select the others and match them up manually.



All Access Objects

Search...

Tables

- Departments
- Employees
- EmployeesDelta
- EmployeesSep
- Payroll
- Personnel Action

Queries

- qryAppend
- qryDeleteProductionWorkers
- qryMakeDelta
- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

Query1

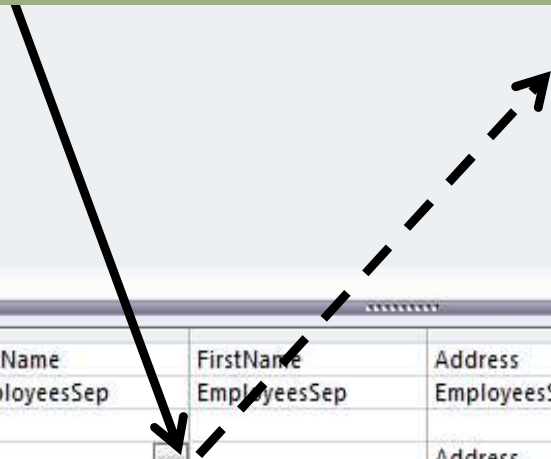
EmployeesSep

- * EmployeeID
- Title
- LastName
- FirstName
- Address
- City

Field: Title LastName FirstName Address
 Table: EmployeesSep EmployeesSep EmployeesSep EmployeesSep
 Sort:
 Append To: PositionTitle
 Criteria:
 or:

LName
 FName
 Address
 City
 State
 Zip
 Status
 HireDate
 HPhone
 BPhone
 Ext
 CPhone
 Race
 Gender
 DOB
 Email

By Selecting the "Down Arrow" you will see a display of all the fields in the "Employees" TABLE.



Microsoft Access Query Tools ribbon: Design tab. Buttons include View, Run, Select, Make Table, Append, Update, Crosstab, Delete, Union, Pass-Through, Data Definition, Show Table, Insert Rows, Delete Rows, Builder, Insert Columns, Delete Columns, Return: All, Totals, Parameters, Property Sheet, Table Names.

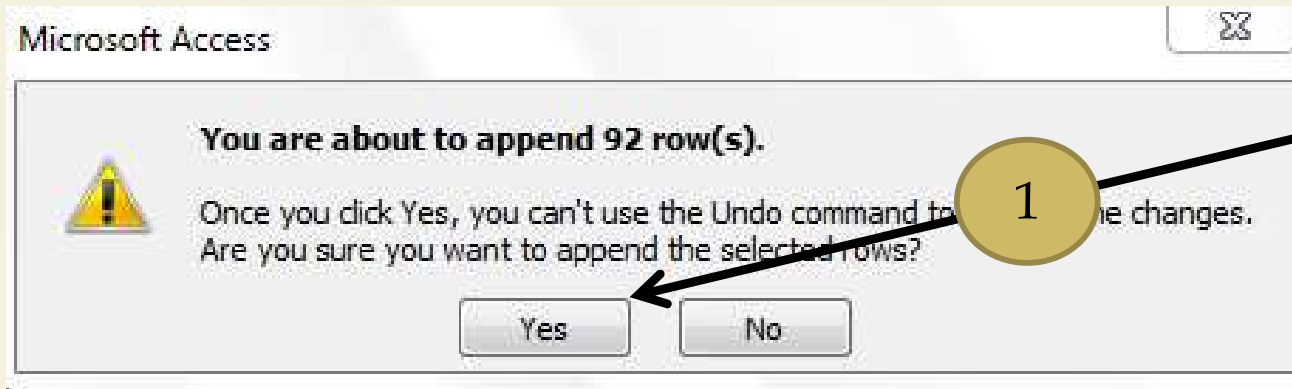
All Access Objects pane showing Tables and Queries. An arrow points to the 'Run' button in the ribbon.

Query1 design grid showing the EmployeesSep table with fields: EmployeeID, Title, LastName, FirstName, Address, City.

Your query should have this display.

Select the "Bang"

Field:	Title	LastName	FirstName	Address	City	State	Zip
Table:	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	Employ
Sort:							
Append To:	PositionTitle	LName	FName	Address	City	State	Zip
Criteria:							
or:							



Select "Yes"



This Error that it can't append all the records. Actually none of the records will append. WHY?
Go ahead and select "Yes"

Close the QUERY by selecting the "X".

File Home Create External Links

View Run Select Make Table Append Update Crosstab Delete

Pass-Through Data Definition Show Table Delete Rows Delete Columns Builder Return: All

Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Objects

Search...

Tables

- Departments
- Employees
- EmployeesDelta
- EmployeesSep
- Payroll
- Personnel Action

Queries

- qryAppend
- qryDeleteProductionWorkers
- qryMakeDelta
- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

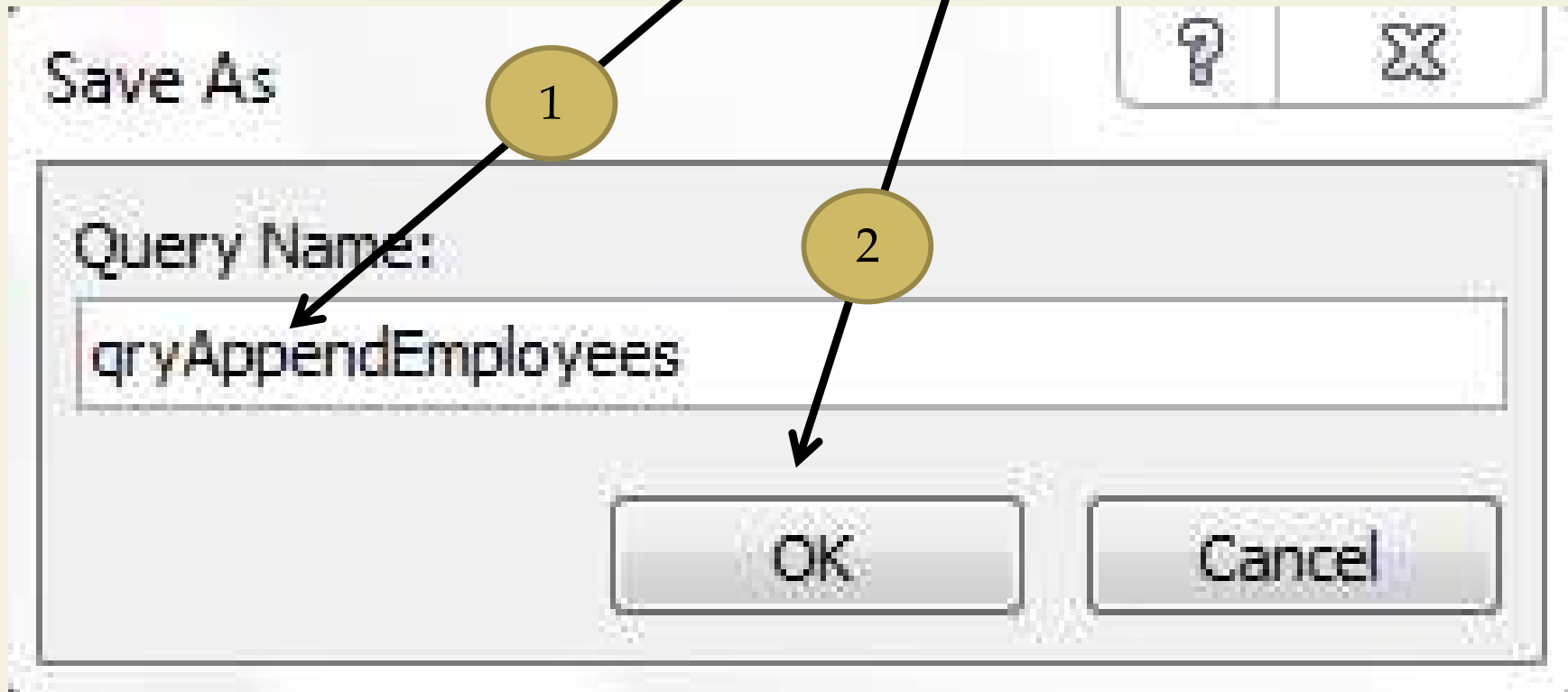
Query1

EmployeesSep

- *
- EmployeeID
- Title
- LastName
- FirstName
- Address
- City

Field:	Title	LastName	FirstName	Address	City	State	Zip
Table:	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	EmployeesSep	Employ
Sort:							
Append To:	PositionTitle	LName	FName	Address	City	State	Zip
Criteria:							
or:							

Save as "qryAppendEmployees"
Select "OK"

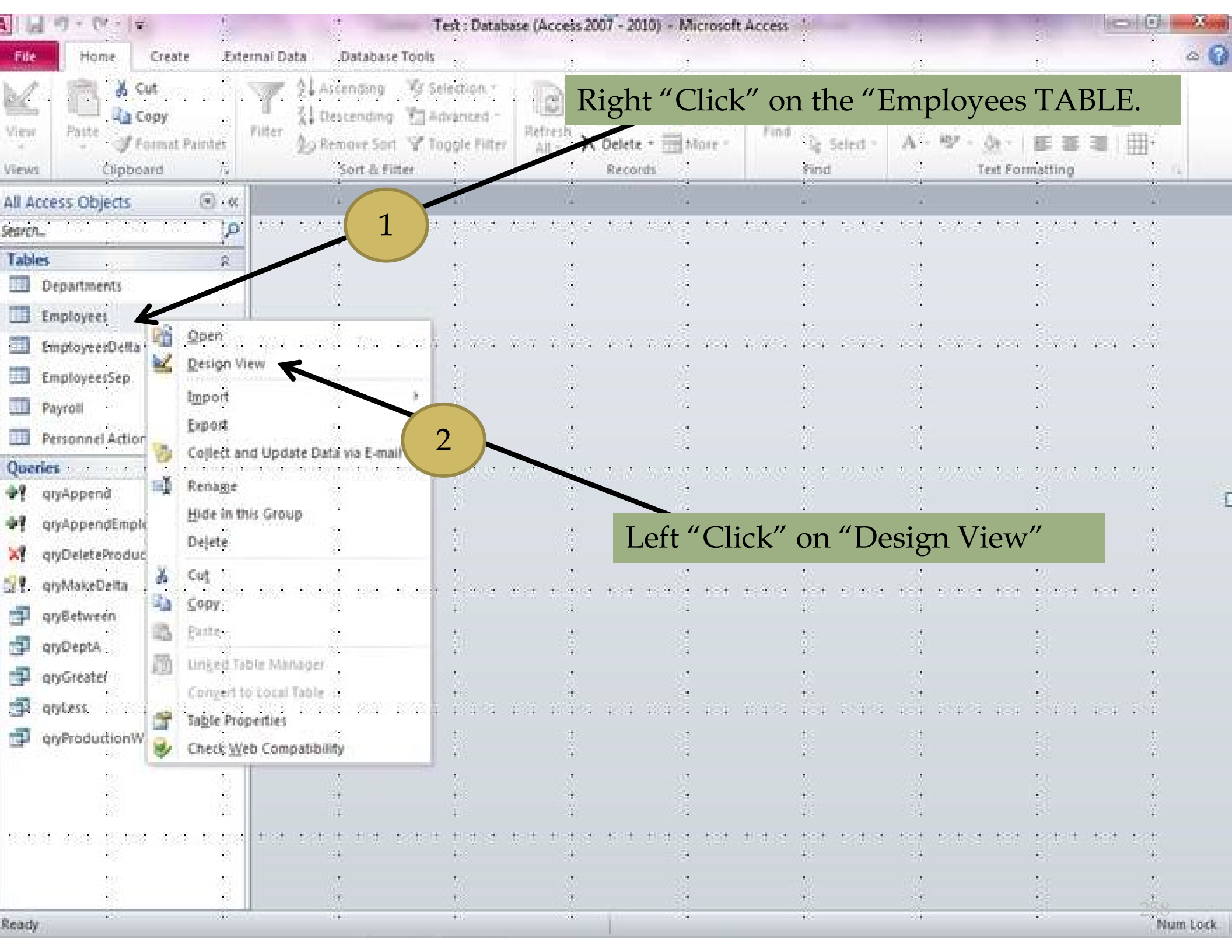


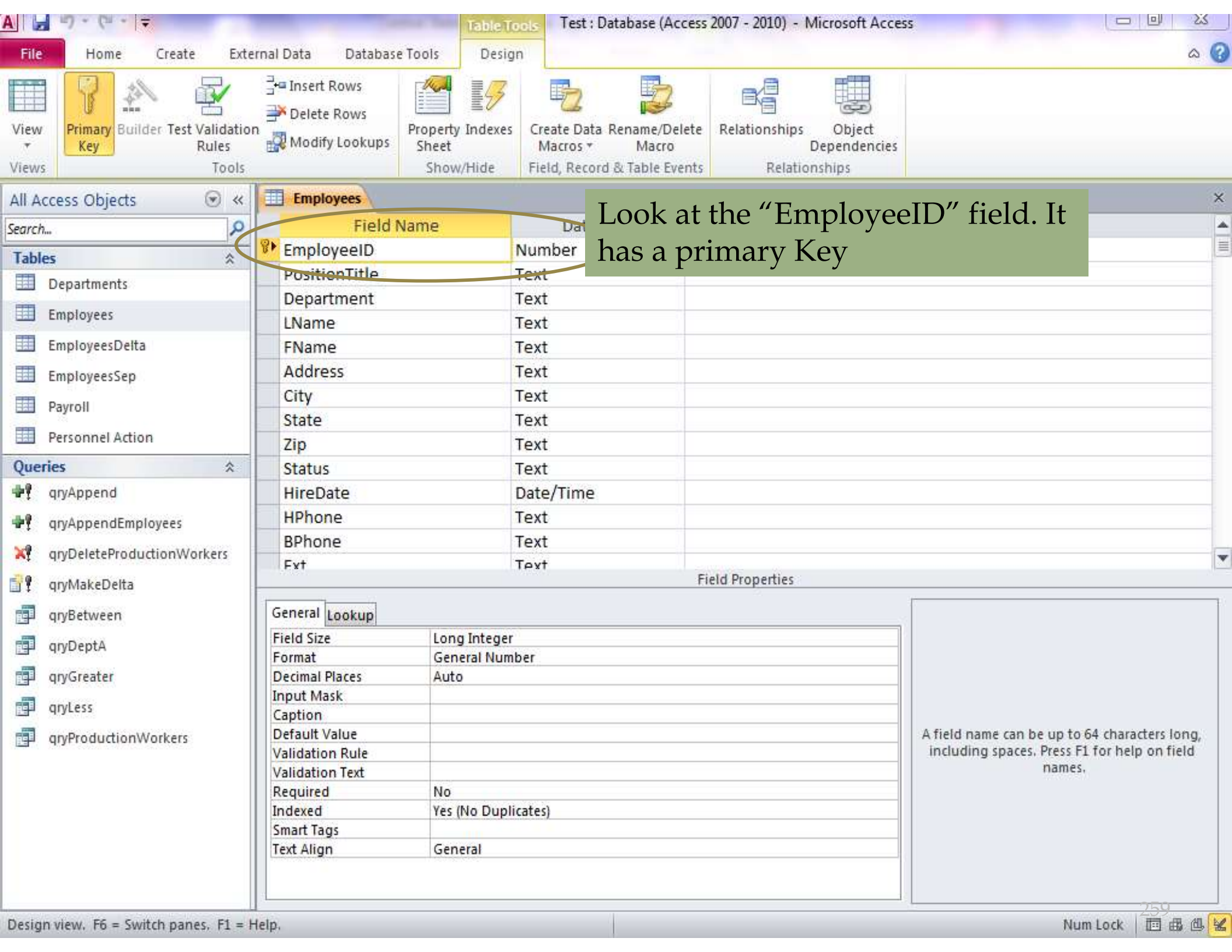
Right "Click" on the "Employees TABLE.

1

2

Left "Click" on "Design View"





Look at the "EmployeeID" field. It has a primary Key

Field Name	Data Type
EmployeeID	Number
PositionTitle	Text
Department	Text
LName	Text
FName	Text
Address	Text
City	Text
State	Text
Zip	Text
Status	Text
HireDate	Date/Time
HPhone	Text
BPhone	Text
Fxt	Text

Field Properties

General		Lookup	
Field Size	Long Integer		
Format	General Number		
Decimal Places	Auto		
Input Mask			
Caption			
Default Value			
Validation Rule			
Validation Text			
Required	No		
Indexed	Yes (No Duplicates)		
Smart Tags			
Text Align	General		

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

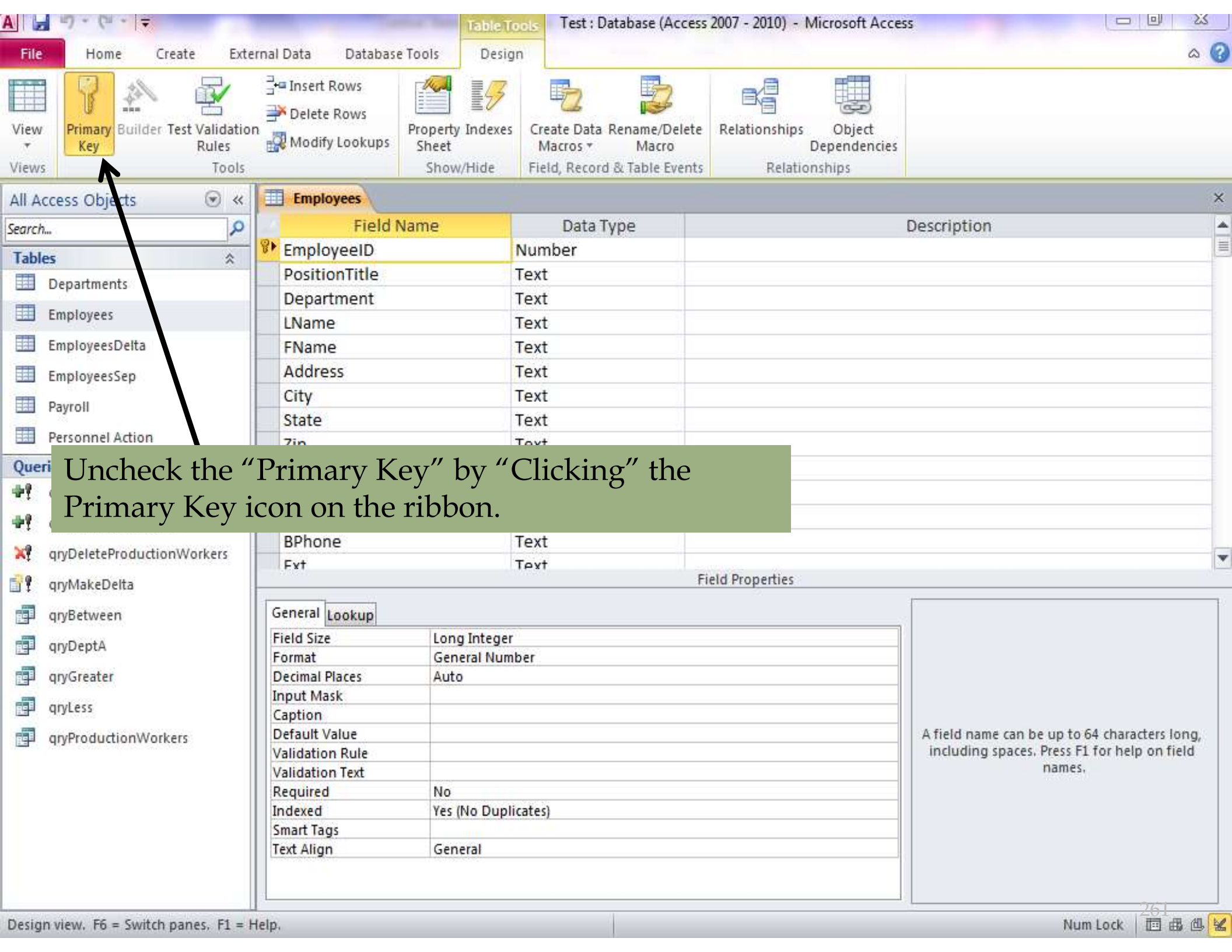
EmployeeID	Number
PositionTitle	Text
Department	Text
LName	Text
FName	Text
Address	Text
City	Text
State	Text
Zip	Text
Status	Text
HireDate	Date/Time
HPhone	Text
BPhone	Text
Fxt	Text

Look at the "EmployeeID" field. It has a "Primary Key"

Field Properties

General	
Lookup	
Field Size	Long Integer
Format	General Number
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	Yes (No Duplicates)
Smart Tags	
Text Align	General

"Indexed" property is set to no duplicates.



Uncheck the "Primary Key" by "Clicking" the Primary Key icon on the ribbon.

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.



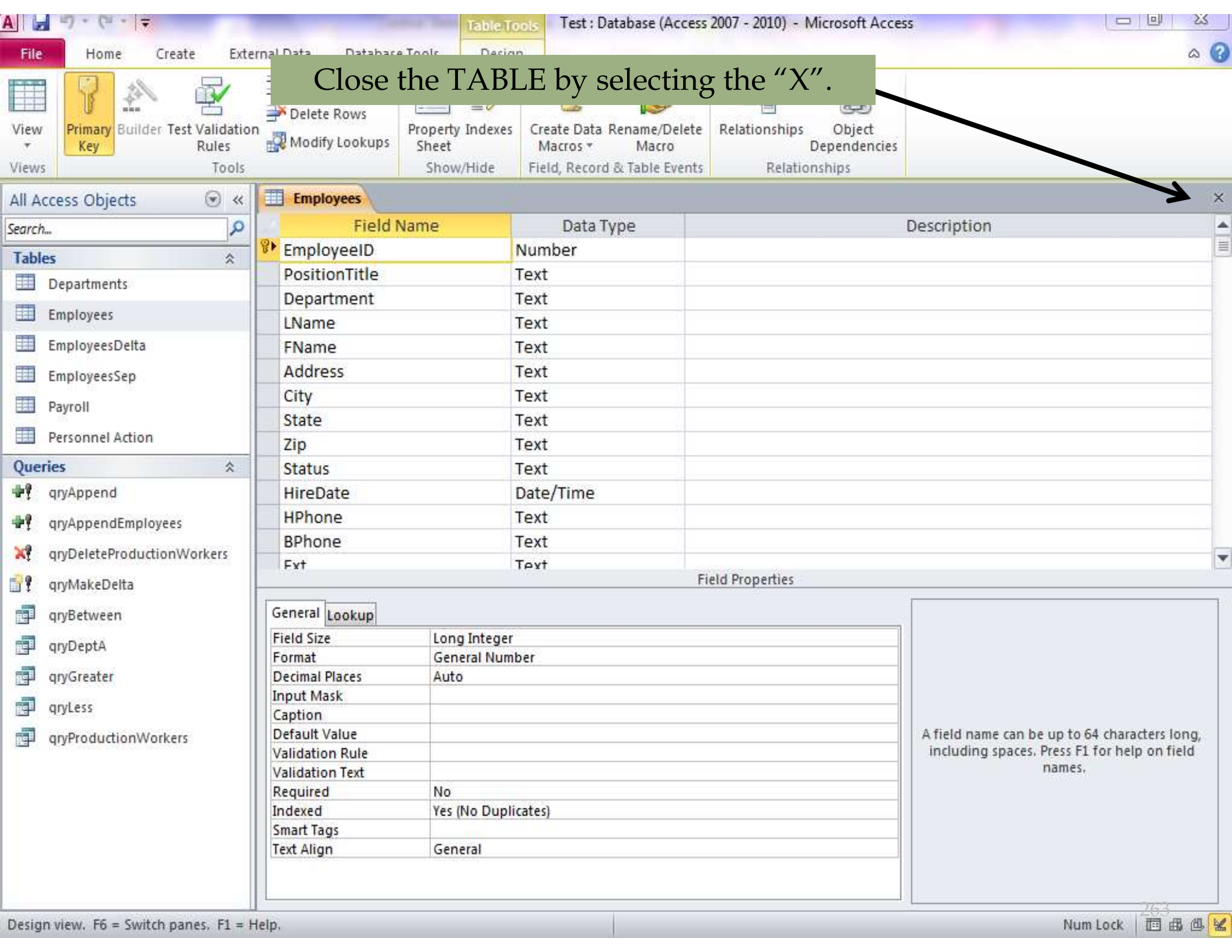
You can't change the primary key.

This table is the primary table in one or more relationships.

If you want to change or remove the primary key, first delete the relationship in the Relationships window.

OK

This notice will display. Why can't the "Primary Key" be removed? Select "OK".



Close the TABLE by selecting the "X".

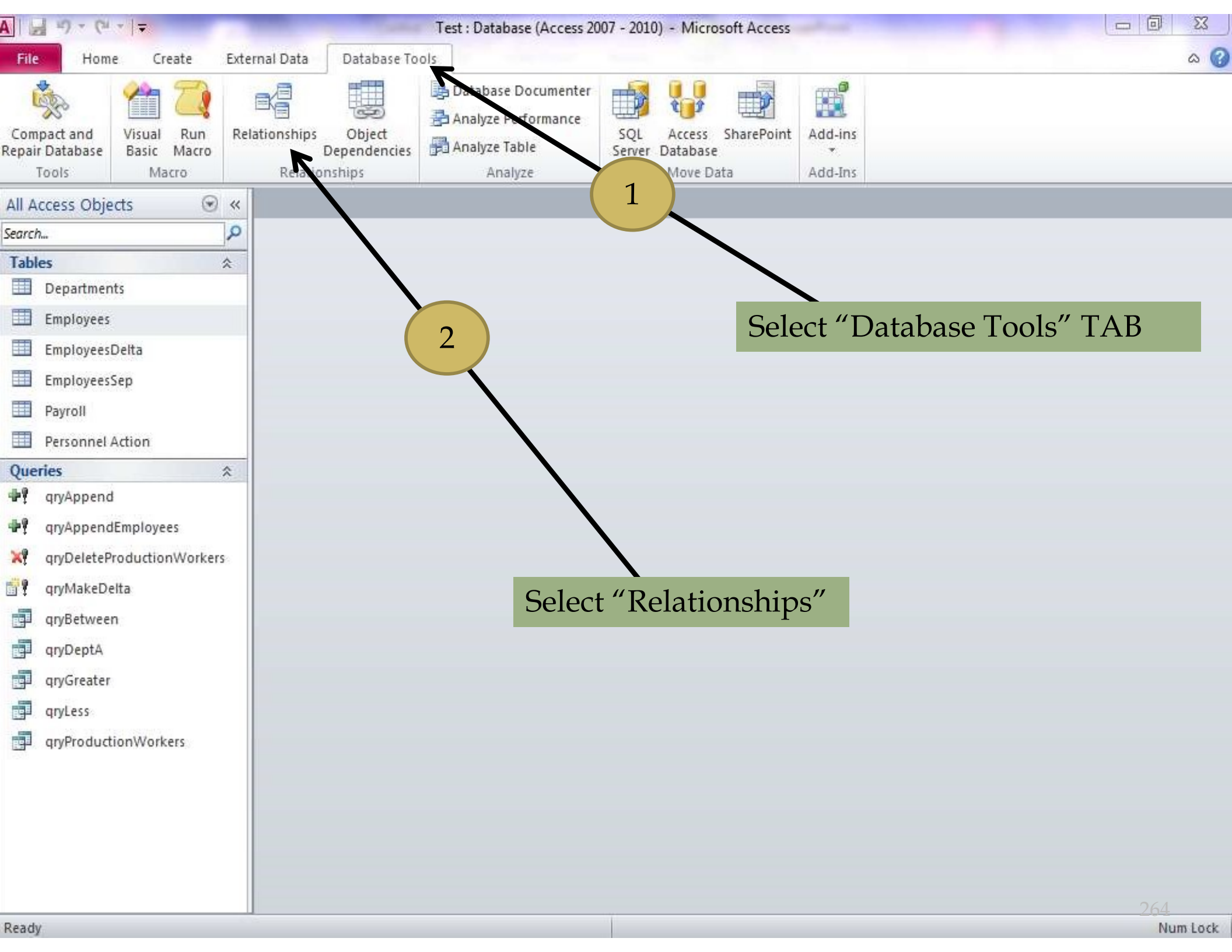
- All Access Objects
- Search...
- Tables**
- Departments
 - Employees
 - EmployeesDelta
 - EmployeesSep
 - Payroll
 - Personnel Action
- Queries**
- qryAppend
 - qryAppendEmployees
 - qryDeleteProductionWorkers
 - qryMakeDelta
 - qryBetween
 - qryDeptA
 - qryGreater
 - qryLess
 - qryProductionWorkers

Field Name	Data Type	Description
EmployeeID	Number	
PositionTitle	Text	
Department	Text	
LName	Text	
FName	Text	
Address	Text	
City	Text	
State	Text	
Zip	Text	
Status	Text	
HireDate	Date/Time	
HPhone	Text	
BPhone	Text	
Fxt	Text	

Field Properties

Property	Value
Field Size	Long Integer
Format	General Number
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	Yes (No Duplicates)
Smart Tags	
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

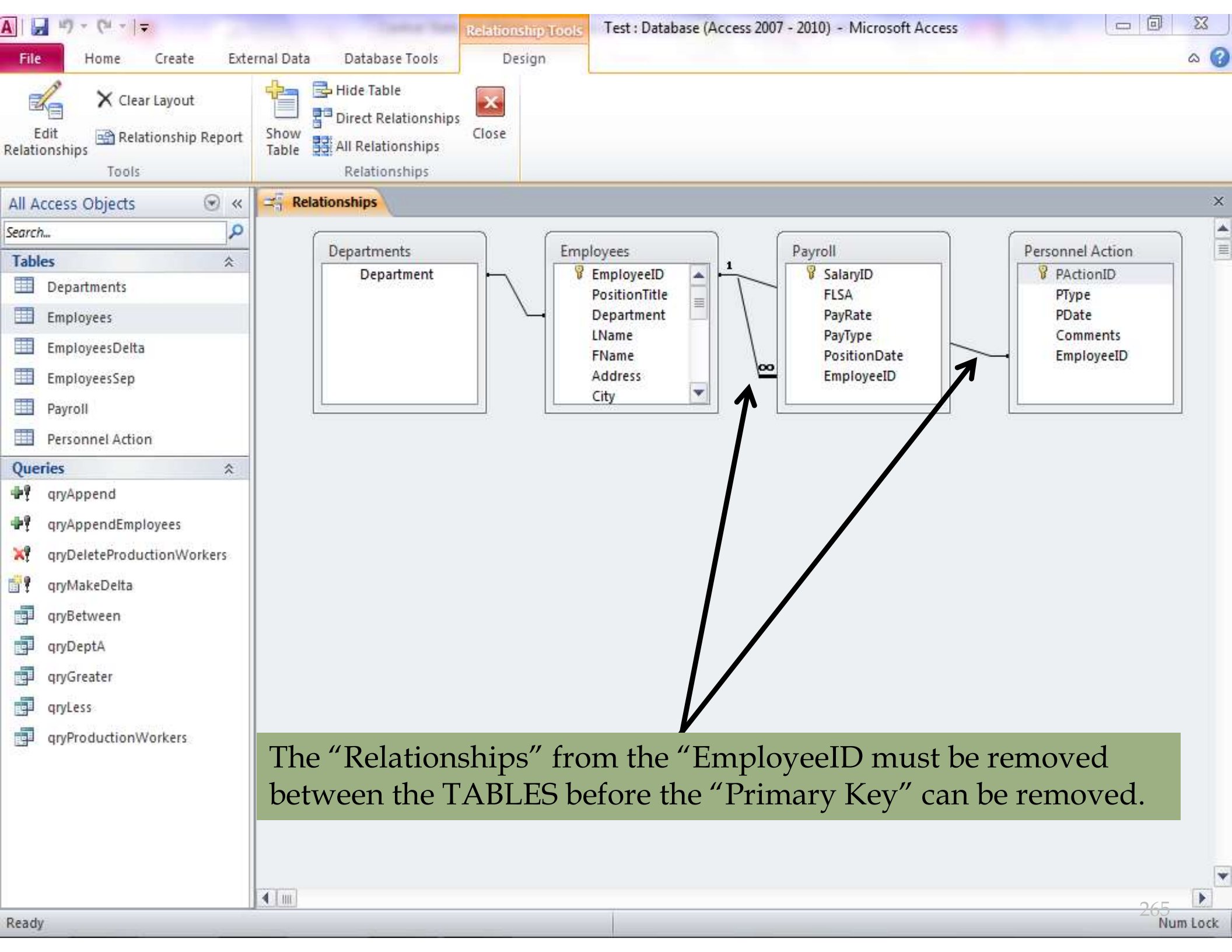


1

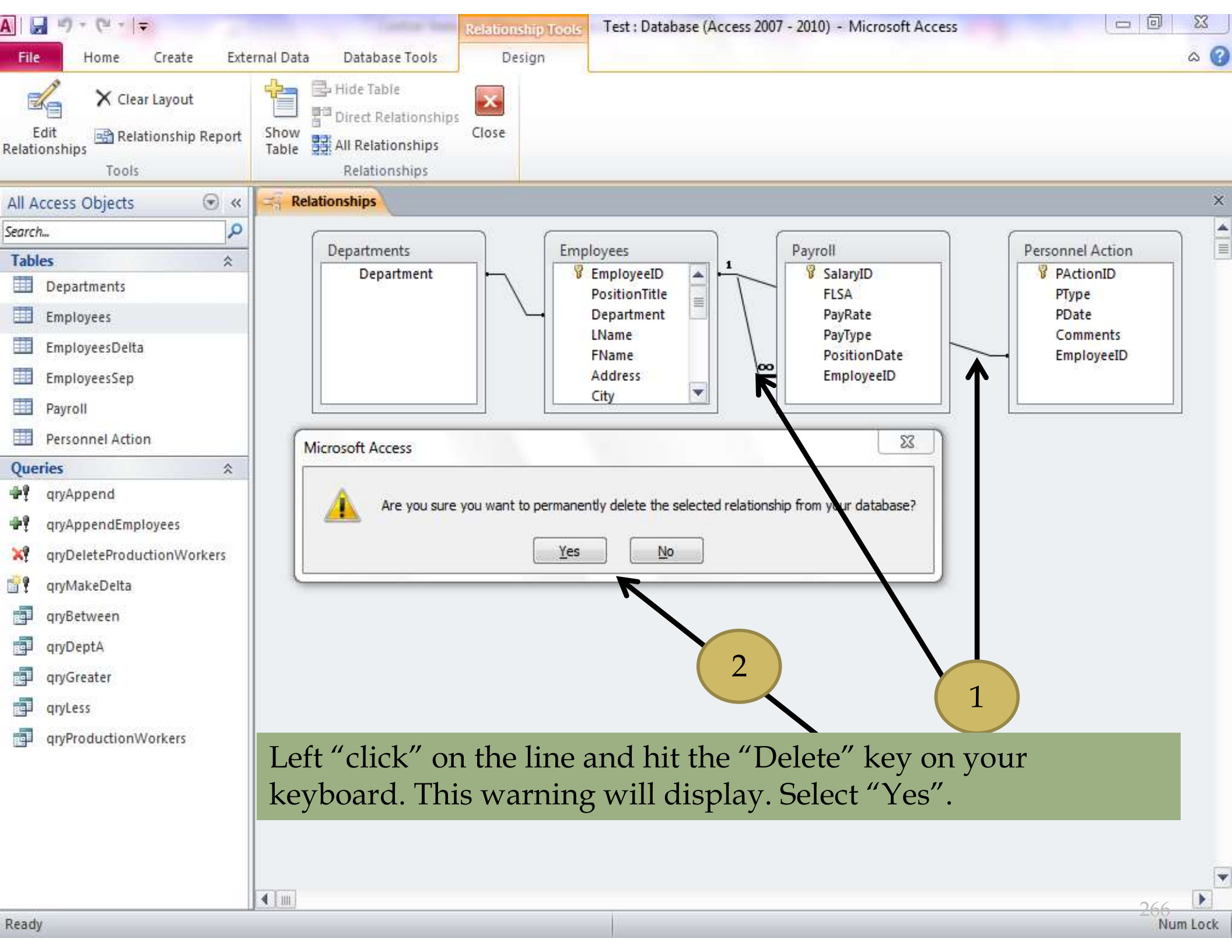
Select "Database Tools" TAB

2

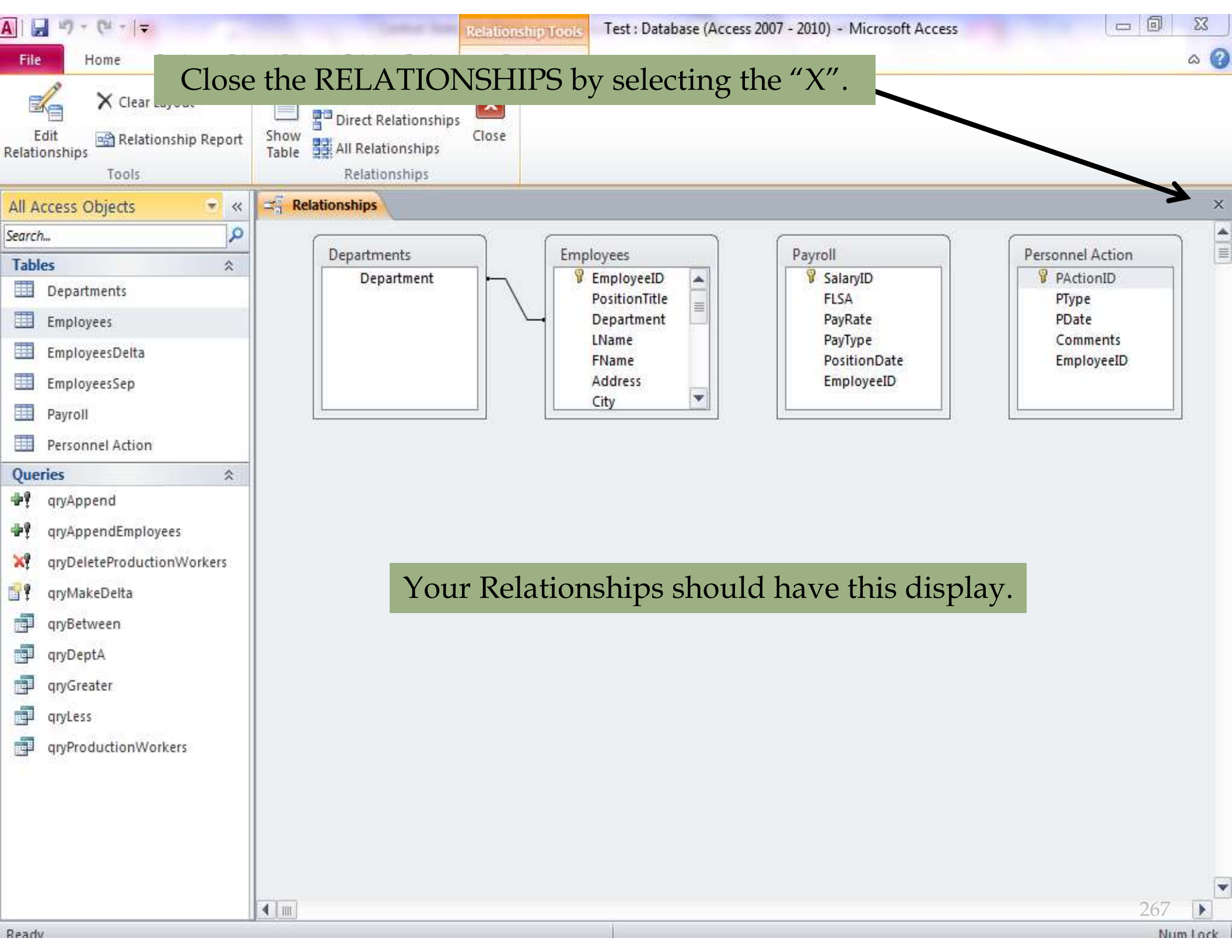
Select "Relationships"



The "Relationships" from the "EmployeeID must be removed between the TABLES before the "Primary Key" can be removed.



Left "click" on the line and hit the "Delete" key on your keyboard. This warning will display. Select "Yes".



Close the RELATIONSHIPS by selecting the "X".

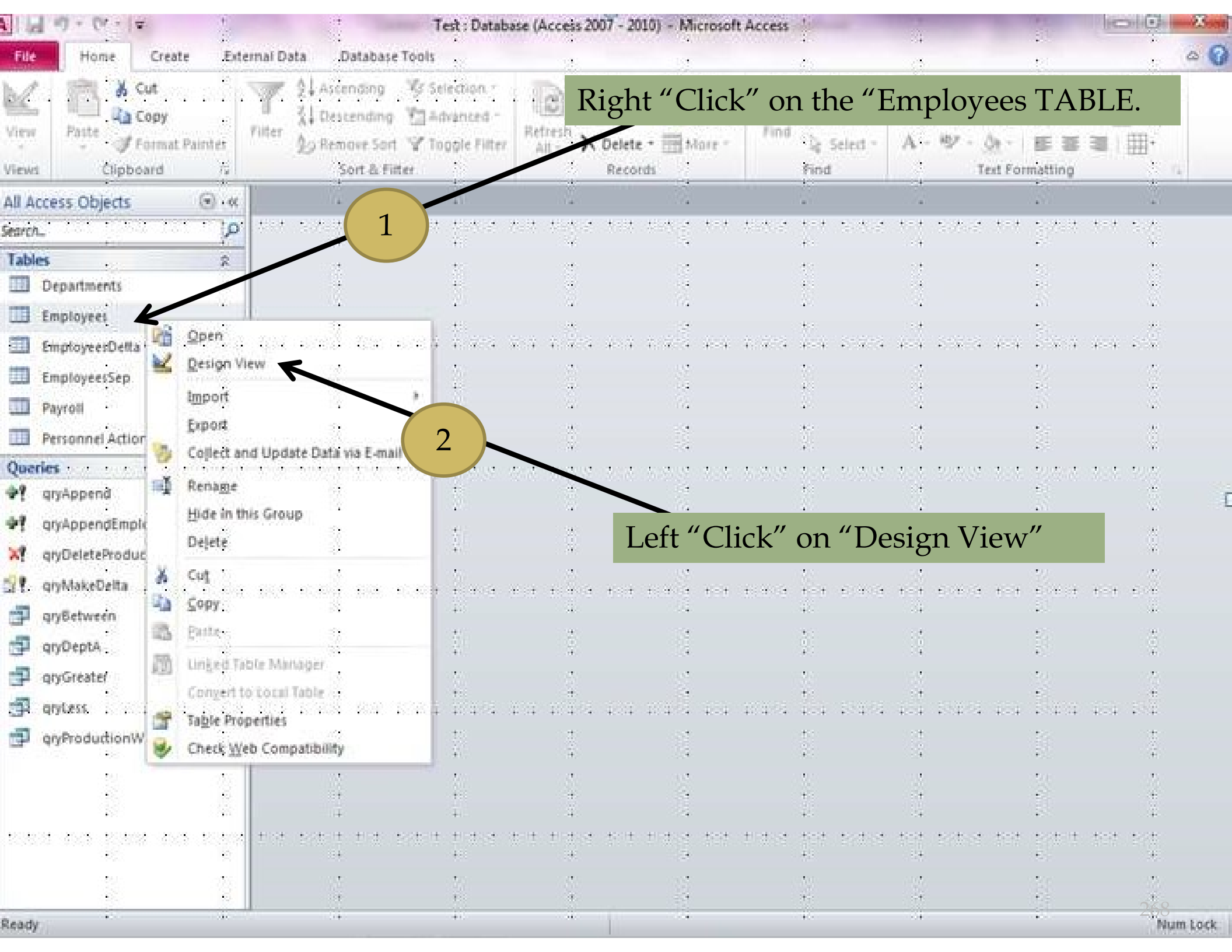
Your Relationships should have this display.

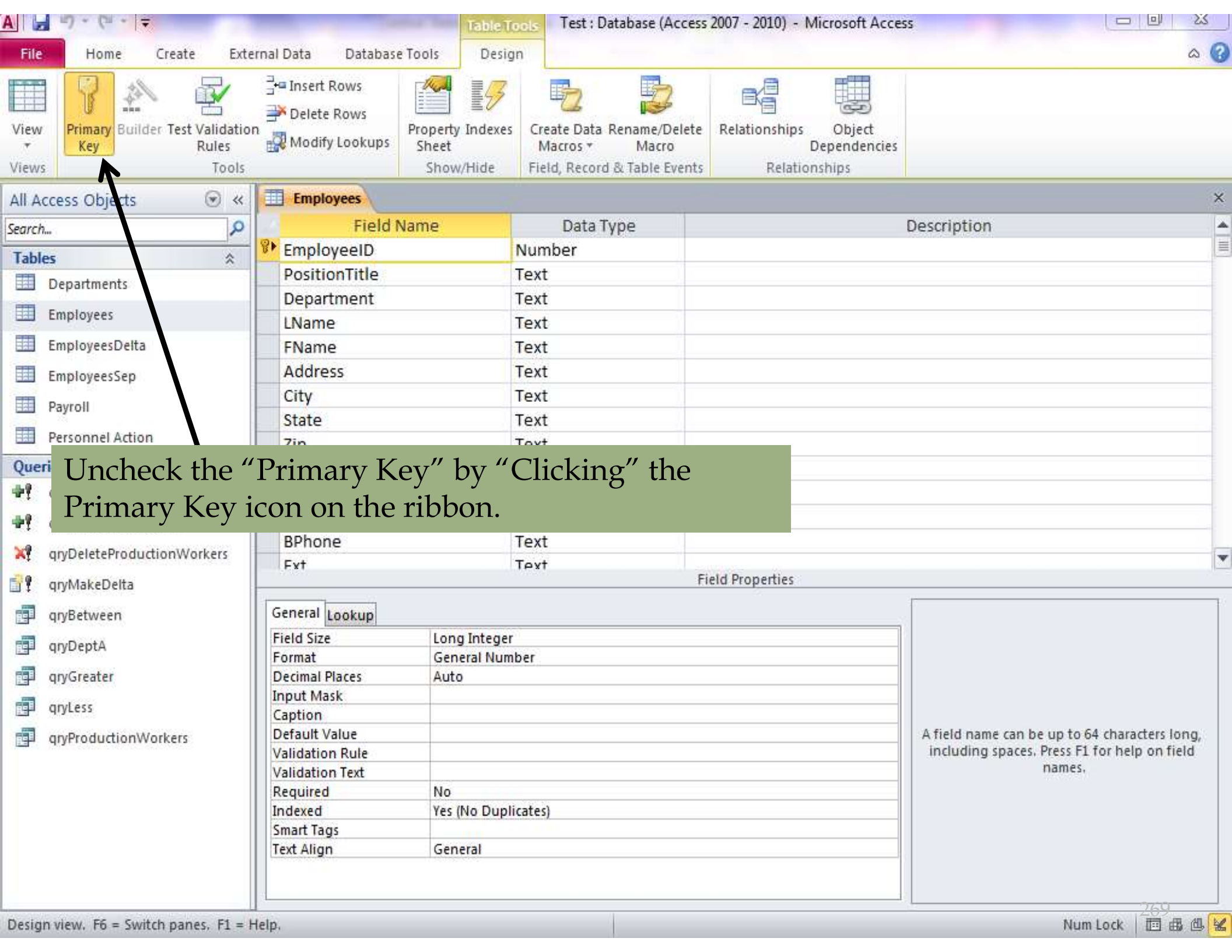
Right "Click" on the "Employees TABLE.

1

2

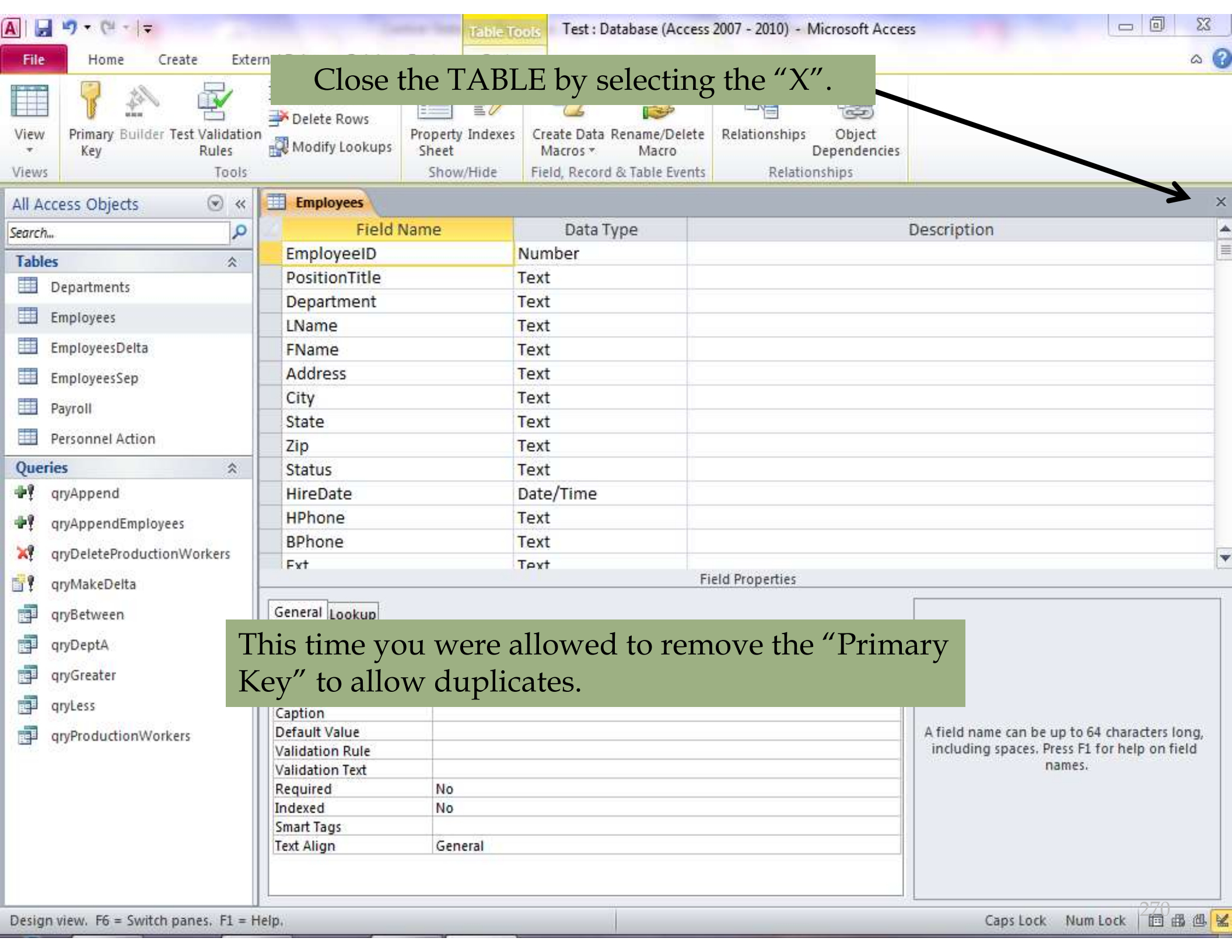
Left "Click" on "Design View"





Uncheck the "Primary Key" by "Clicking" the Primary Key icon on the ribbon.

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.



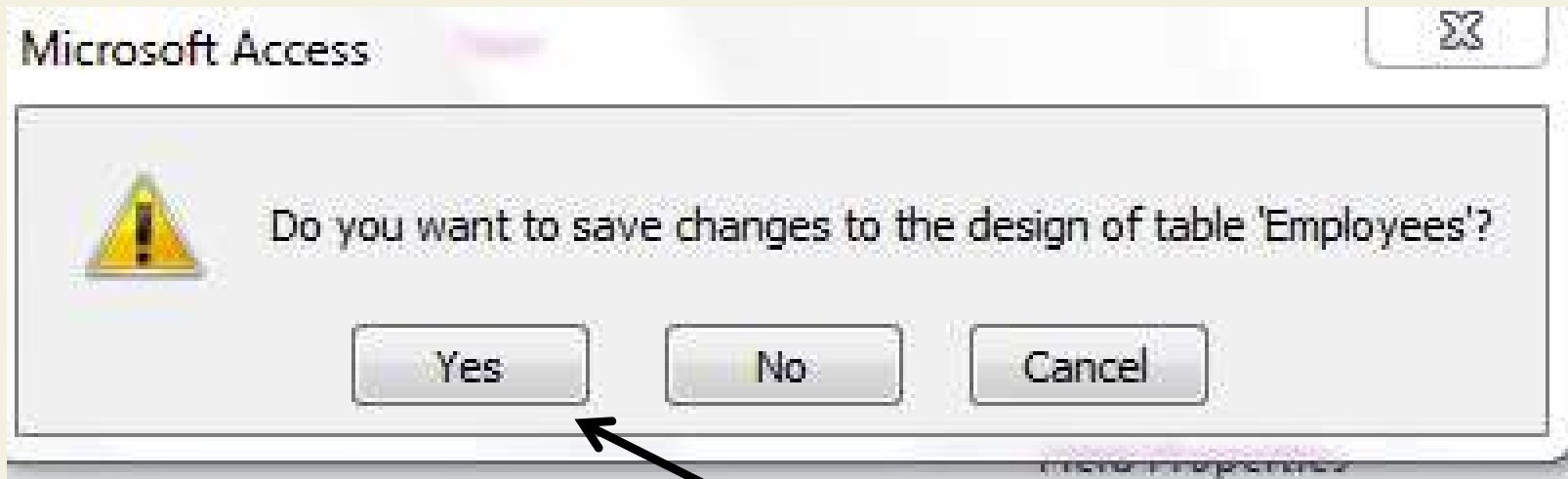
Close the TABLE by selecting the "X".

This time you were allowed to remove the "Primary Key" to allow duplicates.

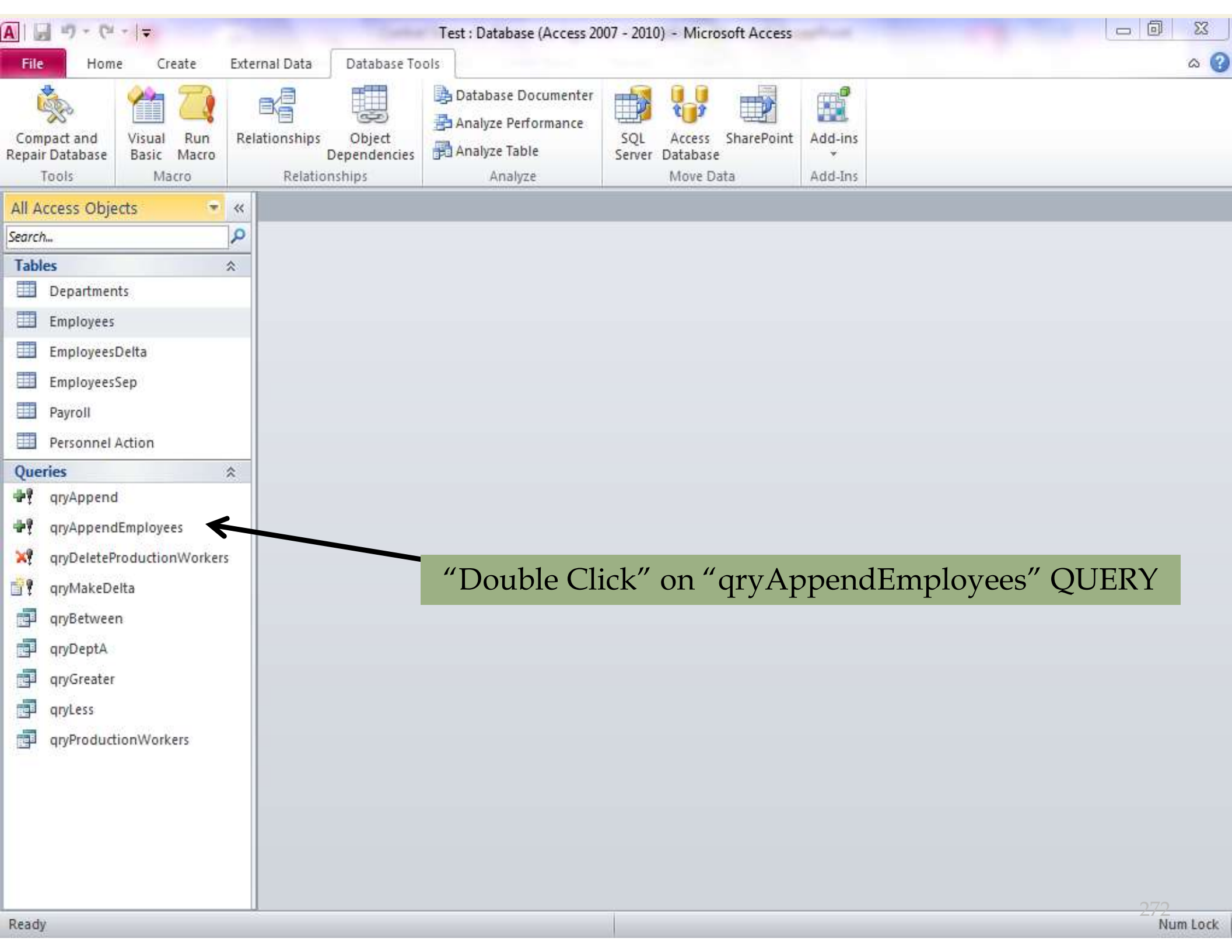
Field Name	Data Type	Description
EmployeeID	Number	
PositionTitle	Text	
Department	Text	
LName	Text	
FName	Text	
Address	Text	
City	Text	
State	Text	
Zip	Text	
Status	Text	
HireDate	Date/Time	
HPhone	Text	
BPhone	Text	
Fxt	Text	

Field Properties	
General	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Smart Tags	
Text Align	General

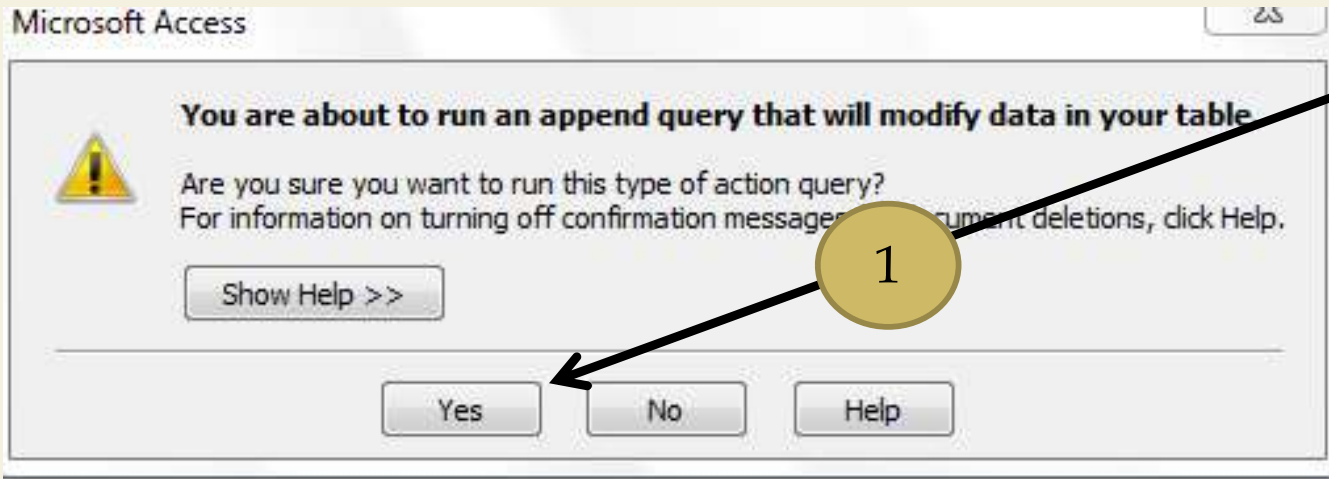
A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.



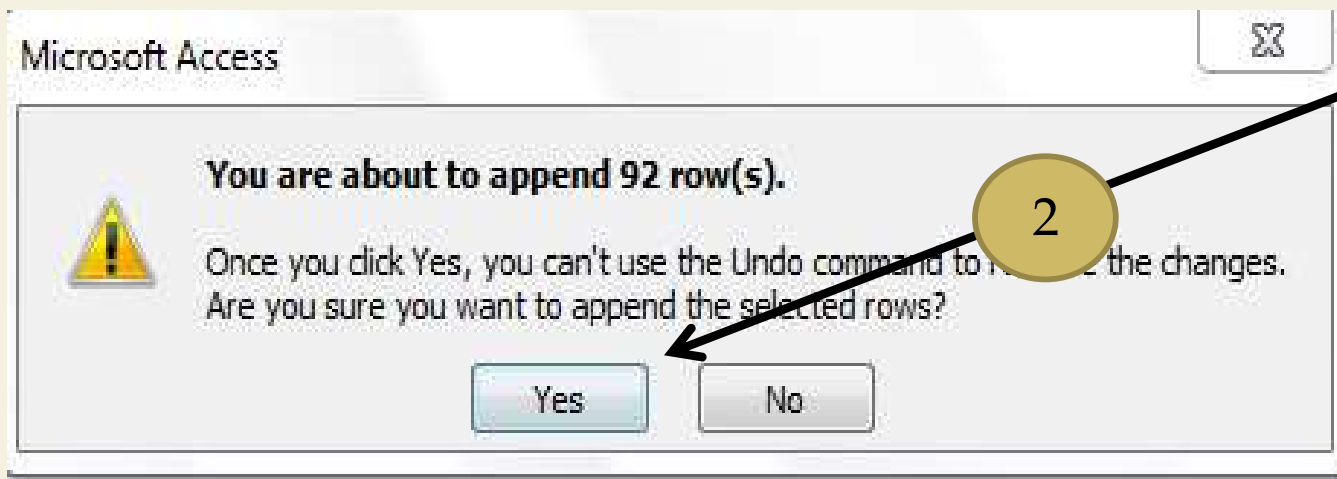
You will asked if you want to save the changes. Select "Yes"



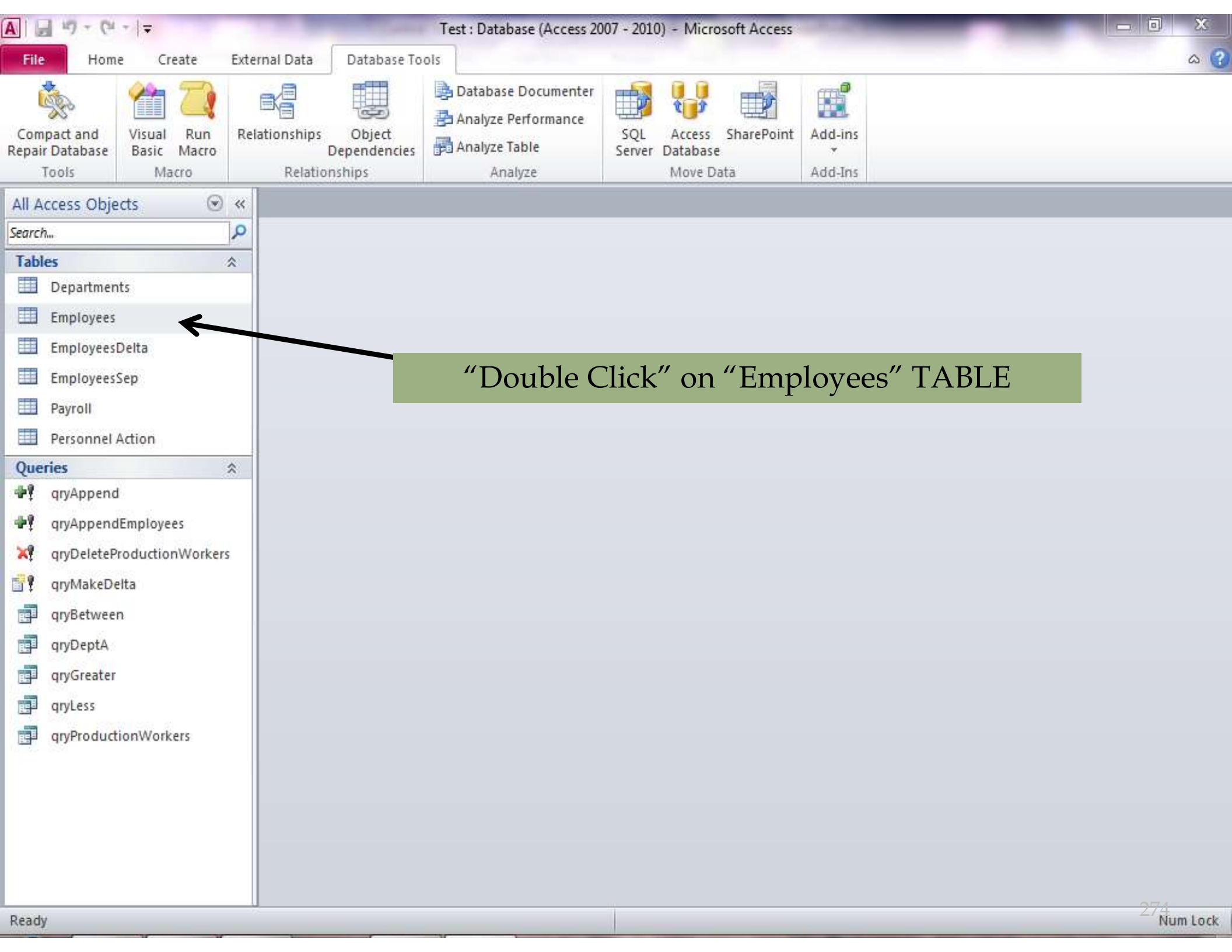
“Double Click” on “qryAppendEmployees” QUERY



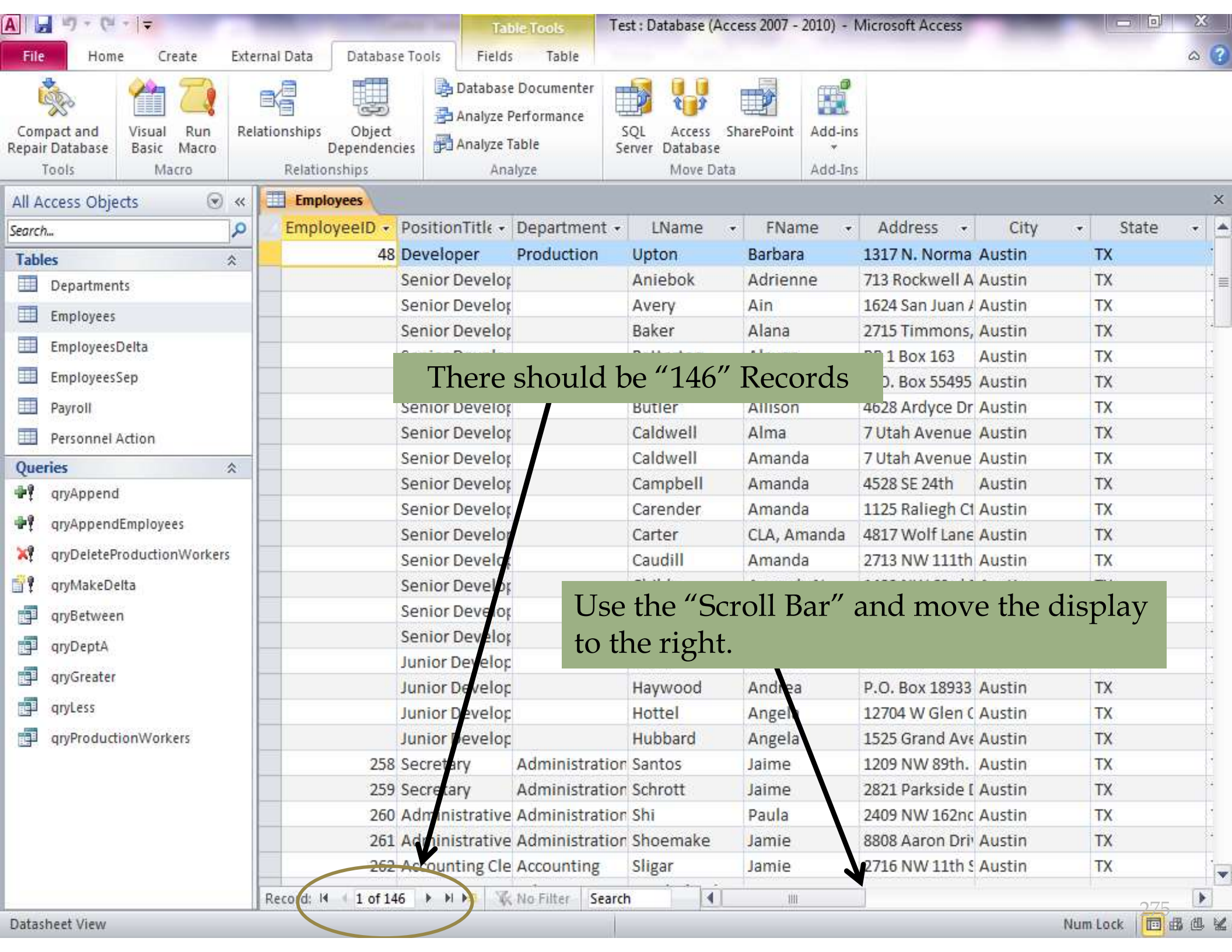
This warning will display.
Select "Yes"



The second warning will display that 92 records are going to be appended.
Select "Yes"



“Double Click” on “Employees” TABLE



There should be "146" Records

Use the "Scroll Bar" and move the display to the right.

Record: 1 of 146



Some of the fields do not have any or incorrect data.

- All Access Objects
- Search...
- Tables
 - Departments
 - Employees
 - EmployeesDelta
 - EmployeesSep
 - Payroll
 - Personnel Action
- Queries
 - qryAppend
 - qryAppendEmployees
 - qryDeleteProductionWorkers
 - qryMakeDelta
 - qryBetween
 - qryDeptA
 - qryGreater
 - qryLess
 - qryProductionWorkers

Status	HireDate	HPhone	BPhone	Ext	CPhone	Race	Gender
	10/1/1971					White	F
	9/1/1971					White	F
	11/1/1975					White	F
	1/1/1975					White	F
	8/1/1976					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
Part	1/1/2003		(405) 555-1212	112		White	F
Part	11/1/2003		(405) 555-1212	111		White	F
Full	9/15/2005		(405) 555-1212	110		Asian	F
Full	10/1/2007		(405) 555-1212	109		White	F
Full	10/1/2007		(405) 555-1212	201		White	F
Full	10/1/2007		(405) 555-1212	103		White	F
Full	10/15/2007		(405) 555-1212	102		Black	F
Full	10/15/2007		(405) 555-1212	709		Black	M

Close the TABLE by selecting the "X".



All Access Objects

Search...

Tables

- Departments
- Employees
- EmployeesDelta
- EmployeesSep
- Payroll
- Personnel Action

Queries

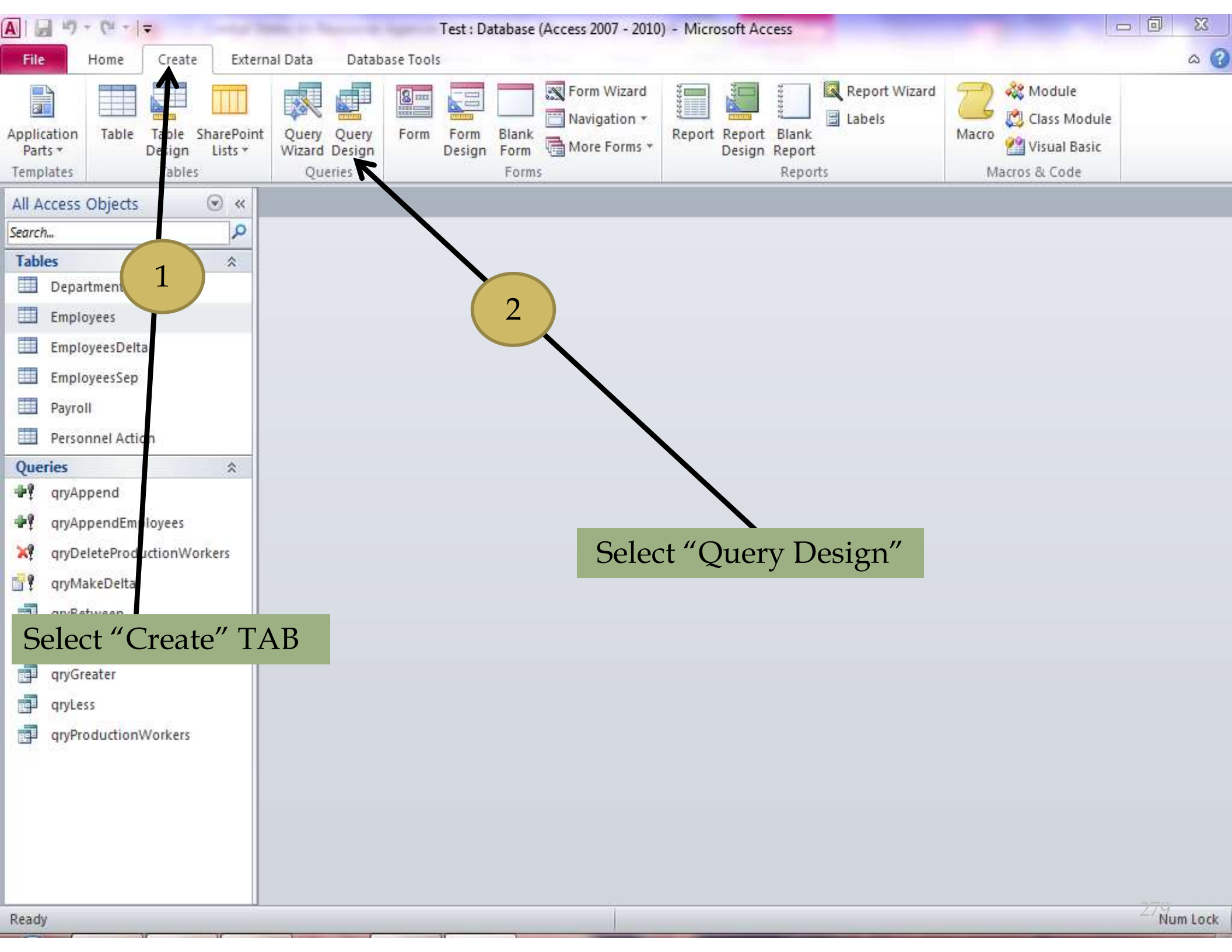
- qryAppend
- qryAppendEmployees
- qryDeleteProductionWorkers
- qryMakeDelta
- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

Status	HireDate	HPhone	BPhone	Ext	CPhone	Race	Gender
	10/1/1971					White	F
	9/1/1971					White	F
	11/1/1975					White	F
	1/1/1975					White	F
	8/1/1976					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
	1/1/1971					White	F
Part	1/1/2003		(405) 555-1212	112		White	F
Part	11/1/2003		(405) 555-1212	111		White	F
Full	9/15/2005		(405) 555-1212	110		Asian	F
Full	10/1/2007		(405) 555-1212	109		White	F
Full	10/1/2007		(405) 555-1212	201		White	F
Full	10/1/2007		(405) 555-1212	103		White	F
Full	10/15/2007		(405) 555-1212	102		Black	F
Full	10/15/2007		(405) 555-1212	709		Black	M

Record: 1 of 146 No Filter Search

Using the “Employees” TABLE.

12. Create an **update** query on the Employees TABLE for the new employees. Make the new employees **Status** to **Full** and **HireDate** as **01/012009**. Update that field to today's date and give each employee an **email address**. Name that query “qryUpdateEmployees”.

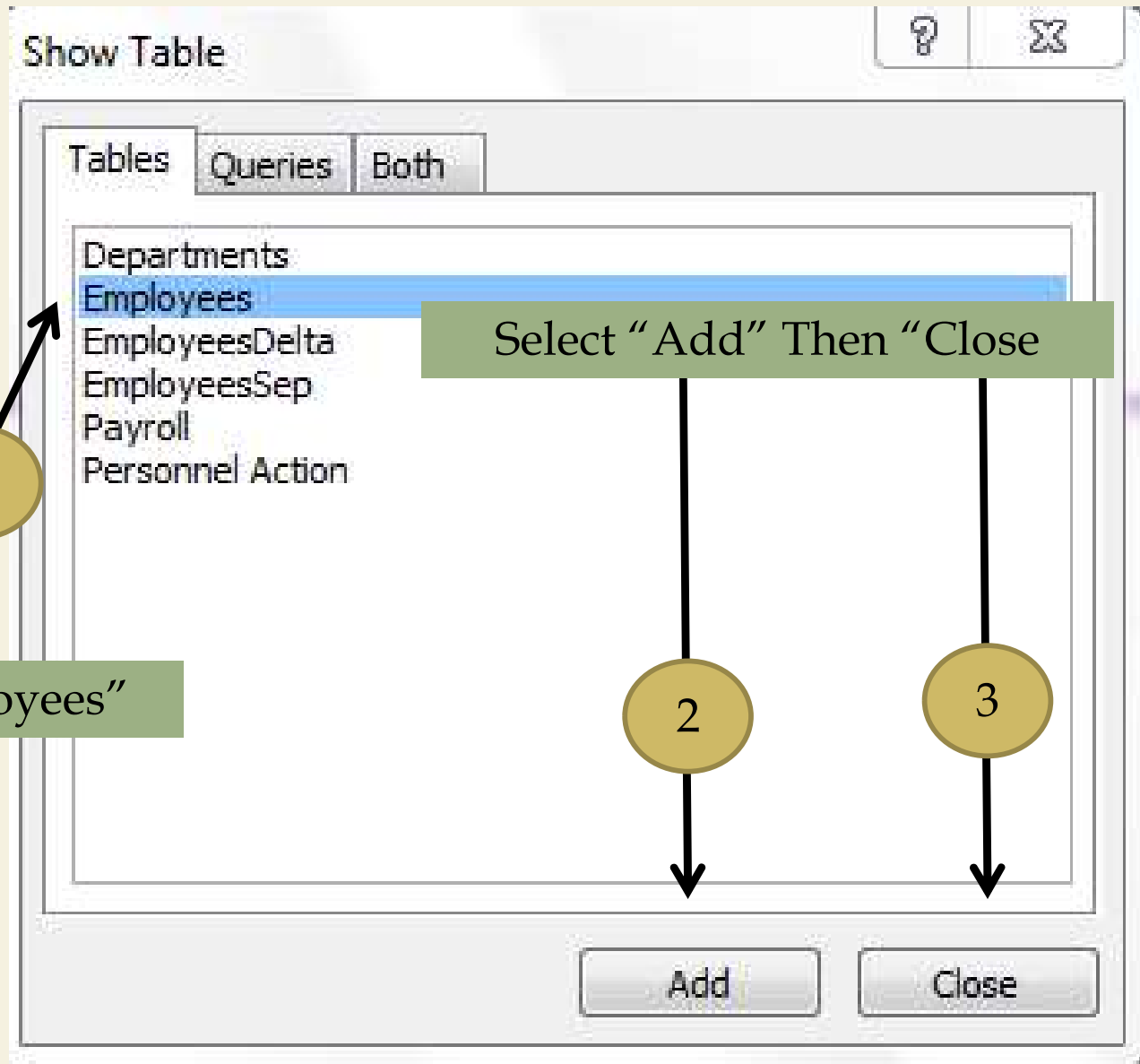


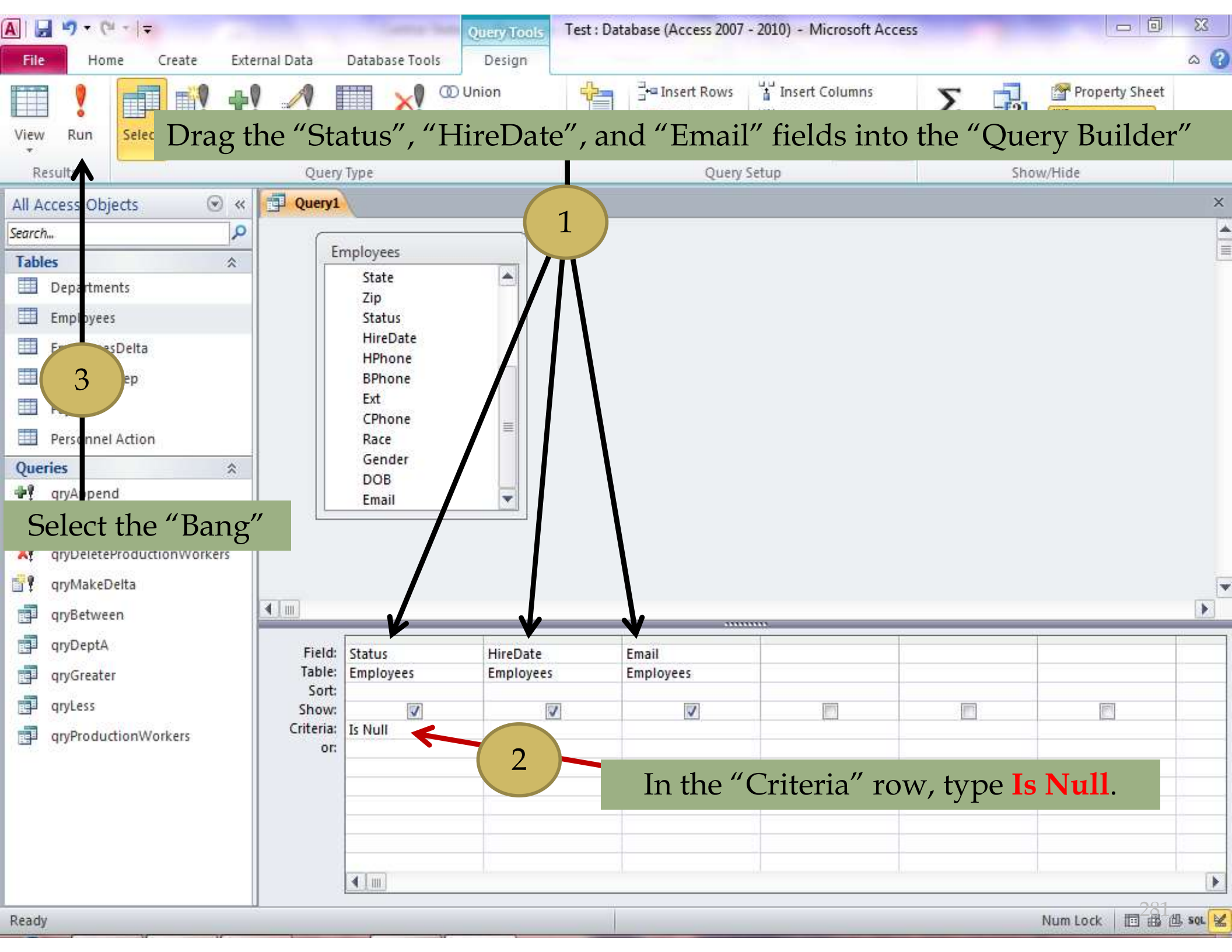
1

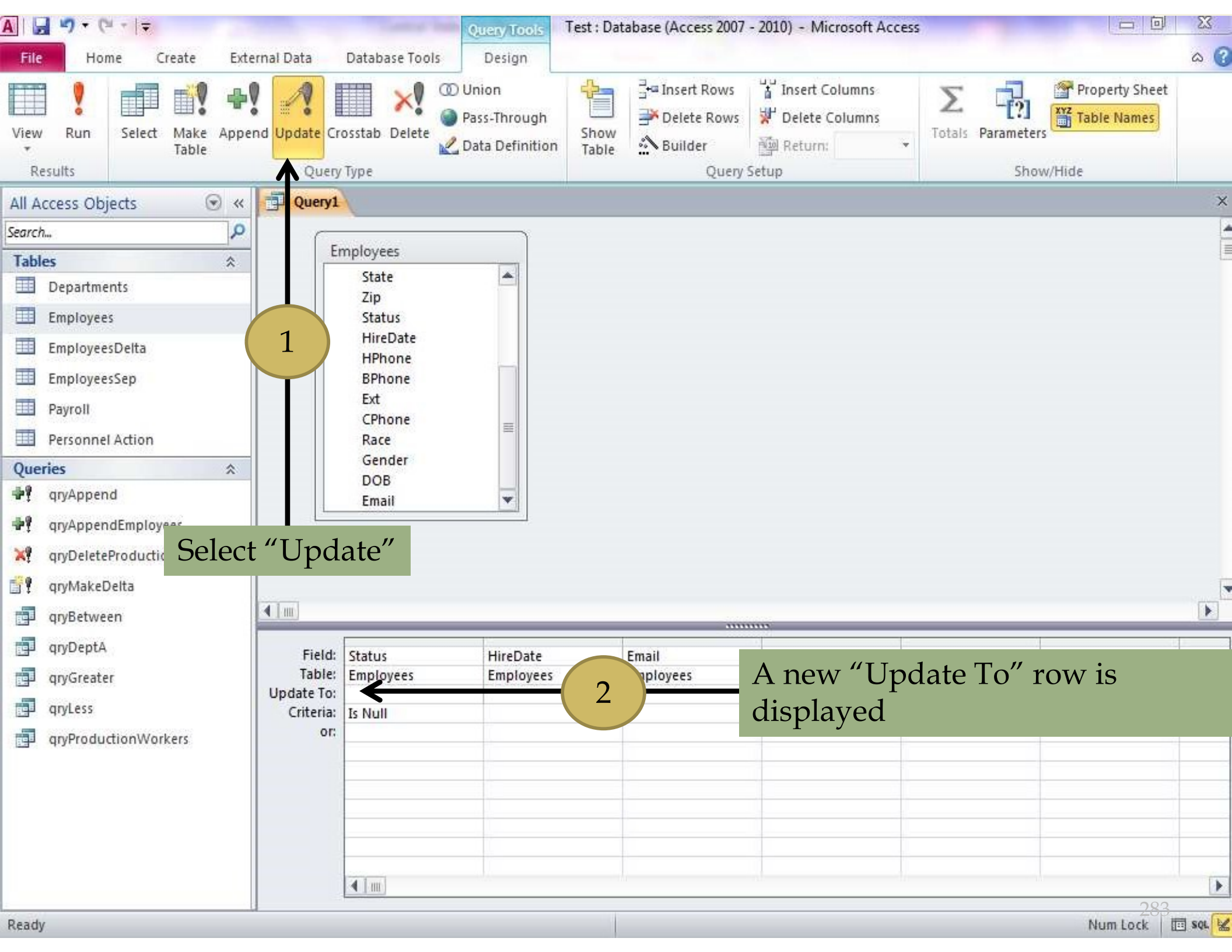
2

Select "Query Design"

Select "Create" TAB







Select "Update"

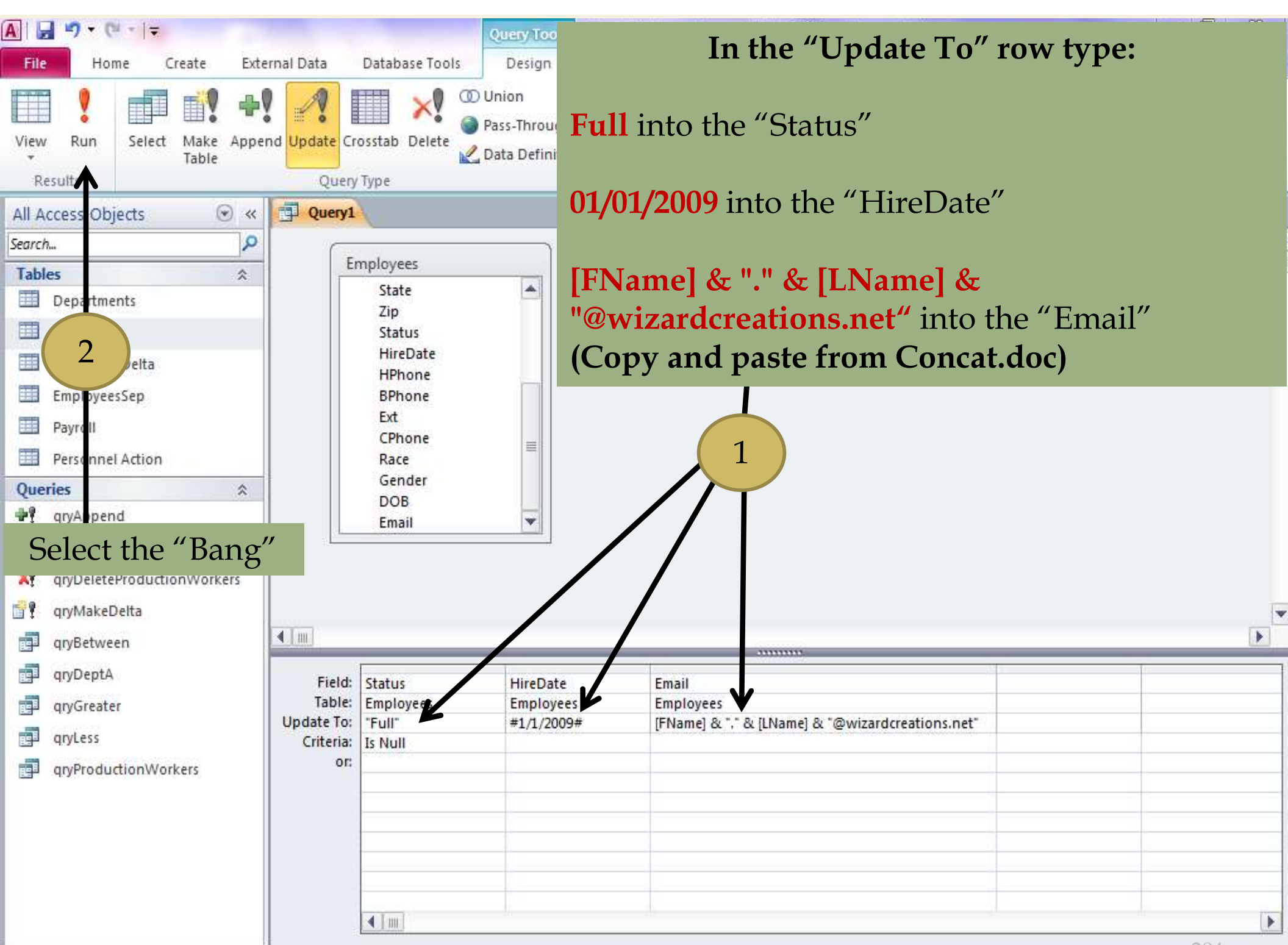
A new "Update To" row is displayed

In the "Update To" row type:

Full into the "Status"

01/01/2009 into the "HireDate"

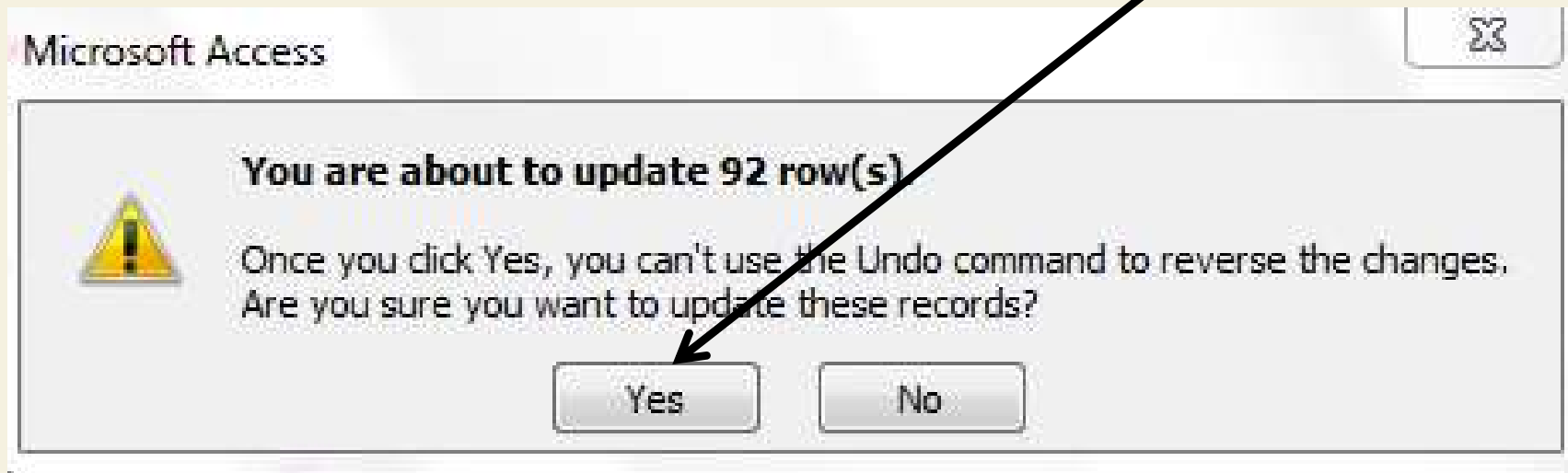
[FName] & "." & [LName] & "@wizardcreations.net" into the "Email"
(Copy and paste from Concat.doc)



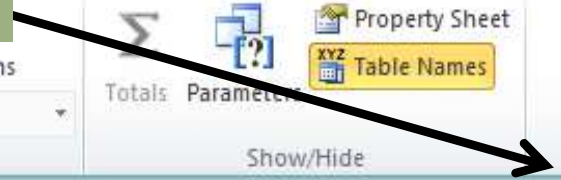
Select the "Bang"

Field:	Status	HireDate	Email		
Table:	Employees	Employees	Employees		
Update To:	"Full"	#1/1/2009#	[FName] & "." & [LName] & "@wizardcreations.net"		
Criteria:	Is Null				
or:					

This warning will display.
Select "Yes"



Close the QUERY by selecting the "X".



File Home Create External Data Query Tools

View Run Select Make Table Append Update Crosstab Delete Pass-Through Data Definition Show Table Delete Rows Delete Columns Builder Return: Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Objects

Search...

Tables

- Departments
- Employees
- EmployeesDelta
- EmployeesSep
- Payroll
- Personnel Action

Queries

- qryAppend
- qryAppendEmployees
- qryDeleteProductionWorkers
- qryMakeDelta
- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers

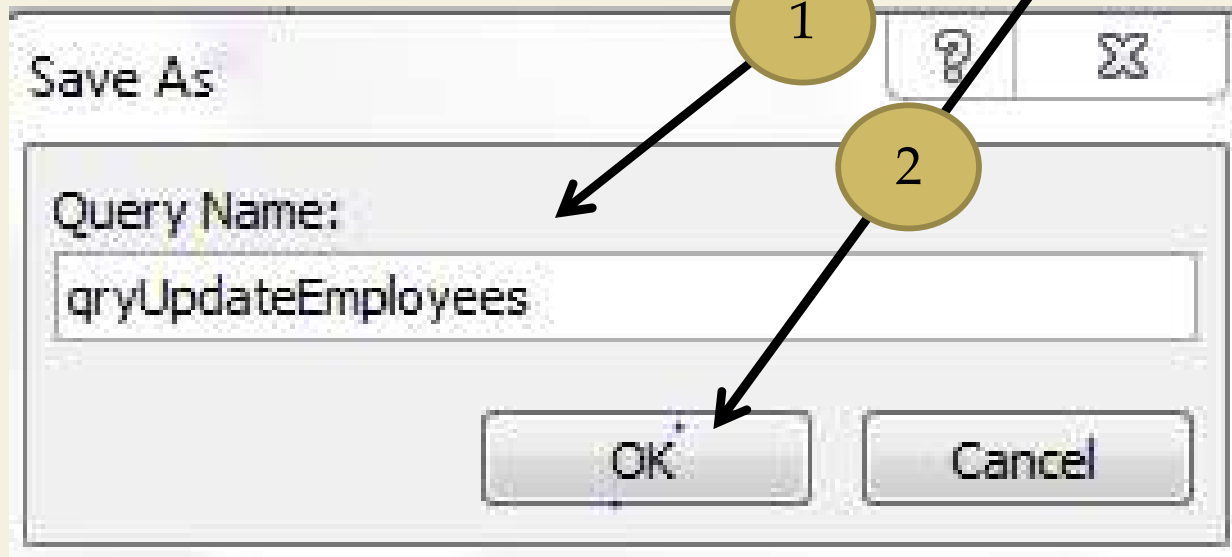
Query1

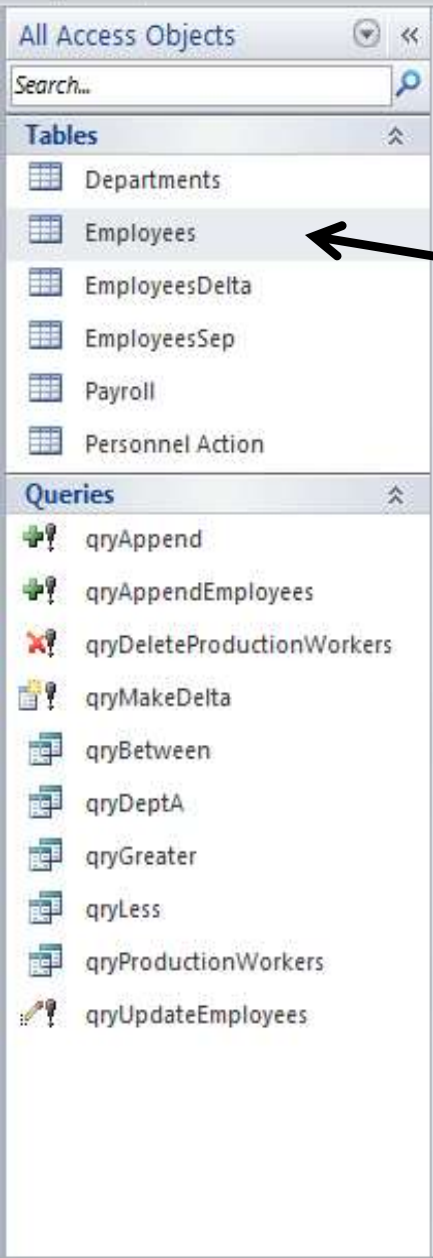
Employees

- State
- Zip
- Status
- HireDate
- HPhone
- BPhone
- Ext
- CPhone
- Race
- Gender
- DOB
- Email

Field:	Status	HireDate	Email		
Table:	Employees	Employees	Employees		
Update To:	"Full"	#1/1/2009#	[FName] & "." & [LName] & "@wizardcreations.net"		
Criteria:	Is Null				
or:					

Save the query as
"qryUpdateEmployees"
Select "OK"





“Double Click” on “Employees” TABLE

These fields have been updated
See Anything wrong?

Status	HireDate
Full	1/1/2009
Full	1/1/2009
Full	1/1/2009
Full	1/1/2009
Full	1/1/2009
Full	1/1/2009
Full	1/1/2009
Full	1/1/2009
Part	1/1/2003
Part	11/1/2003
Full	9/15/2005
Full	10/1/2007
Full	10/1/2007
Full	10/1/2007
Full	10/15/2007
Full	10/15/2007
Full	1/1/2001
Full	1/1/2001
Full	1/1/2001
Full	1/1/2001
Full	1/1/2001
Full	1/1/2001
Full	1/1/2001
Full	1/1/2001
Full	1/1/2001
Full	1/1/2001
Full	1/1/2001

Email
Amanda.Caudill@wizardcreations.net
Amanda N..Childs@wizardcreations.net
Amber.Dennis@wizardcreations.net
Amber.Dixon@wizardcreations.net
Andrea.Harris@wizardcreations.net
Andrea.Haywood@wizardcreations.net
Angela.Hottel@wizardcreations.net
Angela.Hubbard@wizardcreations.net
Jaime.Santos@wizardcreations.net
Jaime.Schrott@wizardcreations.net
Jamie.Shi@wizardcreations.net
Jamie.Shoemake@wizardcreations.net
Jamie.Sligar@wizardcreations.net
Jana.Sunderland@wizardcreations.net
Jane Ann.Suttle@wizardcreations.net
Kenneth.Sheets@wizardcreations.net
Kevin.Stroud@wizardcreations.net
Kevin Ward.Treat@wizardcreations.net
Kyle.Youngblood@wizardcreations.net
Lendell.Allen@wizardcreations.net
Lucas.Common@wizardcreations.net
Marcus.Divilio, III@wizardcreations.net
Marcus.Draper@wizardcreations.net
Michael.House@wizardcreations.net
Michael.Johnson@wizardcreations.net

Close the TABLE by selecting the "X".

File Home Create External TableTools Wizard Macro Module Class Module Visual Basic Macros & Code

Application Parts Templates Table Table Design Tables Query Wizard Design Queries Form Form Design Forms Blank Form More Forms Navigation More Forms Reports Report Design Reports Labels

All Access Objects

Search...

Tables

- Departments
- Employees
- EmployeesDelta
- EmployeesSep
- Payroll
- Personnel Action

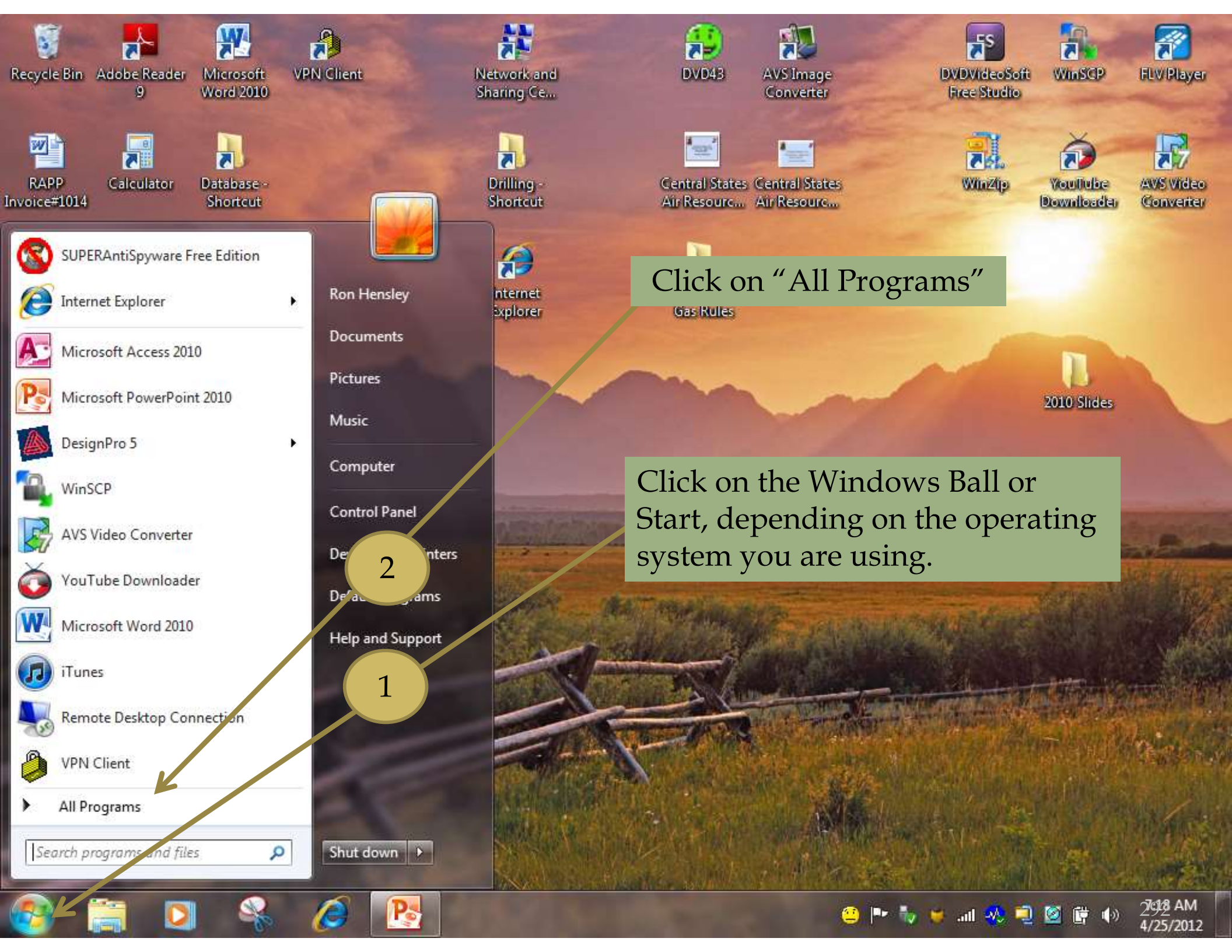
Queries

- qryAppend
- qryAppendEmployees
- qryDeleteProductionWorkers
- qryMakeDelta
- qryBetween
- qryDeptA
- qryGreater
- qryLess
- qryProductionWorkers
- qryUpdateEmployees

Race	Gender	DOB	Email
White	F		Amanda.Caudill@wizardcreations.net
White	F		Amanda N..Childs@wizardcreations.net
White	F		Amber.Dennis@wizardcreations.net
White	F		Amber.Dixon@wizardcreations.net
White	F		Andrea.Harris@wizardcreations.net
White	F		Andrea.Haywood@wizardcreations.net
White	F		Angela.Hottel@wizardcreations.net
White	F		Angela.Hubbard@wizardcreations.net
White	F	2/13/1962	Jaime.Santos@wizardcreations.net
White	F	3/30/1964	Jaime.Schrott@wizardcreations.net
Asian	F	3/2/1980	Jamie.Shi@wizardcreations.net
White	F	7/3/1980	Jamie.Shoemake@wizardcreations.net
White	F	6/27/1967	Jamie.Sligar@wizardcreations.net
White	F	11/13/1956	Jana.Sunderland@wizardcreations.net
Black	F	5/8/1982	Jane Ann.Suttle@wizardcreations.net
Black	M	1/3/1969	Kenneth.Sheets@wizardcreations.net
White	M	3/24/1973	Kevin.Stroud@wizardcreations.net
White	M	3/11/1971	Kevin Ward.Treat@wizardcreations.net
Black	M	10/17/1961	Kyle.Youngblood@wizardcreations.net
White	M	1/1/1971	Lendell.Allen@wizardcreations.net
Black	M	2/4/1954	Lucas.Common@wizardcreations.net
White	M	1/1/1971	Marcus.Divilio, III@wizardcreations.net
White	M	1/1/1971	Marcus.Draper@wizardcreations.net
Asian	M	4/8/1956	Michael.House@wizardcreations.net
White	M	1/1/1971	Michael.Johnson@wizardcreations.net

Using the “**EmployeeWithData**” DATABASE.

13. Create a **crosstab** query on the **Accounts** TABLE with all the fields.



Click on "All Programs"

Click on the Windows Ball or Start, depending on the operating system you are using.

2

1

- Internet Explorer
- Microsoft Access 2010
- Microsoft PowerPoint 2010
- DesignPro 5
- WinSCP
- AVS Video Converter
- YouTube Downloader
- Microsoft Word 2010
- iTunes
- Remote Desktop Connection
- VPN Client
- All Programs



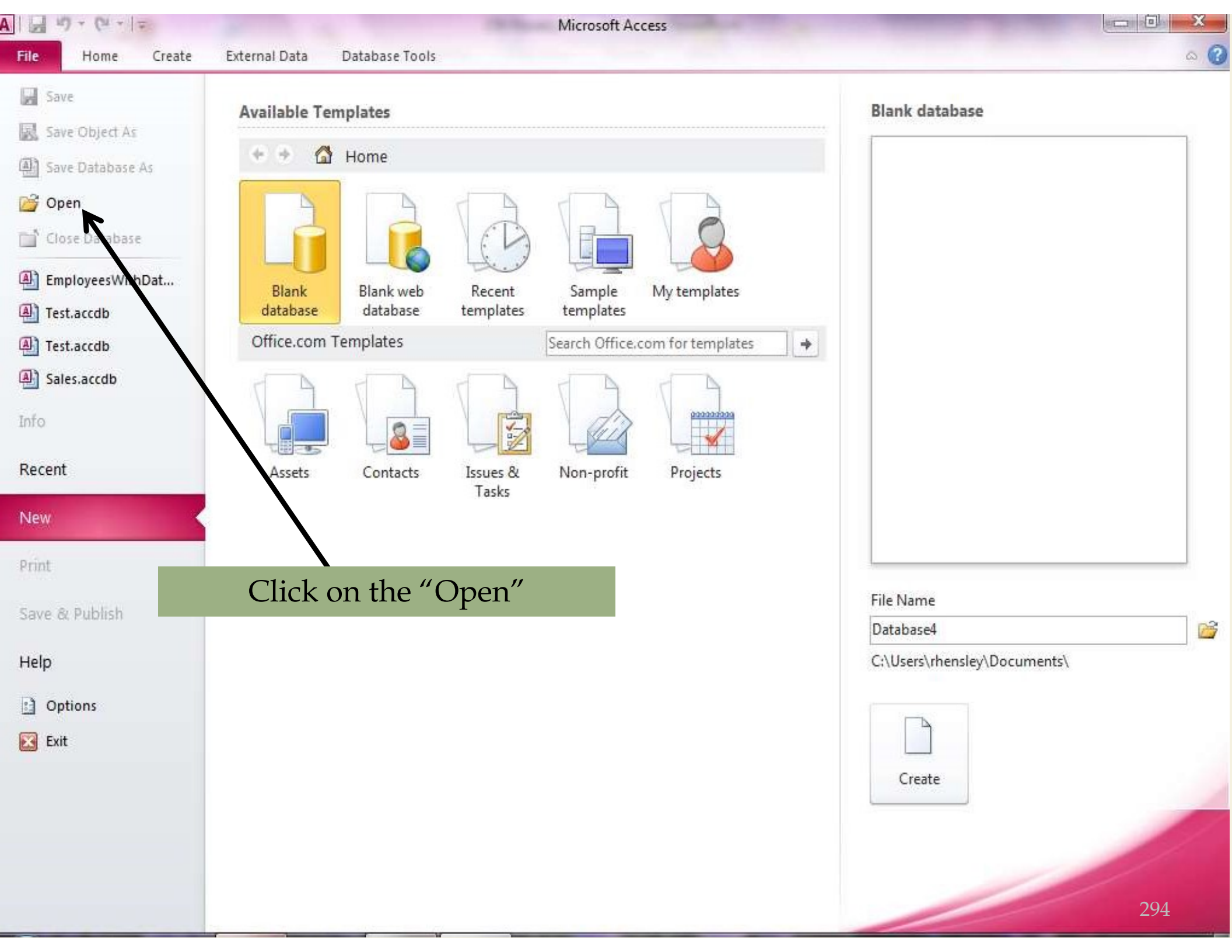
Click on "Microsoft Office"

Click on "Microsoft Access 2010"

1

2

Create databases and programs to track and manage your information by using Microsoft Access.



- Save
- Save Object As
- Save Database As
- Open
- Close Database
- EmployeesWithDat...
- Test.accdb
- Test.accdb
- Sales.accdb
- Info
- Recent
- New
- Print
- Save & Publish
- Help
- Options
- Exit

Available Templates

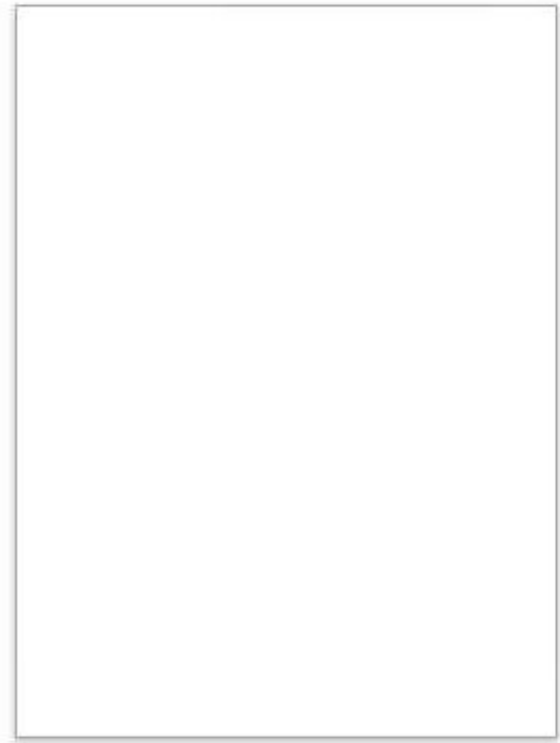
Home

Blank database Blank web database Recent templates Sample templates My templates

Office.com Templates Search Office.com for templates

Assets Contacts Issues & Tasks Non-profit Projects

Blank database



File Name
Database4

C:\Users\rhensley\Documents\

Create

Click on the "Open"

- Music
- Pictures
- Videos
- Computer
 - Local Disk (C:)
 - DVD RW Drive (D:) Au
 - Removable Disk (E:)**
 - office (\\cendc04) (O
 - rhensley (\\cenexch0:
- Network

Documents library

Includes: 1 location

Arrange by: Folder

- Access Developer Extensions
- Adobe Captivate Cached Projects
- Applications
- CARD ID Templates

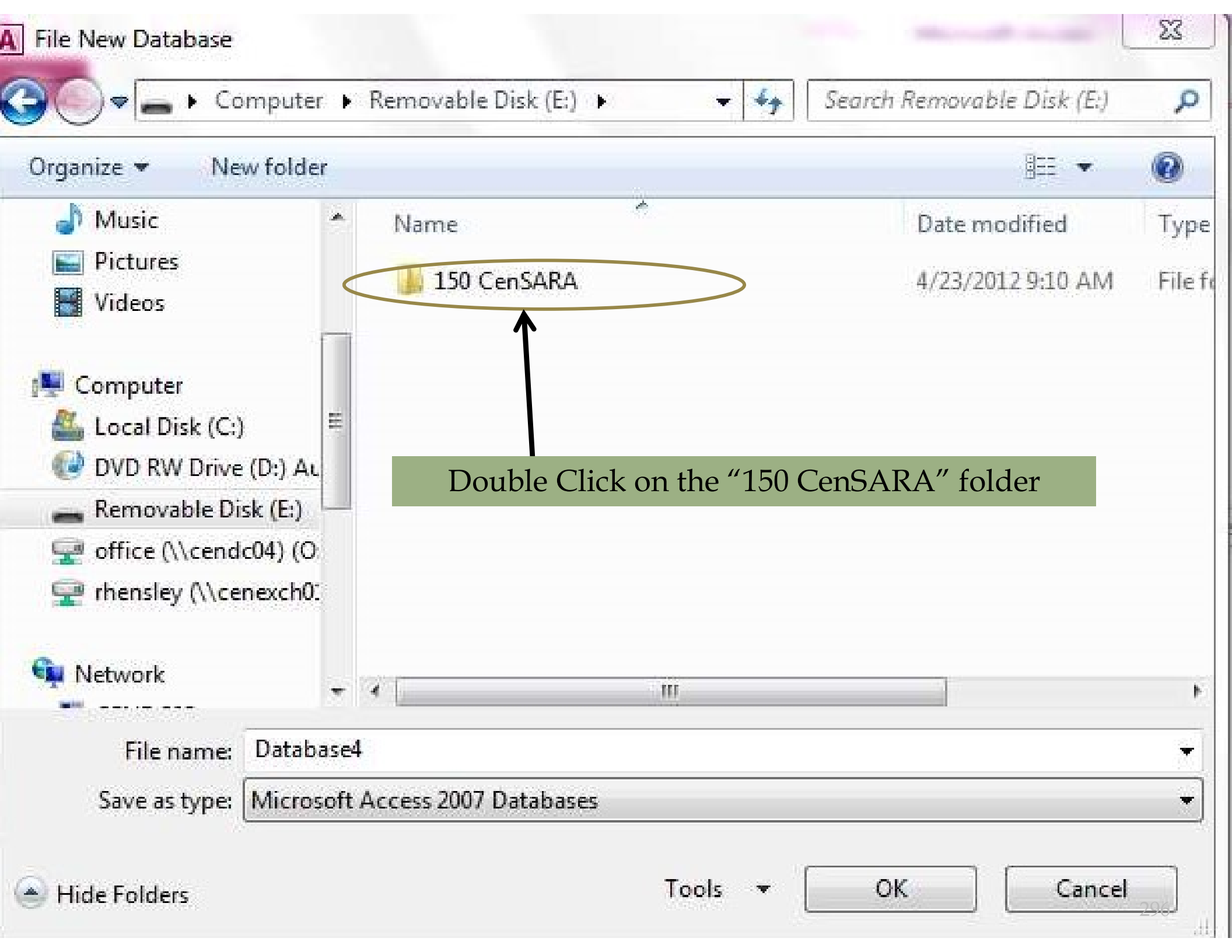
File name: Database4

Save as type: Microsoft Access 2007 Databases

Click on the "Removable Disk (E:)"

Hide Folders

OK Cancel



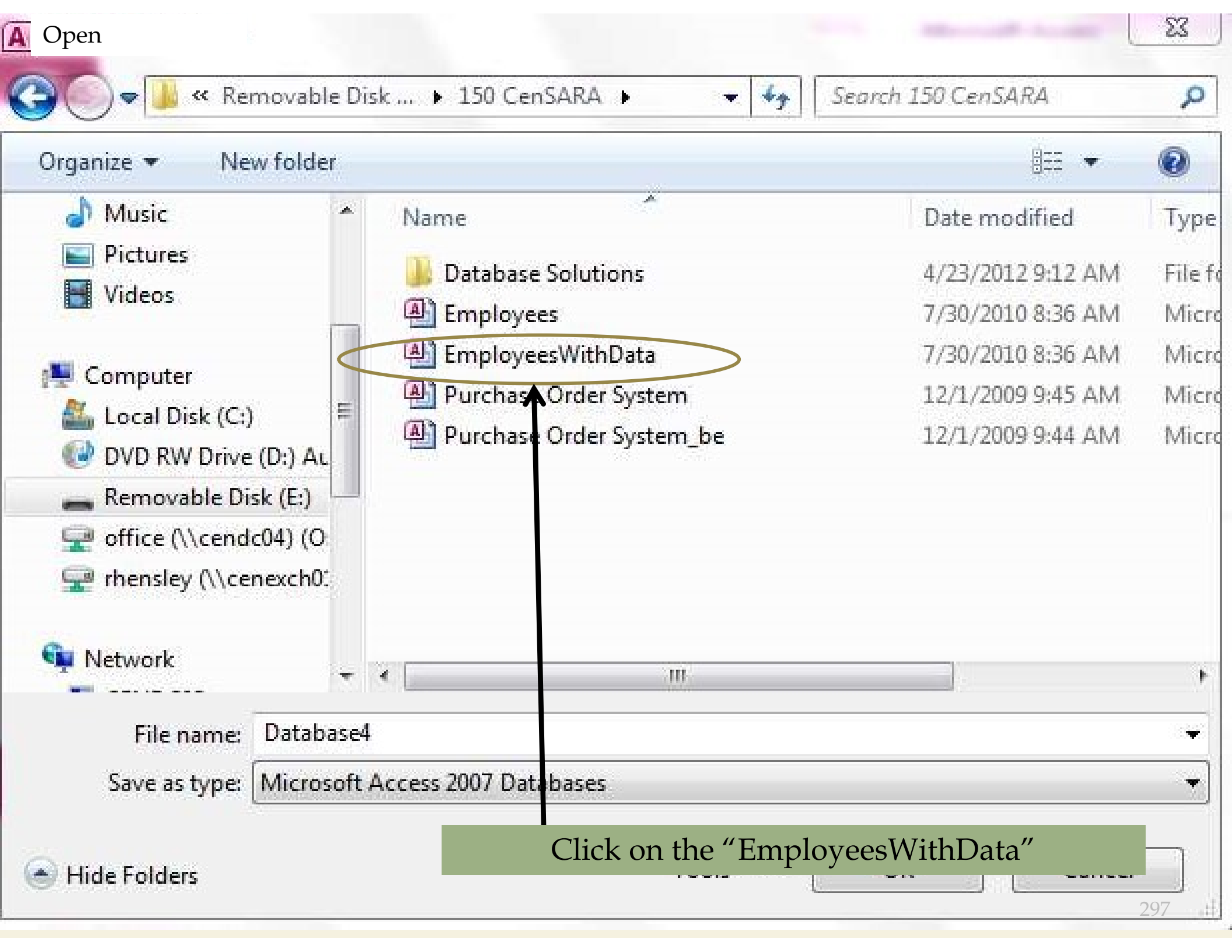
- Music
- Pictures
- Videos
- Computer
 - Local Disk (C:)
 - DVD RW Drive (D:)
 - Removable Disk (E:)
 - office (\\cendc04) (O:)
 - rhensley (\\cenexch0:)
- Network

Name	Date modified	Type
150 CenSARA	4/23/2012 9:10 AM	File folder

Double Click on the "150 CenSARA" folder

File name: Database4

Save as type: Microsoft Access 2007 Databases



Open

Removable Disk ... 150 CenSARA

Search 150 CenSARA

Organize New folder

- Music
- Pictures
- Videos
- Computer
 - Local Disk (C:)
 - DVD RW Drive (D:) AU
 - Removable Disk (E:)
 - office (\\cendc04) (O
 - rhensley (\\cenexch0:
- Network

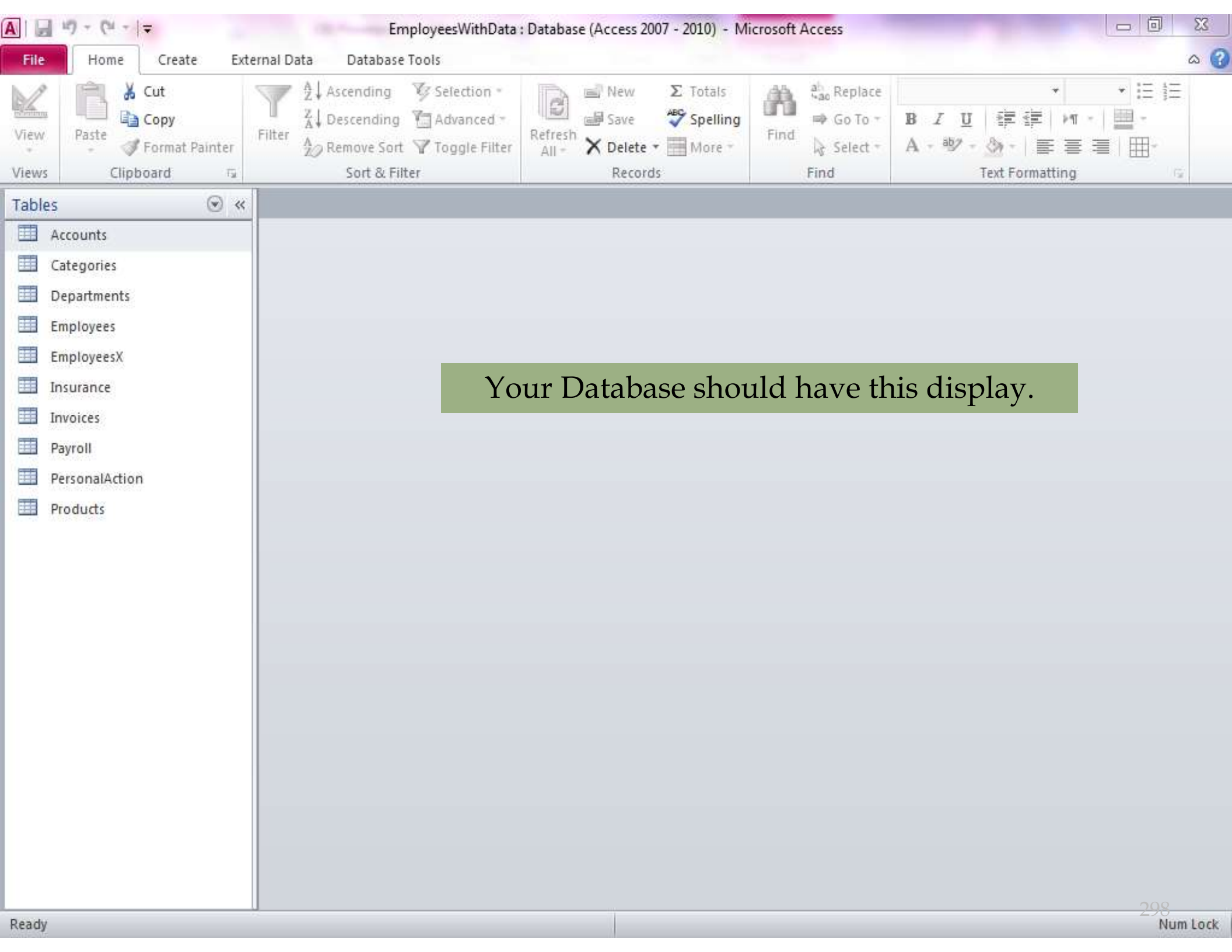
Name	Date modified	Type
Database Solutions	4/23/2012 9:12 AM	File fo
Employees	7/30/2010 8:36 AM	Micro
EmployeesWithData	7/30/2010 8:36 AM	Micro
Purchase Order System	12/1/2009 9:45 AM	Micro
Purchase Order System_be	12/1/2009 9:44 AM	Micro

File name: Database4

Save as type: Microsoft Access 2007 Databases

Click on the "EmployeesWithData"

Hide Folders



Filter: Ascending, Descending, Remove Sort, Selection, Advanced, Toggle Filter

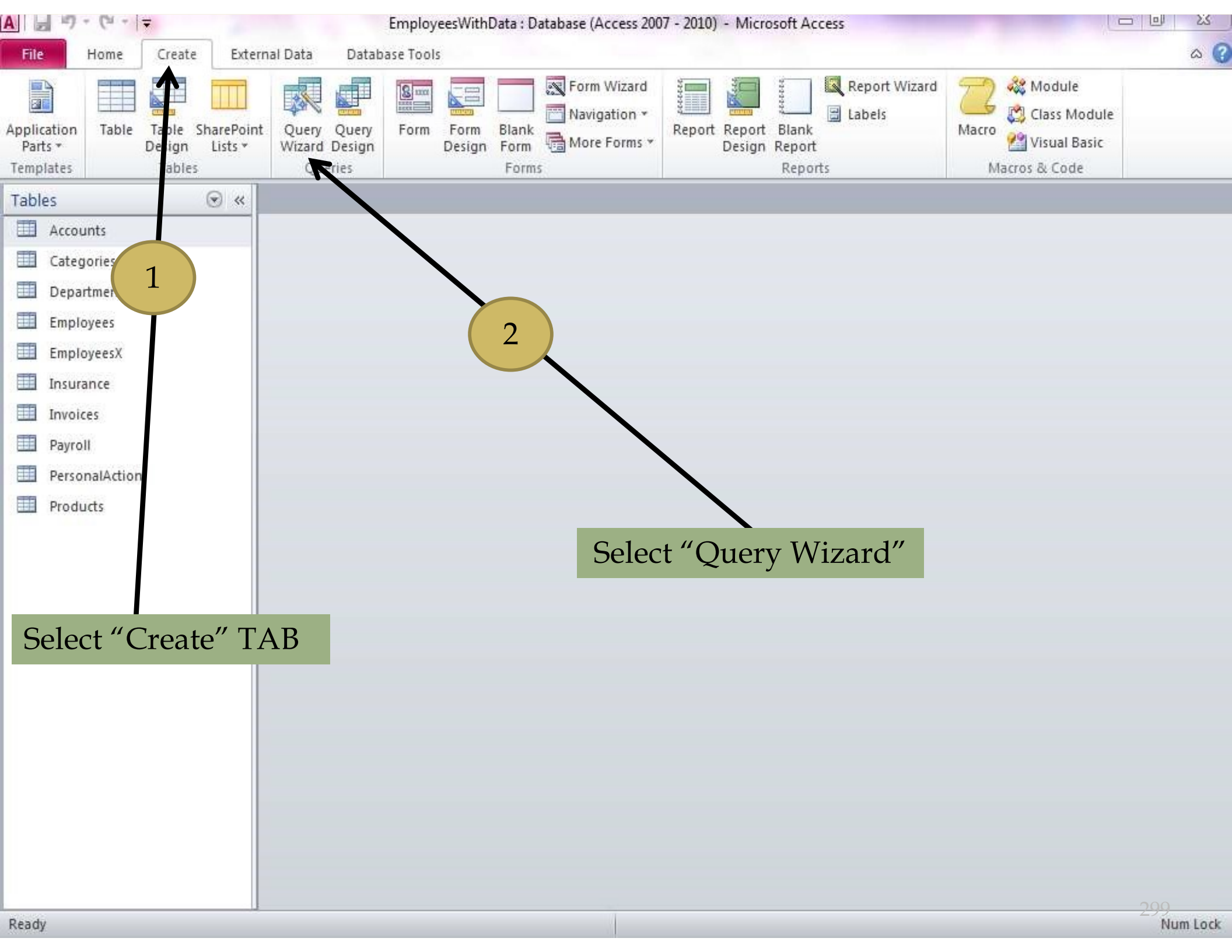
Records: New, Save, Delete, Refresh All, Totals, Spelling, More

Find: Replace, Go To, Select

Text Formatting: Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Paragraph, Text Color, Background Color, Font Color, Font Size, Font Style, Font Weight, Font Color, Background Color, Font Color, Font Size, Font Style, Font Weight

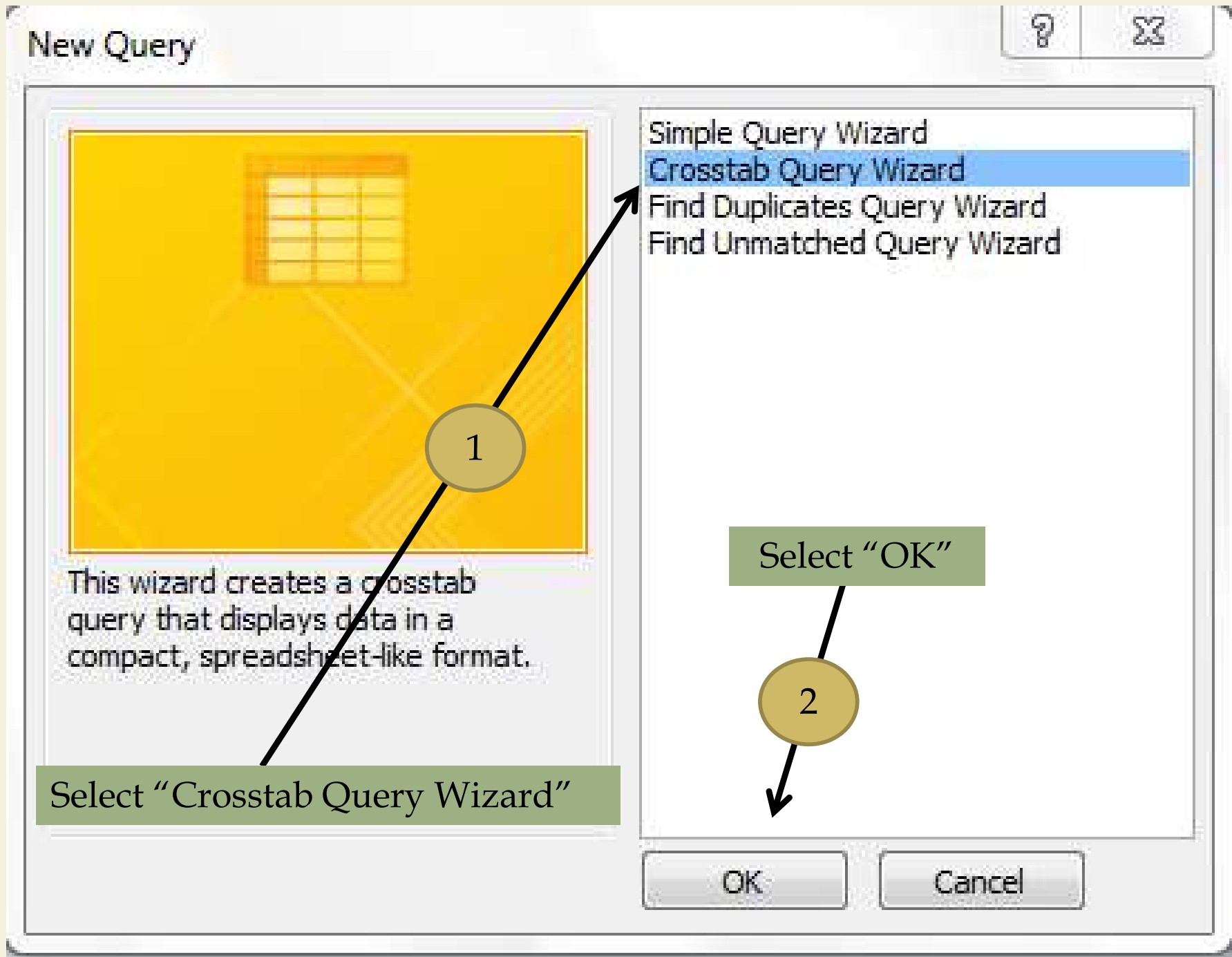
- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Your Database should have this display.



Select "Create" TAB

Select "Query Wizard"



Crosstab Query Wizard

Which table or query contains the fields you want for the crosstab query results?

To include fields from more than one table, create a query containing all the fields you need and then use this query to make the crosstab query.

- Table: Accounts
- Table: Categories
- Table: Departments
- Table: Employees
- Table: EmployeesX
- Table: Insurance
- Table: Invoices
- Table: Payroll

View

Tables Queries Both

Sample:

	Header1	Header2	Header3
TOTAL			

Select "Accounts" TABLE

Select "Next"

Cancel < Back Next > Finish

Crosstab Query Wizard

Which fields' values do you want as row headings?

You can select up to three fields.

Select fields in the order you want information sorted. For example, you could sort and group values by Country and then Region.

Available Fields:

Amount
Reason Code
Posting Date

Selected Fields:

Customer No_
Customer



1

Sample:

Customer No	Customer	Header1	Header2	Header3
Customer No_1	Customer1	TOTAL		
Customer No_2	Customer2			
Customer No_3	Customer3			
Customer No_4	Customer4			

Select "Next"

2

Move "Customer No and Customer" to the right by highlighting them and selecting the ">"

< Back

Next >

Finish

It added those fields as Rows to the Crosstab Query

Which field's values do you want as column headings?

For example, you would select Employee Name to see each employee's name as a column heading.

Amount
Reason Code
Posting Date

Sample:

Customer No.	Customer	Amount1	Amount2	Amount3
Customer No_1	Customer 1	TOTAL		
Customer No_2	Customer 2			
Customer No_3	Customer 3			
Customer No_4	Customer 4			

Cancel

< Back

Next >

Finish

Crosstab Query Wizard

Which field's values do you want as column headings?

For example, you would select Employee Name to see each employee's name as a column heading

- Amount
- Reason Code
- Posting Date**

Sample:

Select "Next"

Customer No.	Customer	Posting Date	Posting Date	Posting Date
Customer No_1	Customer1	TOTAL		
Customer No_2	Customer2			
Customer No_3	Customer3			
Customer No_4	Customer4			

1

2

Select "Posting Date"
This will make the
Column Headings

Cancel < Back **Next >** Finish

Crosstab Query Wizard

By which interval do you want to group your Date/Time column information?

For example, you could summarize Order Amount by month for each country and region.

- Year
- Quarter
- Month
- Date
- Date/Time

Sample:

Customer No	Customer	2010	2011	2012
Customer No_1	Customer1	TOTAL		
Customer No_2	Customer2			
Customer No_3	Customer3			
Customer No_4	Customer4			

Select "Next"

Select "Year"
This break down the data into years

Cancel < Back Next > Finish

Crosstab Query Wizard

What number do you want calculated for each column and row intersection?

For example, you could calculate the sum of the field Order Amount for each employee (column) by country and region (row).

Do you want to summarize each row?

Yes, include row sums.

Fields:

Amount
Reason Code

Functions:

Avg
Count
First
Last
Max
Min
StDev
Sum
Var

Sample:

Customer No.	Customer	2010	2011	2012
Customer No_1	Customer 1	Sum(Amount)		
Customer No_2	Customer 2			
Customer No_3	Customer 3			
Customer No_4	Customer 4			

Select "Next"

Select "Sum"

This will Sum your data by year

Cancel

< Back

Next >

Finish

Crosstab Query Wizard

What do you want to name your query?

Accounts_Crosstab

That's all the information the wizard needs to create the query.

Do you want to view the query, or modify the query design?

- View the query.
- Modify the design.

1

Select "Finish"

2

The QUERY default name is OK

Cancel

< Back

Next >

Finish

Close the QUERY by selecting the "X".

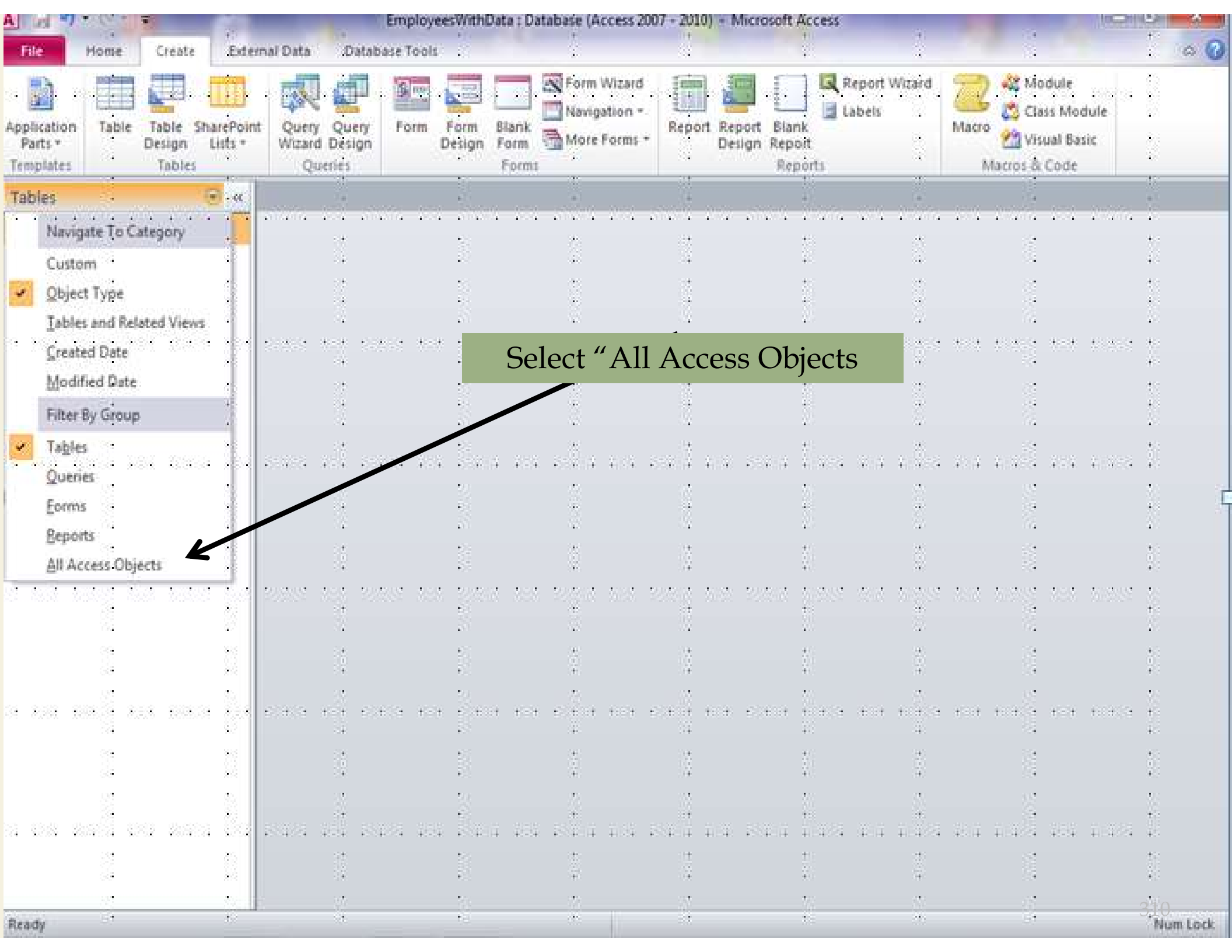
Customer No_	Customer	Total Of Am	2005	2006
1	Steve Reither	\$670.38		\$670.38
2	Bruce Blodgett	\$1,248.50	\$544.20	\$704.30
5	Michael Kelly	\$81,253.20		\$81,253.20
7	Don Slater	\$5,051.07	\$515.03	\$4,536.04
9	Gary Babinec	\$3,579.08	\$139.54	\$3,439.54
15	Erwin Dugger	\$2,500.00		\$2,500.00
31	Ted Shy	\$57.42	\$28.71	\$28.71
34	Mike Melancor	\$219.51		\$219.51
39	John Garfola	\$566.75	\$566.75	
44	Bill Shaw	\$1,151.42	\$905.92	\$245.50
55	Lee Klevens	\$1,152.49	\$1,152.49	
88	Morgan Ruscht	\$21.90	\$10.95	\$10.95
185	Mike Miller	\$418.26		\$418.26
190	John Guenther	\$454.04	\$227.02	\$227.02
198	David Harreld	\$2,545.85		\$2,545.85
210	Mark Cohen	\$1,677.20		\$1,677.20
221	Tommy Threat	\$396.78	\$198.39	\$198.39
231	Rich Miesen	\$590.14		\$590.14
237	Bob Barry	\$554.24	\$548.99	\$5.25
238	Charlie Dugas	\$18,719.40	\$9,359.70	\$9,359.70
241	Tom Thrasher	\$678.22	\$678.22	
252	Rob Morrow	\$11,724.81		\$11,724.81
256	Jim Dallas	\$122.40	\$122.40	
257	Ed Ebersole	\$800.00	\$400.00	\$400.00
277	Chris Ditch	\$1,635.50	\$1,635.50	

Record: 1 of 228 No Filter Search

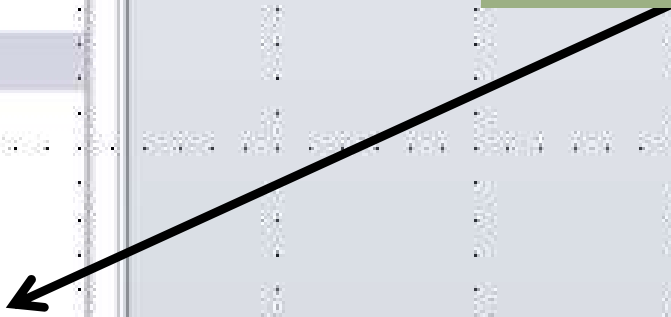


- Tables
- Accounts
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products

Click on the "Down Arrow"



Select "All Access Objects"



File Home Create External Data Database Tools

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form More Forms Form Wizard Navigation Labels Report Wizard Report Design Blank Report Reports Macro Class Module Visual Basic Macros & Code

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

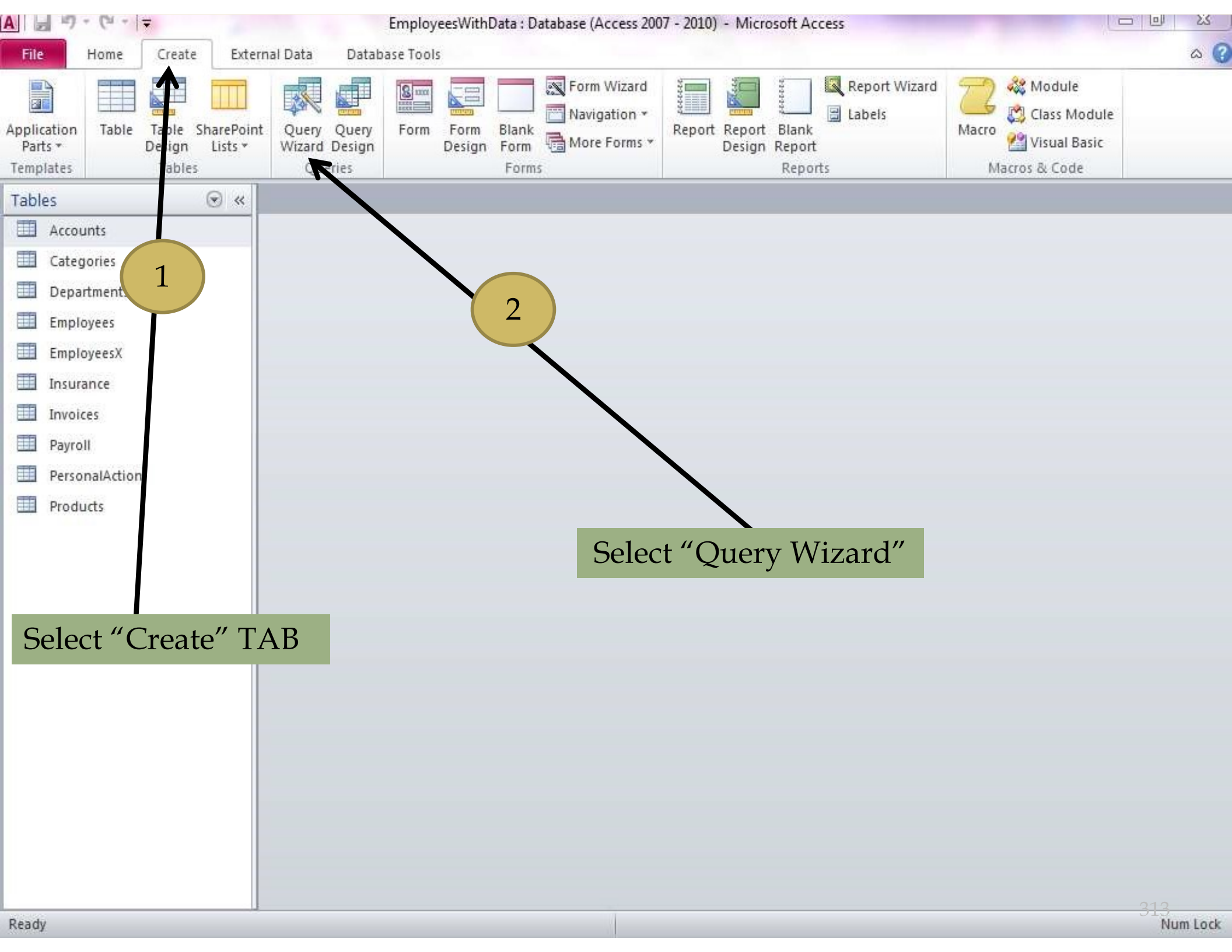
Queries

- Accounts_Crosstab

Your Database should have this display.

Using the “**EmployeeWithData**” DATABASE.

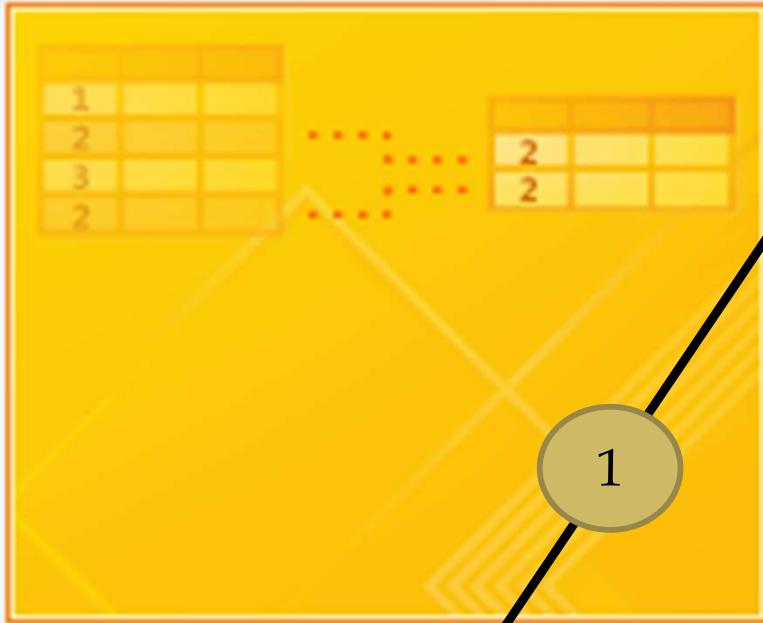
14. Create a **Find Duplicates** query that displays a numbered count on the **EmployeesX** TABLE.



Select "Create" TAB

Select "Query Wizard"

New Query



1

This wizard creates a query that finds records with duplicate field values in a single table or query.

- Simple Query Wizard
- Crosstab Query Wizard
- Find Duplicates Query Wizard**
- Find Unmatched Query Wizard

Select "OK"

2

Select "Find Duplicates Query Wizard"

OK

Cancel

Select "EmployeesX" TABLE

Find Duplicates Query Wizard

Which table or query do you want to search for duplicate field values?

For example, to find cities with more than one customer you would choose a Customer table below.

Table: Accounts
Table: Categories
Table: Departments
Table: Employees
Table: EmployeesX
Table: Insurance
Table: Invoices
Table: Payroll

View

Tables Queries Boo

Cancel < Back **Next >** Finish

Highlight the field and select the ">" to move all the fields to the right . There is a limitation to 10 fields.

Which fields might contain duplicate information?

For example, if you are looking for cities with more than one customer, you would choose EmployeeID and Region fields here.

Available fields:

- EmployeeID
- HPhone
- BPhone
- Ext
- CPhone
- Race

Duplicate-value fields:

- LName
- FName
- Address
- City

Select "OK"

Find Duplicates Query Wizard

You can have only 10 fields. To remove a field, select the field you want and click the < button.

OK

Find Duplicates Query Wizard

Which fields might contain duplicate information?

For example, if you are looking for cities with more than one customer, you would choose City and Region fields here.

Available fields:

EmployeeID
HPhone
BPhone
Ext
CPhone
Race
Gender
DOB

Duplicate-value fields:

LName
FName
Address
City
State
Zip
Status
HireDate

Select "Next"

Find Duplicates Query Wizard

Do you want the query to show fields in addition to those with duplicate values?

For example, if you chose to look for duplicate City values, you could choose CustomerName and Address here.

Available fields:

EmployeeID

HPhone

BPhone

Ext

CPhone

Race

Gender

DOB

Additional query fields:

Do not move any additional fields over. Select "Finish"

Cancel

< Back

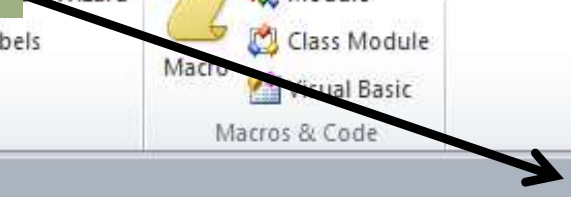
Next >

Finish

By scrolling to the right you can see a field named, "NumberOfD" This will display how many duplicates of the record there are. This QUERY is READ ONLY.

Find duplicates for EmployeesX							NumberOfD
PositionTitle	Department	LName Field	FName Field	Address Field	City Field	State Field	
Accountant		Platt	Whitney	P.O. Box 612	Austin	TX	2
Accountant		Williams	Wendell	12121 Greenlawn	Austin	TX	2
Computer Operator		Jones	Steve	11130 Stratford	Austin	TX	2
Computer Operator		Leibold	Terry	6608 N. Libby Ave	Austin	TX	2
Computer Operator		Manglasseril	Thomas	11501 Lochwood	Austin	TX	2
Computer Operator		Spurlin	III, Theron	2704 Greenfield	Austin	TX	2
Distribution Worker		Marcott	Marla	416 Garland Co	Austin	TX	2
Distribution Worker		Marshall	Marlene	11621 E. Smith	Austin	TX	2
Distribution Worker		McKenzie	Marsha	3000 S. Chautauq	Austin	TX	2
Distribution Worker		McKibben	Marsha	8709 S. Linn Av	Austin	TX	2
Distribution Worker		McKibbon	Marsha A.	8709 S. Linn Av	Austin	TX	2
Distribution Worker		Murrell	Marsha L.	728 NW 111th St	Austin	TX	2
Distribution Worker		Mustiful	Marsha Lyn	4824 Judy Dr.	Austin	TX	2
Distribution Worker		Nguyen	Mary	12509 Park Ave	Austin	TX	2
Distribution Worker		Oates	Mary	7000 W. Britton	Austin	TX	2
Distribution Worker		Ogunbase	Mary	2612 N. Ann Ar	Austin	TX	2
Distribution Worker		Owens	Mary	4221 NW 55th	Austin	TX	2
Distribution Worker		Palmire	Mary	13 SW 53rd St.	Austin	TX	2
Distribution Worker		Phelps	Mary	500 Flamingo Rd	Austin	TX	2
Distribution Worker		Phillips	Mary	12200 S. Choctaw	Austin	TX	2
Distribution Worker		Reim	Mary	6400 NW Express	Austin	TX	2
Distribution Worker		Romines	Mary Ann	222 E. Cherry A	Austin	TX	2
Distribution Worker		Salazar	MaryBeth	616 Woodlawn	Austin	TX	2
Docking Supervisor		Bowman	Lester Jason	507 Mark Ave	Austin	TX	2
Docking Supervisor		Buckley	Long	504 NW 155th C	Austin	TX	2

Close the QUERY by selecting the "X".



All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

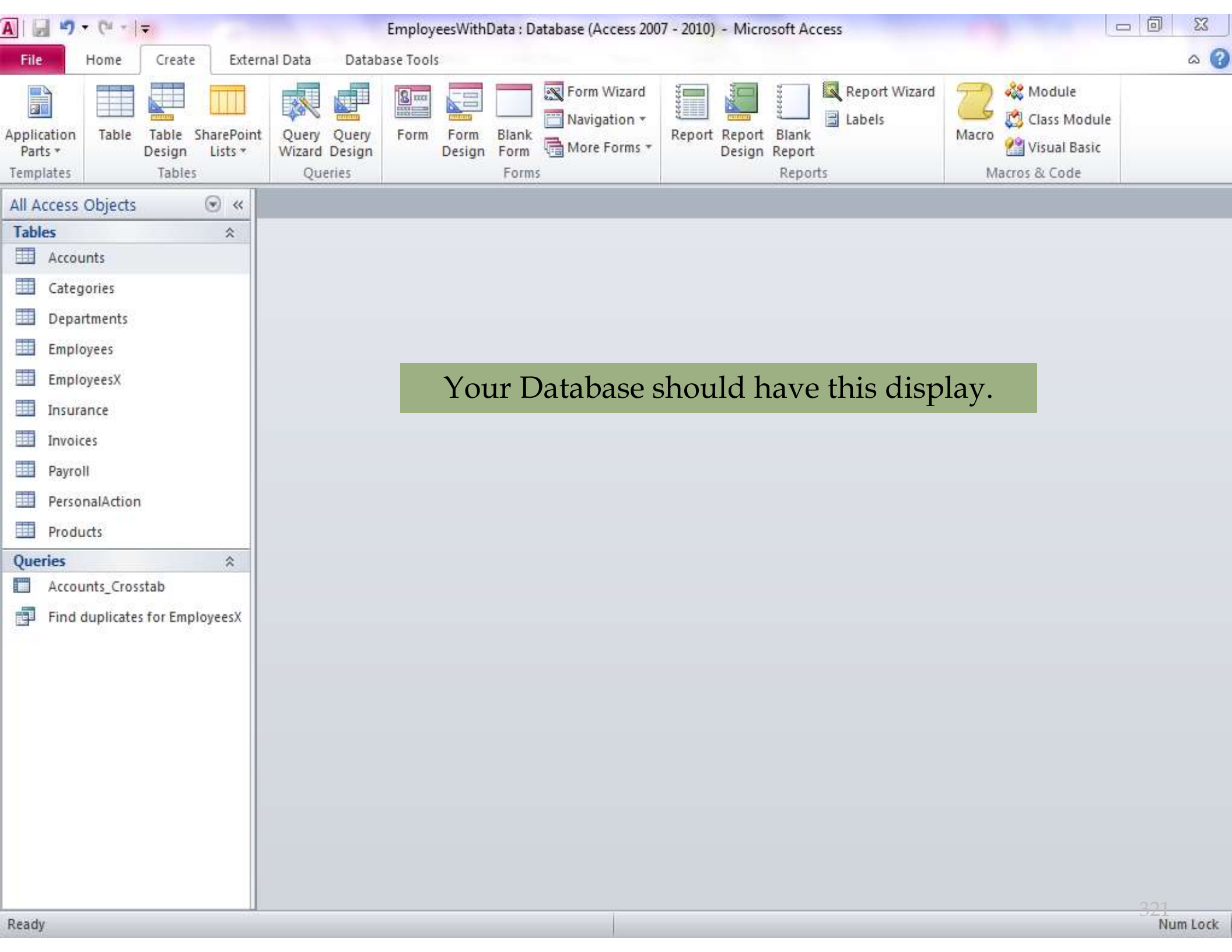
Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX

Find duplicates for EmployeesX

PositionTitle	Department	LName Field	FName Field	Address Field	City Field	State Field	Zip Field
Accountant		Platt	Whitney	P.O. Box 612	Austin	TX	78711
Accountant		Williams	Wendell	12121 Greenlav	Austin	TX	78711
Computer Ope		Jones	Steve	11130 Stratford	Austin	TX	78711
Computer Ope		Leibold	Terry	6608 N. Libby A	Austin	TX	78711
Computer Ope		Manglasseril	Thomas	11501 Lochwoc	Austin	TX	78711
Computer Ope		Spurlin	III, Theron	2704 Greenfiel	Austin	TX	78711
Distribution W		Marcott	Marla	416 Garland Co	Austin	TX	78711
Distribution W		Marshall	Marlene	11621 E. Smith	Austin	TX	78711
Distribution W		McKenzie	Marsha	3000 S. Chautai	Austin	TX	78711
Distribution W		McKibben	Marsha	8709 S. Linn Av	Austin	TX	78711
Distribution W		McKibbon	Marsha A.	8709 S. Linn Av	Austin	TX	78711
Distribution W		Murrell	Marsha L.	728 NW 111th S	Austin	TX	78711
Distribution W		Mustiful	Marsha Lyn	4824 Judy Dr.	Austin	TX	78711
Distribution W		Nguyen	Mary	12509 Park Ave	Austin	TX	78711
Distribution W		Oates	Mary	7000 W. Brittor	Austin	TX	78711
Distribution W		Ogunbase	Mary	2612 N. Ann Ar	Austin	TX	78711
Distribution W		Owens	Mary	4221 NW 55th	Austin	TX	78711
Distribution W		Palmire	Mary	13 SW 53rd St.	Austin	TX	78711
Distribution W		Phelps	Mary	500 Flamingo R	Austin	TX	78711
Distribution W		Phillips	Mary	12200 S. Chocta	Austin	TX	78711
Distribution W		Reim	Mary	6400 NW Expre	Austin	TX	78711
Distribution W		Romines	Mary Ann	222 E. Cherry A	Austin	TX	78711
Distribution W		Salazar	MaryBeth	616 Woodlawn	Austin	TX	78711
Docking Super		Bowman	Lester Jason	507 Mark Ave	Austin	TX	78711
Docking Super		Buckley	Long	504 NW 155th C	Austin	TX	78711

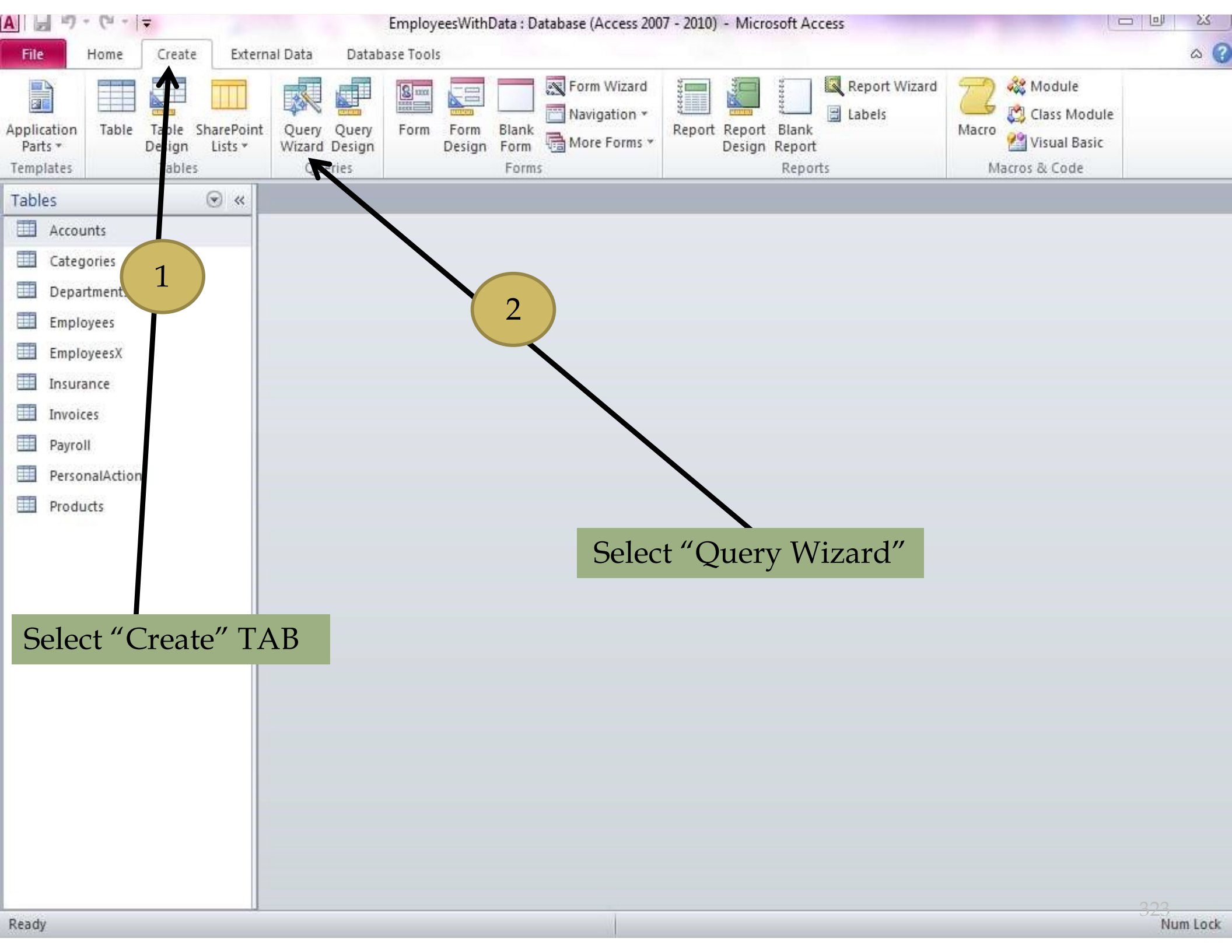
Record: 1 of 92



Your Database should have this display.

Using the “**EmployeeWithData**” DATABASE.

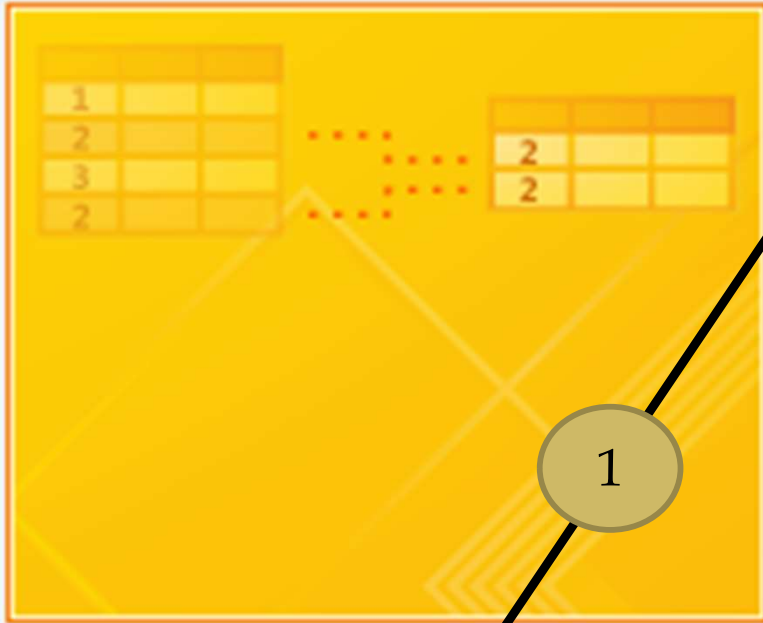
15. Create a **Find Duplicates** query that will allow you to edit or delete duplicates on the **EmployeesX** TABLE.



Select "Create" TAB

Select "Query Wizard"

New Query



1

This wizard creates a query that finds records with duplicate field values in a single table or query.

- Simple Query Wizard
- Crosstab Query Wizard
- Find Duplicates Query Wizard**
- Find Unmatched Query Wizard

Select "OK"

2

Select "Find Duplicates Query Wizard"

OK

Cancel

Select "EmployeesX" TABLE

Find Duplicates Query Wizard

Which table or query do you want to search for duplicate field values?

For example, to find cities with more than one customer you would choose a Customer table below.

- Table: Accounts
- Table: Categories
- Table: Departments
- Table: Employees
- Table: EmployeesX**
- Table: Insurance
- Table: Invoices
- Table: Payroll

Select "Next"

View

Tables Queries Books

Cancel < Back **Next >** Finish

This time only bring LName and FName over to the right.

Find Duplicates Query Wizard

Which fields might contain duplicate information?

For example, if **1** looking for cities with more than one customer, you would choose City and Region fields here.

Available fields:

EmployeeID
PositionTitle
Department
Address
City
State
Zip
Status

Duplicate-value fields:

LName
FName

Select "Next"

Cancel

< Back

Next >

Finish

Bring the rest of the fields over by selecting the "Double Arrows".

Find Duplicates Query Wizard

Do you want the query to show fields in addition to those with duplicate values?

For example, if you choose to look for duplicate City values, you could choose CustomerName and Address here.

Available fields:



Additional query fields:

- HPhone
- BPhone
- Ext
- CPhone
- Race
- Gender
- DOB
- Email**

Select "Finish"

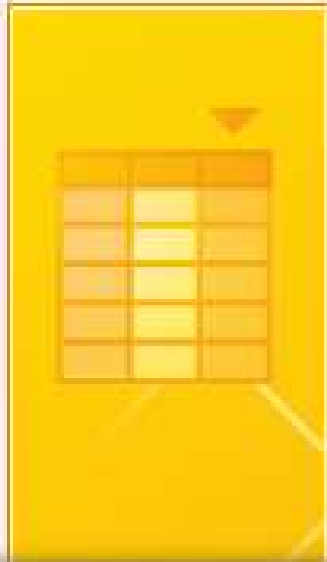
Cancel

< Back

Next >

Finish

Find Duplicates Query Wizard



Do you want the query to show fields in addition to those with duplicate values?

For example, if you chose to look for duplicate City values, you could choose CustomerName and Address here.

Available fields:



Additional query fields:

EmployeeID
PositionTitle
Department
Address
City

Find Duplicates Query Wizard



A query named 'Find duplicates for EmployeesX' already exists. Do you want to overwrite this query?

Yes

No

Cancel

< Back

Next >

Finish

Select "Yes"

This time you can click here and hit the "Delete" key on your keyboard and the record will be deleted.

The screenshot displays the Microsoft Access interface. The ribbon at the top includes the 'Navigation' group with options like 'Form Design', 'Blank Form', and 'More Forms'. The 'All Access Objects' pane on the left shows a list of tables and queries, with 'Find duplicates for EmployeesX' selected. The main window shows a data table with the following columns: LName, FName, EmployeeID, PositionTitle, Department, Address, and City. The first record (EmployeeID 66) is highlighted in blue, and a black arrow points to it from the text above. The status bar at the bottom indicates 'Record: 1 of 192'.

LName	FName	EmployeeID	PositionTitle	Department	Address	City	TX
Aniebok	Adrienne	66	Senior Develop		713 Rockwell Ave., #D	Austin	TX
Aniebok	Adrienne	161	Senior Develop		713 Rockwell Ave., #D	Austin	TX
Avery	Ain	67	Senior Develop		1624 San Juan Ave	Austin	TX
Avery	Ain	162	Senior Develop		1624 San Juan Ave	Austin	TX
Baker	Alana	68	Senior Develop		2715 Timmons, Apt. 5	Austin	TX
Baker	Alana	163	Senior Develop		2715 Timmons, Apt. 5	Austin	TX
Batterton	Alayne	69	Senior Develop		RR 1 Box 163	Austin	TX
Batterton	Alayne	164	Senior Develop		RR 1 Box 163	Austin	TX
Bowman	Lester Jason	225	Docking Super		507 Mark Ave	Austin	TX
Bowman	Lester Jason	130	Docking Super		507 Mark Ave	Austin	TX
Buckley	Long	131	Docking Super		504 NW 155th Circle	Austin	TX
Buckley	Long	226	Docking Super		504 NW 155th Circle	Austin	TX
Burnett	Allison	165	Senior Develop		P.O. Box 55495	Austin	TX
Burnett	Allison	70	Senior Develop		P.O. Box 55495	Austin	TX
Butler	Allison	166	Senior Develop		4628 Ardyce Drive	Austin	TX
Butler	Allison	71	Senior Develop		4628 Ardyce Drive	Austin	TX
Caldwell	Alma	167	Senior Develop		7 Utah Avenue	Austin	TX
Caldwell	Alma	72	Senior Develop		7 Utah Avenue	Austin	TX
Caldwell	Amanda	168	Senior Develop		7 Utah Avenue	Austin	TX
Caldwell	Amanda	73	Senior Develop		7 Utah Avenue	Austin	TX
Campbell	Amanda	74	Senior Develop		4528 SE 24th	Austin	TX
Campbell	Amanda	169	Senior Develop		4528 SE 24th	Austin	TX
Campbell	Byranda	92	Production Wo		3857 Bristol Drive	Austin	TX
Campbell	Byranda	187	Production Wo		3857 Bristol Drive	Austin	TX
Carender	Amanda	170	Senior Develop		1125 Raliegh Ct.	Austin	TX

LName	FName	EmployeeID	PositionTitle	Department	Address	City	
Aniebok	Adrienne	161	Senior Develop		713 Rockwell Ave., #D	Austin	TX
Avery	Ain	67	Senior Develop		1624 San Juan Ave	Austin	TX
Avery	Ain	162	Senior Develop		1624 San Juan Ave	Austin	TX
Baker	Alana	68	Senior Develop		2715 Timmons, Apt. 5	Austin	TX
Baker	Alana	163	Senior Develop		2715 Timmons, Apt. 5	Austin	TX
Batterton	Alayne	69	Senior Develop		RR 1 Box 163	Austin	TX
Batterton	Alayne	164	Senior Develop		RR 1 Box 163	Austin	TX
Bowman					507 Mark Ave	Austin	TX
Bowman					507 Mark Ave	Austin	TX
Buckley					504 NW 155th Circle	Austin	TX
Buckley					504 NW 155th Circle	Austin	TX
Burnett					P.O. Box 55495	Austin	TX
Burnett					P.O. Box 55495	Austin	TX
Butler					4628 Ardyce Drive	Austin	TX
Butler	Allison	71	Senior Develop		4628 Ardyce Drive	Austin	TX
Caldwell	Alma	167	Senior Develop		7 Utah Avenue	Austin	TX
Caldwell	Alma	72	Senior Develop		7 Utah Avenue	Austin	TX
Caldwell	Amanda	168	Senior Develop		7 Utah Avenue	Austin	TX
Caldwell	Amanda	73	Senior Develop		7 Utah Avenue	Austin	TX
Campbell	Amanda	74	Senior Develop		4528 SE 24th	Austin	TX
Campbell	Amanda	169	Senior Develop		4528 SE 24th	Austin	TX
Campbell	Byranda	92	Production Wo		3857 Bristol Drive	Austin	TX
Campbell	Byranda	187	Production Wo		3857 Bristol Drive	Austin	TX
Carender	Amanda	170	Senior Develop		1125 Raliegh Ct.	Austin	TX
Carender		75	Senior Develop		1125 Raliegh Ct.	Austin	TX

Microsoft Access

**You are about to delete 1 record(s).**

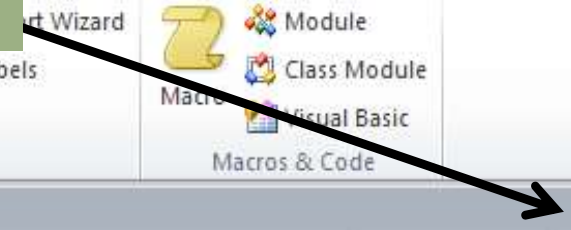
If you click Yes, you won't be able to undo this Delete operation.
Are you sure you want to delete these records?

Yes

No

Select "Yes"

Close the QUERY by selecting the "X".



File Home Create External Data Database Tools

Application Parts Templates Table Table Design SharePoint Lists Tables Query Wizard Queries Form Design Forms Blank Form More Forms Navigation Reports Report Design Blank Report Reports Macro Wizard Module Class Module Visual Basic Macros & Code

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

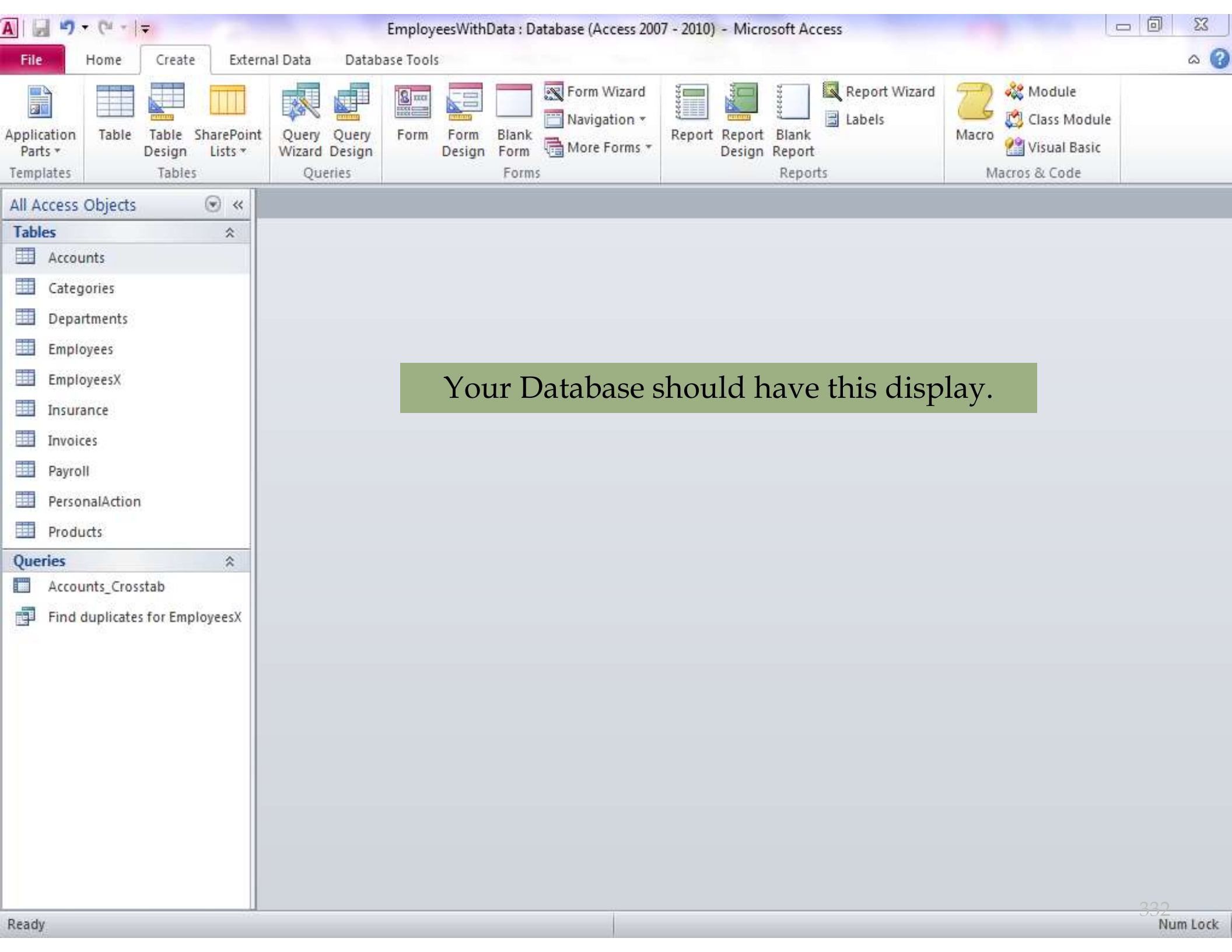
Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX

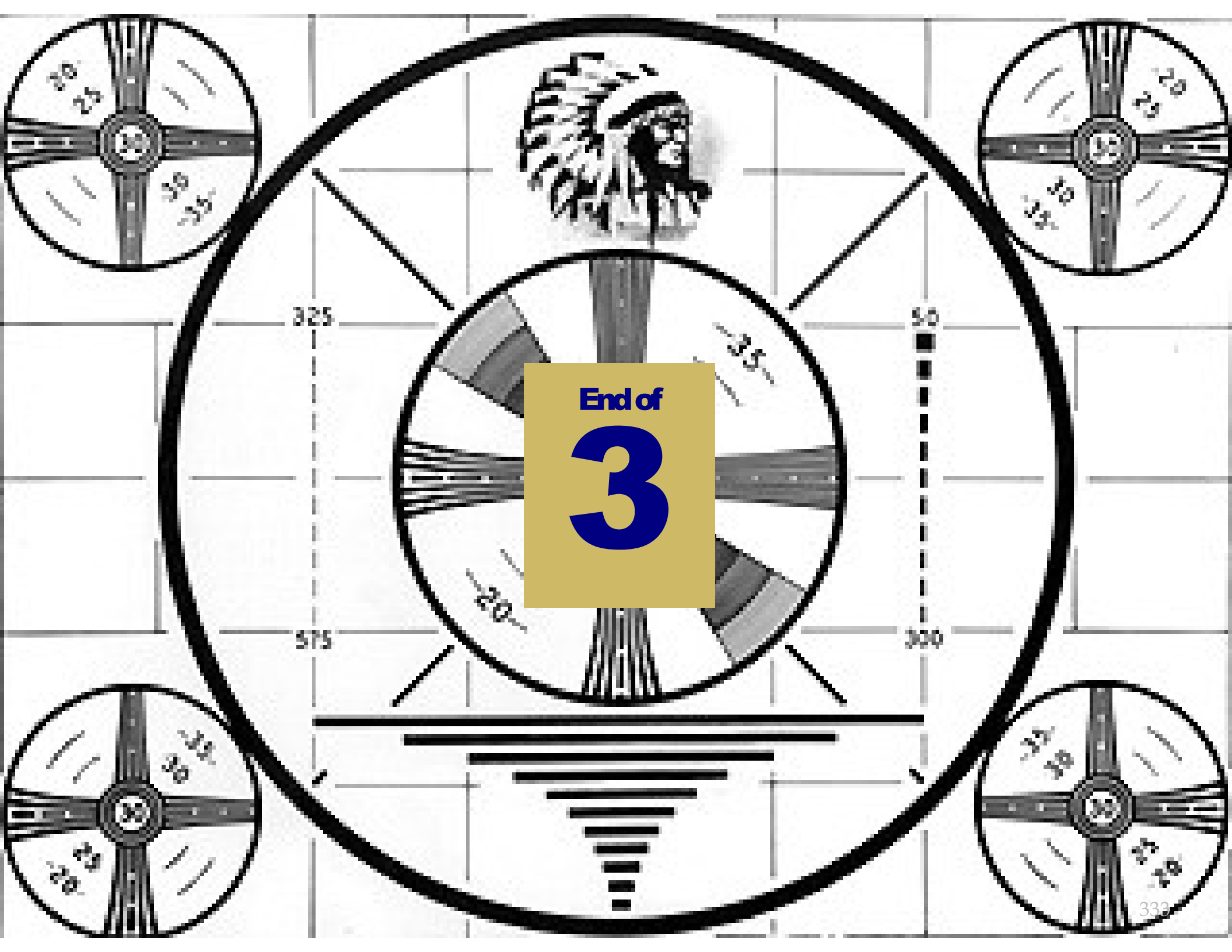
Find duplicates for EmployeesX

LName	FName	EmployeeID	PositionTitle	Department	Address	City	
Aniebok	Adrienne	161	Senior Develop		713 Rockwell Ave., #D	Austin	TX
Avery	Ain	67	Senior Develop		1624 San Juan Ave	Austin	TX
Avery	Ain	162	Senior Develop		1624 San Juan Ave	Austin	TX
Baker	Alana	68	Senior Develop		2715 Timmons, Apt. 5	Austin	TX
Baker	Alana	163	Senior Develop		2715 Timmons, Apt. 5	Austin	TX
Batterton	Alayne	69	Senior Develop		RR 1 Box 163	Austin	TX
Batterton	Alayne	164	Senior Develop		RR 1 Box 163	Austin	TX
Bowman	Lester Jason	225	Docking Super		507 Mark Ave	Austin	TX
Bowman	Lester Jason	130	Docking Super		507 Mark Ave	Austin	TX
Buckley	Long	131	Docking Super		504 NW 155th Circle	Austin	TX
Buckley	Long	226	Docking Super		504 NW 155th Circle	Austin	TX
Burnett	Allison	165	Senior Develop		P.O. Box 55495	Austin	TX
Burnett	Allison	70	Senior Develop		P.O. Box 55495	Austin	TX
Butler	Allison	166	Senior Develop		4628 Ardyce Drive	Austin	TX
Butler	Allison	71	Senior Develop		4628 Ardyce Drive	Austin	TX
Caldwell	Alma	167	Senior Develop		7 Utah Avenue	Austin	TX
Caldwell	Alma	72	Senior Develop		7 Utah Avenue	Austin	TX
Caldwell	Amanda	168	Senior Develop		7 Utah Avenue	Austin	TX
Caldwell	Amanda	73	Senior Develop		7 Utah Avenue	Austin	TX
Campbell	Amanda	74	Senior Develop		4528 SE 24th	Austin	TX
Campbell	Amanda	169	Senior Develop		4528 SE 24th	Austin	TX
Campbell	Byranda	92	Production Wo		3857 Bristol Drive	Austin	TX
Campbell	Byranda	187	Production Wo		3857 Bristol Drive	Austin	TX
Carender	Amanda	170	Senior Develop		1125 Raliegh Ct.	Austin	TX
Carender	Amanda	75	Senior Develop		1125 Raliegh Ct.	Austin	TX

Record: 1 of 191 No Filter Search



Your Database should have this display.



End of

3

CENTRAL STATES AIR RESOURCE AGENCIES
150 CenSARA – Student Workbook



Hands On

4

PARAMETER QUERY (Exercises)

Using the “**EmployeeWithData**” DATABASE.

1. Create a **Calculation** query on the Employees TABLE on the Gender field and sum up the totals. Name the **qrySumofGender**.

2. Create a **Calculation** query on the Employees TABLE with Gender and Race fields. Sum up the totals of Males, Females, White, Black, Not White and Black, and a Total.

Males: IIf([Gender]="M",1,0)

Females: IIf([Gender]="F",1,0)

White: IIf([Race]="White",1,0)

Black: IIf([Race]="Black",1,0)

Not White or Black: IIf([Race]<>"White" And [Race]<>"Black",1,0)

3. Create a **Calculation** query on the Employees and Payroll TABLEs with LName & FName (concatenated), call the field **Full Name**.

Add PType and PayRate fields.

Use the criteria of “Salary” in the PType field. Define the Monthly, Bi-Weekly, Weekly and Hourly wages on the Salary Staff.

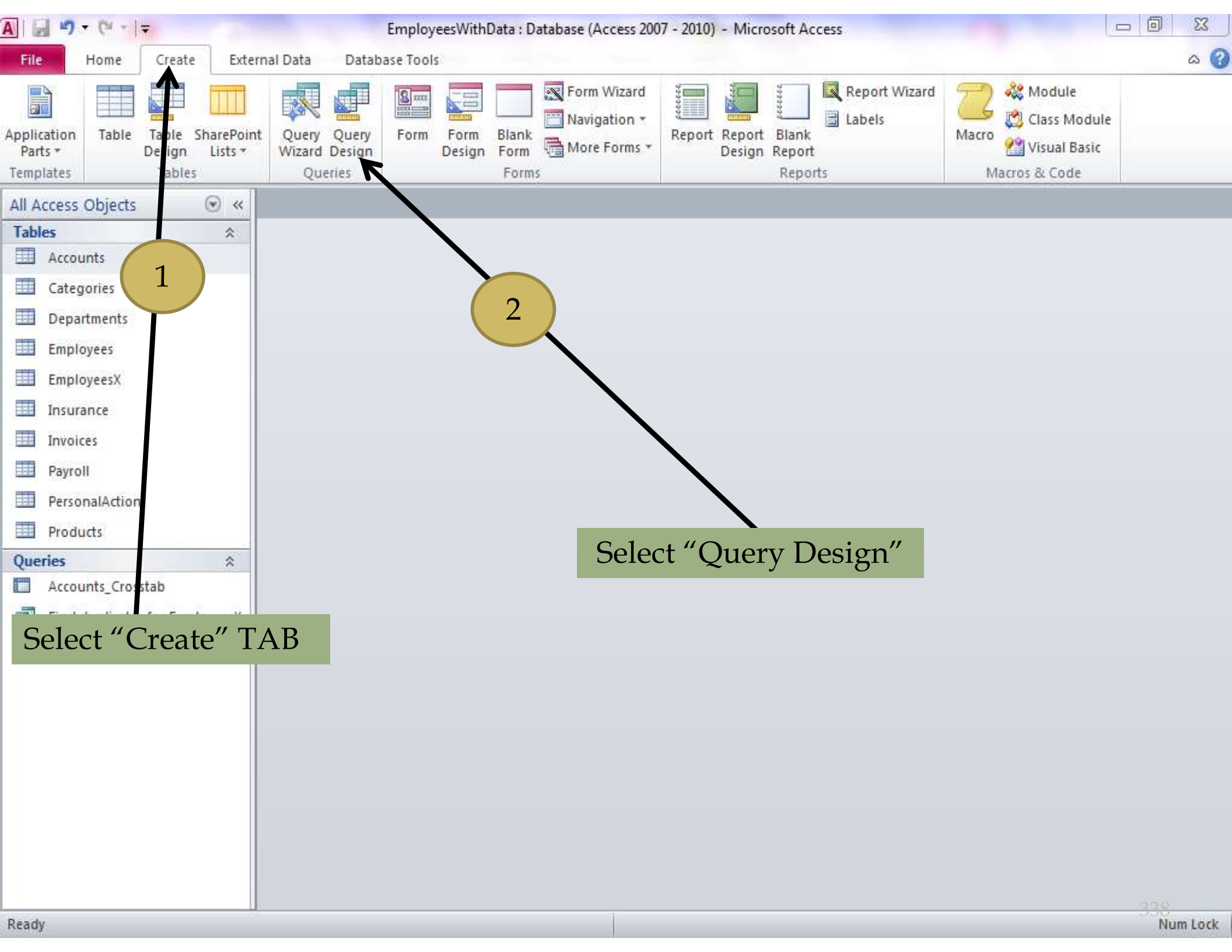
Add a calculated field named **Total Employee Costs** that also reflect an extra 20% rate for benefits. Make sure that you format the rows to reflect currency.

ACTION QUERY (Exercises)

4. Modify the qrySalaryBreakdown query. Use the Top function in the query to determine the top 1 salary worker. Use either the Properties or the Icon to do this.
5. Modify the qrySalaryBreakdown query. Use the Top function in the query to determine the top 3 salary workers.
6. Create a query using the Query design. Add the Invoices table and the fields; Customer & Sales to the query. Create a Domain Aggregate query on Sales. Sum on sales. Save the query as qryAggregate.

Using the “**EmployeeWithData**” DATABASE.

1. Create a **Calculation** query on the Employees TABLE on the Gender field and sum up the totals. Name the **qrySumofGender**.



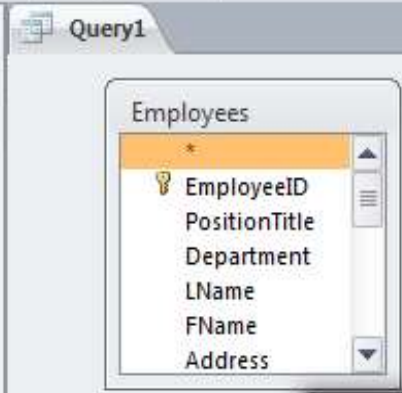
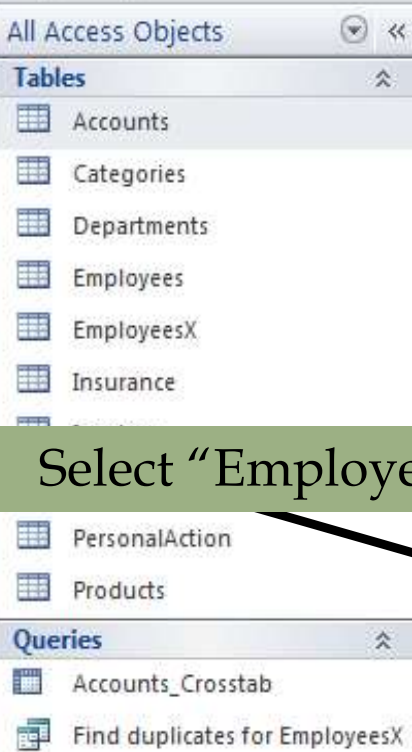
File Home Create External Data Database Tools

Application Parts Templates Table Table Design Tables SharePoint Lists Query Wizard Queries Query Design Form Design Forms Form Wizard Navigation More Forms Report Wizard Reports Labels Macro Class Module Visual Basic Macros & Code

- All Access Objects
- Tables
 - Accounts
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
 - Queries
 - Accounts_Crosstab

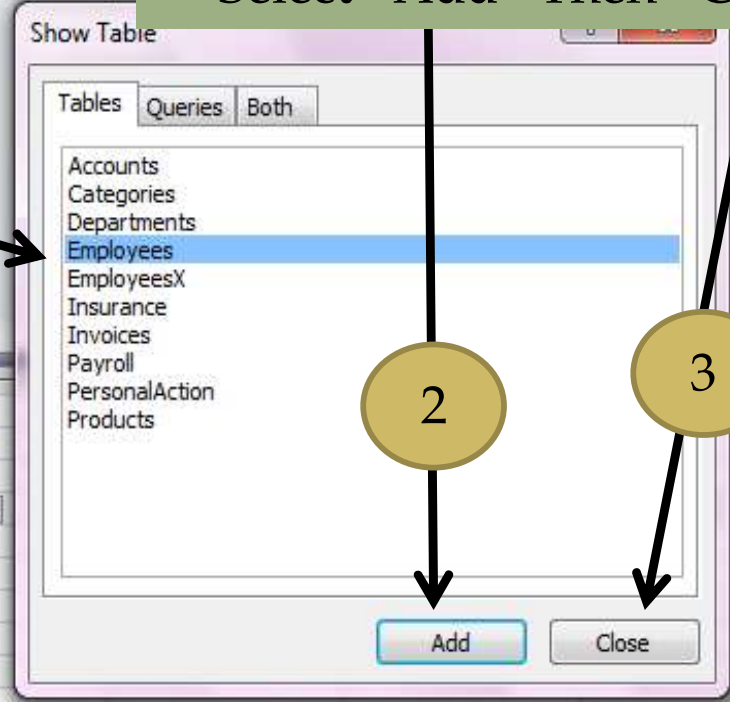
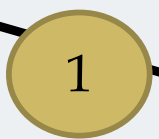
Select "Create" TAB

Select "Query Design"



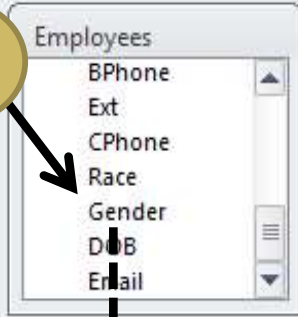
Select "Add" Then "Close"

Select "Employees"



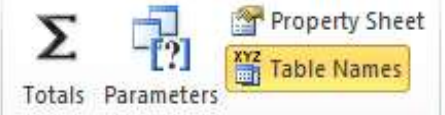
Select the "Gender" field and drag it to the "Query Builder"

1

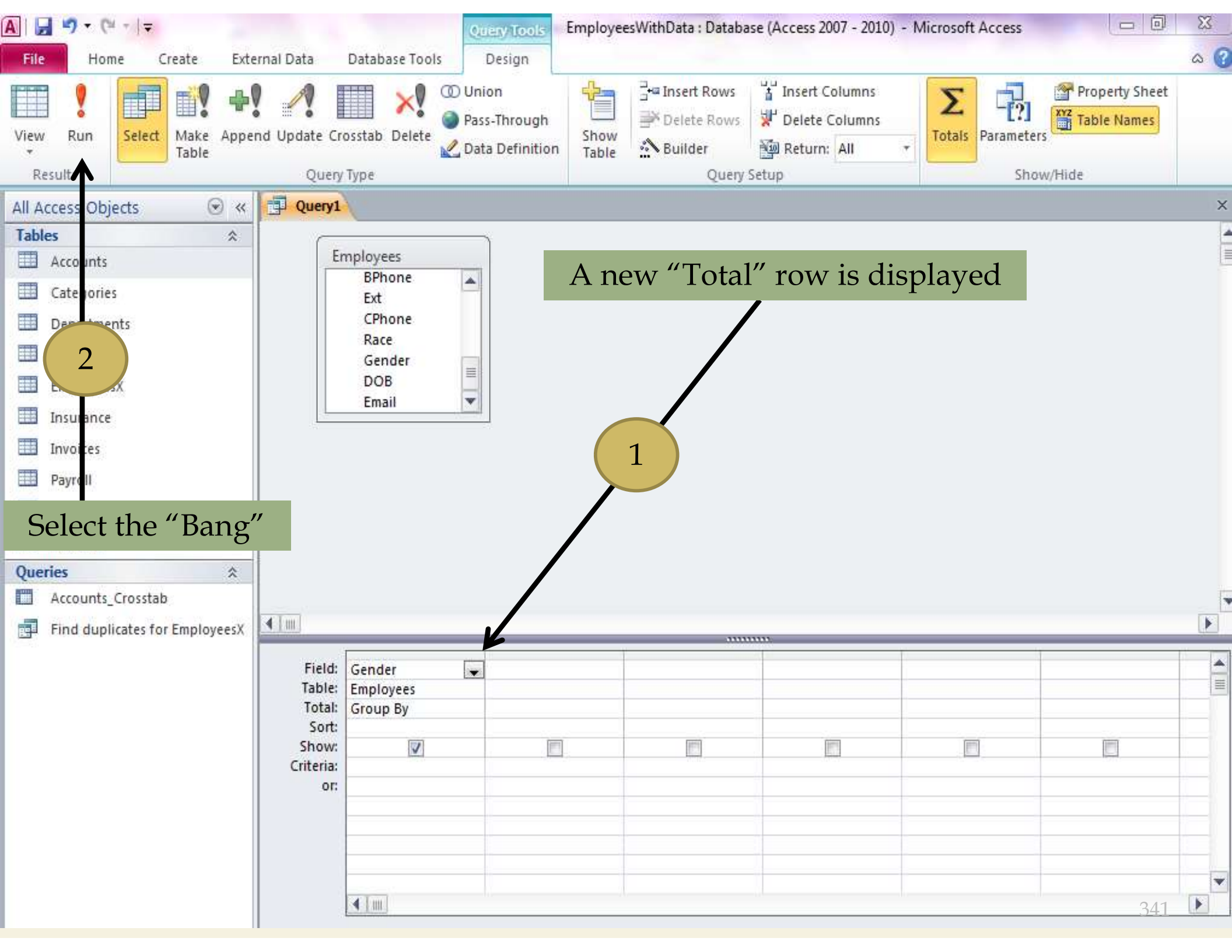


2

Select "Totals"



Field:	Gender								
Table:	Employees								
Sort:									
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:									
or:									

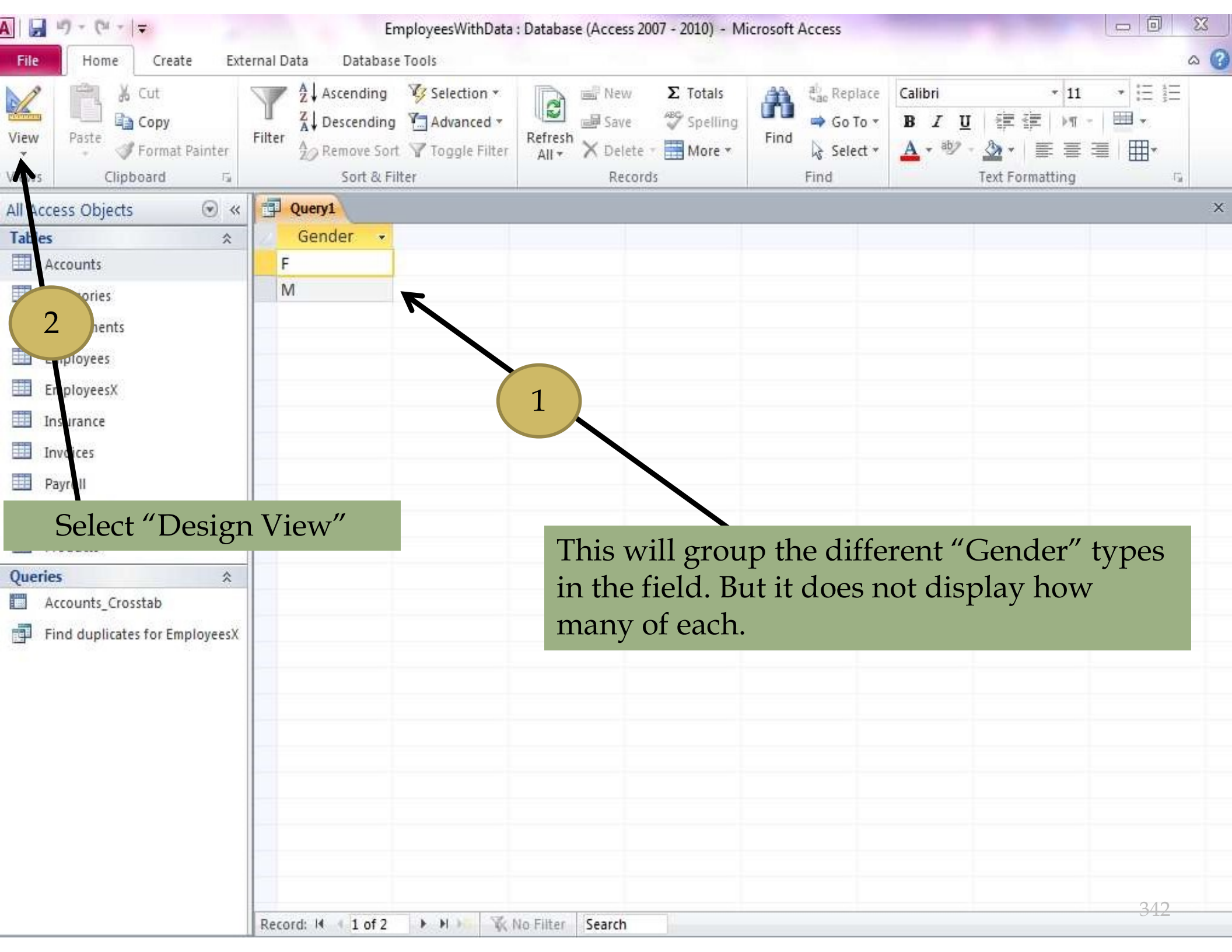


A new "Total" row is displayed

1

Select the "Bang"

2



Clipboard: Cut, Copy, Paste, Format Painter

Sort & Filter: Filter, Ascending, Descending, Remove Sort, Selection, Advanced, Toggle Filter

Records: New, Save, Delete, Refresh All, Totals, Spelling, More

Find: Find, Replace, Go To, Select

Text Formatting: Calibri, 11, Bold, Italic, Underline, Text Alignment, Text Orientation, Text Background Color

- All Access Objects
- Tables
 - Accounts
 - Categories
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - Queries
 - Accounts_Crosstab
 - Find duplicates for EmployeesX

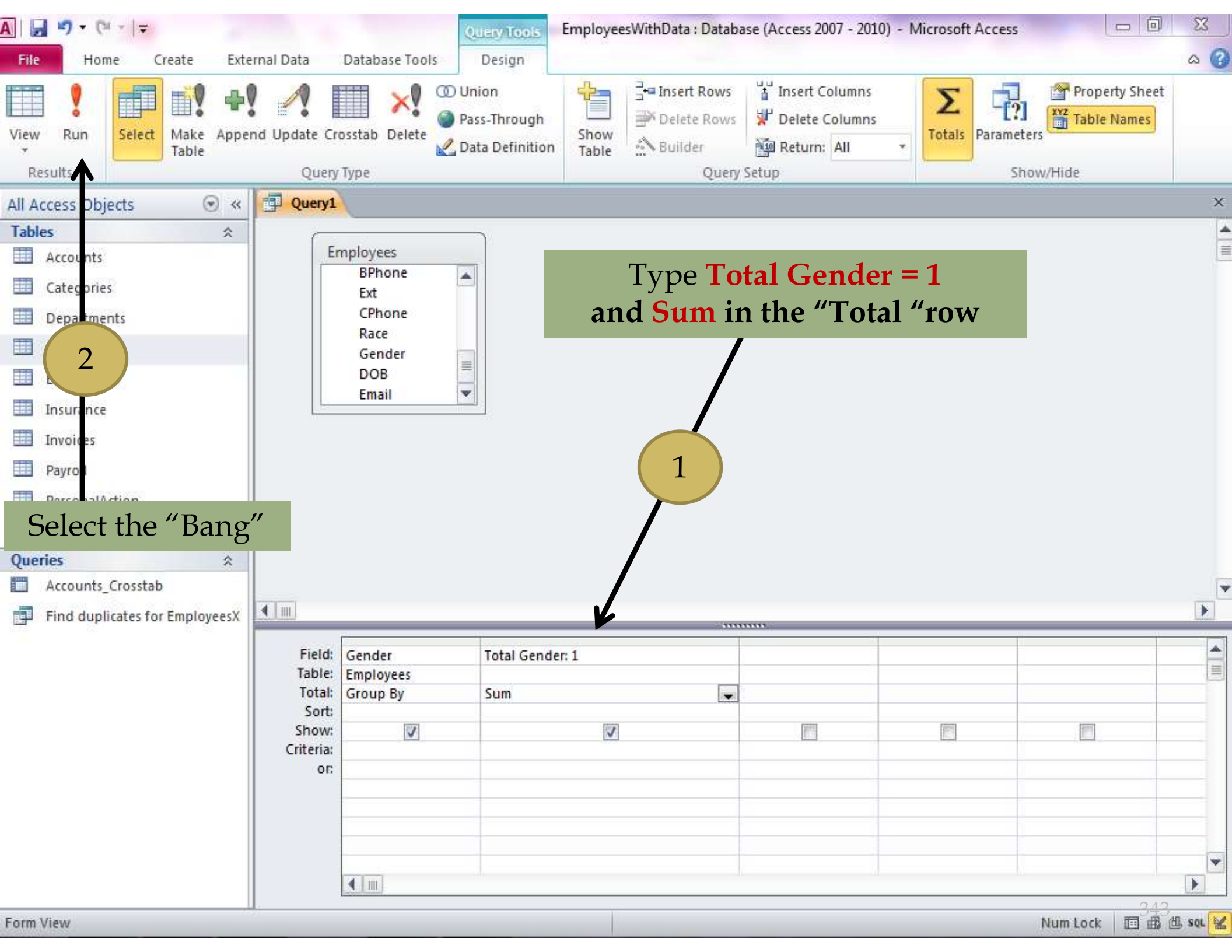
Gender
F
M

2

1

Select "Design View"

This will group the different "Gender" types in the field. But it does not display how many of each.



Type **Total Gender = 1** and **Sum** in the "Total" row

1

2

Select the "Bang"

Close the QUERY by selecting the "X".

2

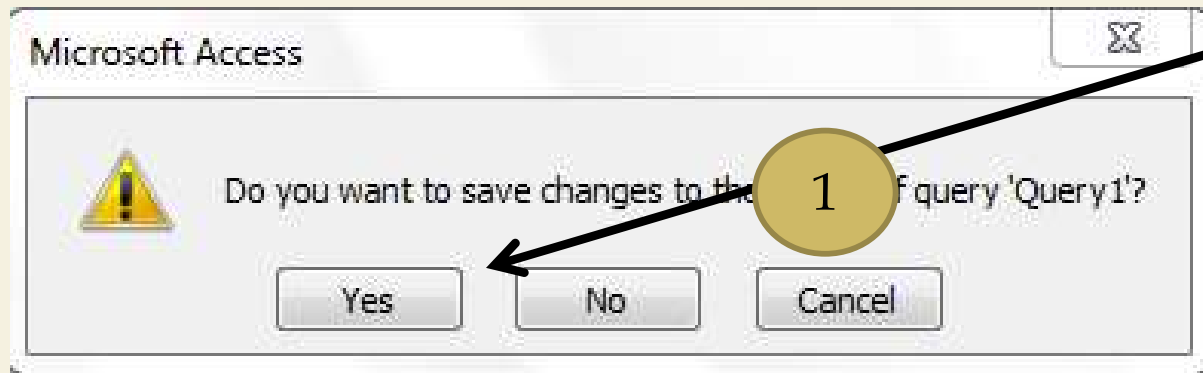
This should be the results

1

Gender	Total Gender
F	20
M	45

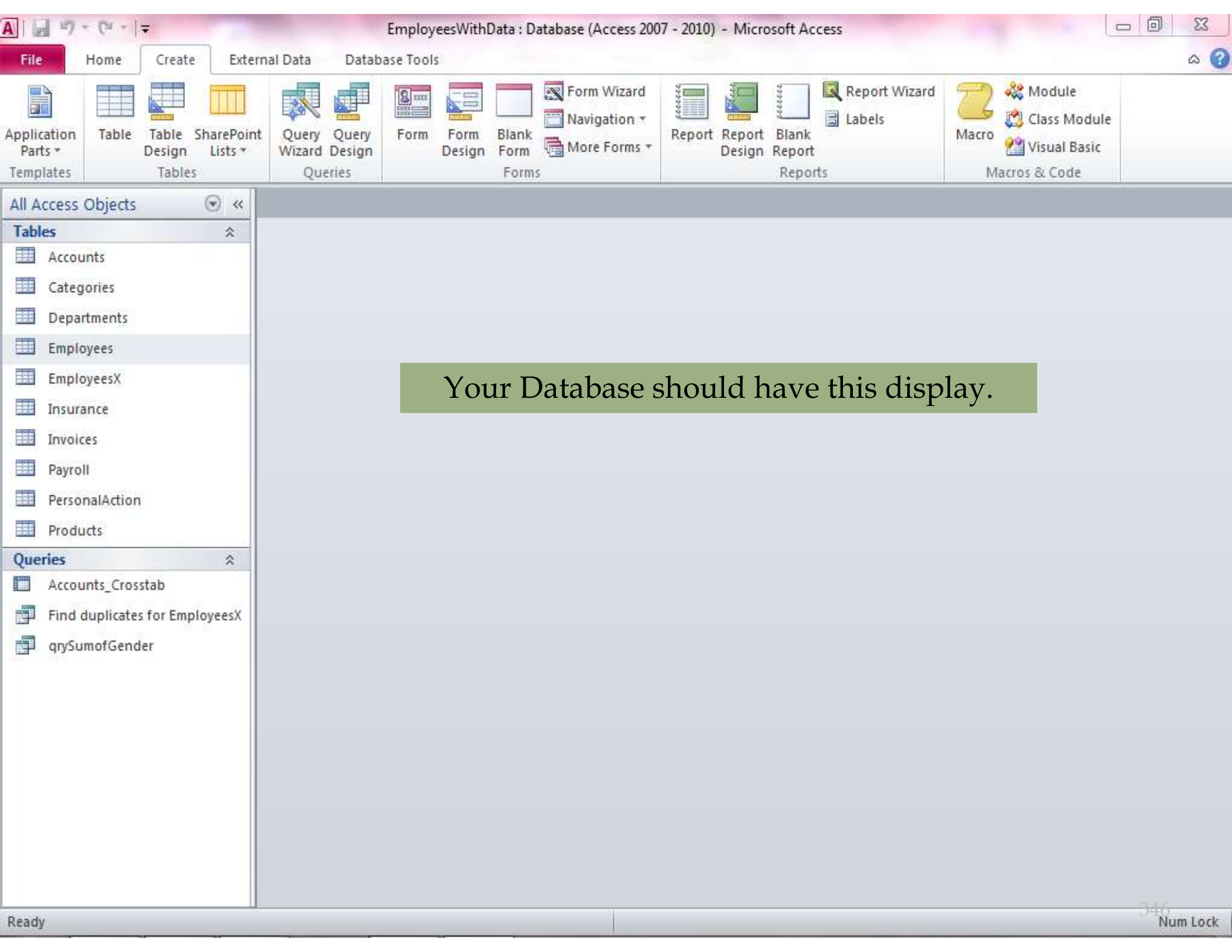
Gender	Total Gender
F	20
M	45

This warning will display.
Select "Yes"



Type "qrySumofGender"
Select "OK"





Your Database should have this display.

Using the “**EmployeeWithData**” DATABASE.

2. Create a **Calculation** query on the Employees TABLE with Gender and Race fields. Sum up the totals of Males, Females, White, Black, Not White and Black, and a Total.

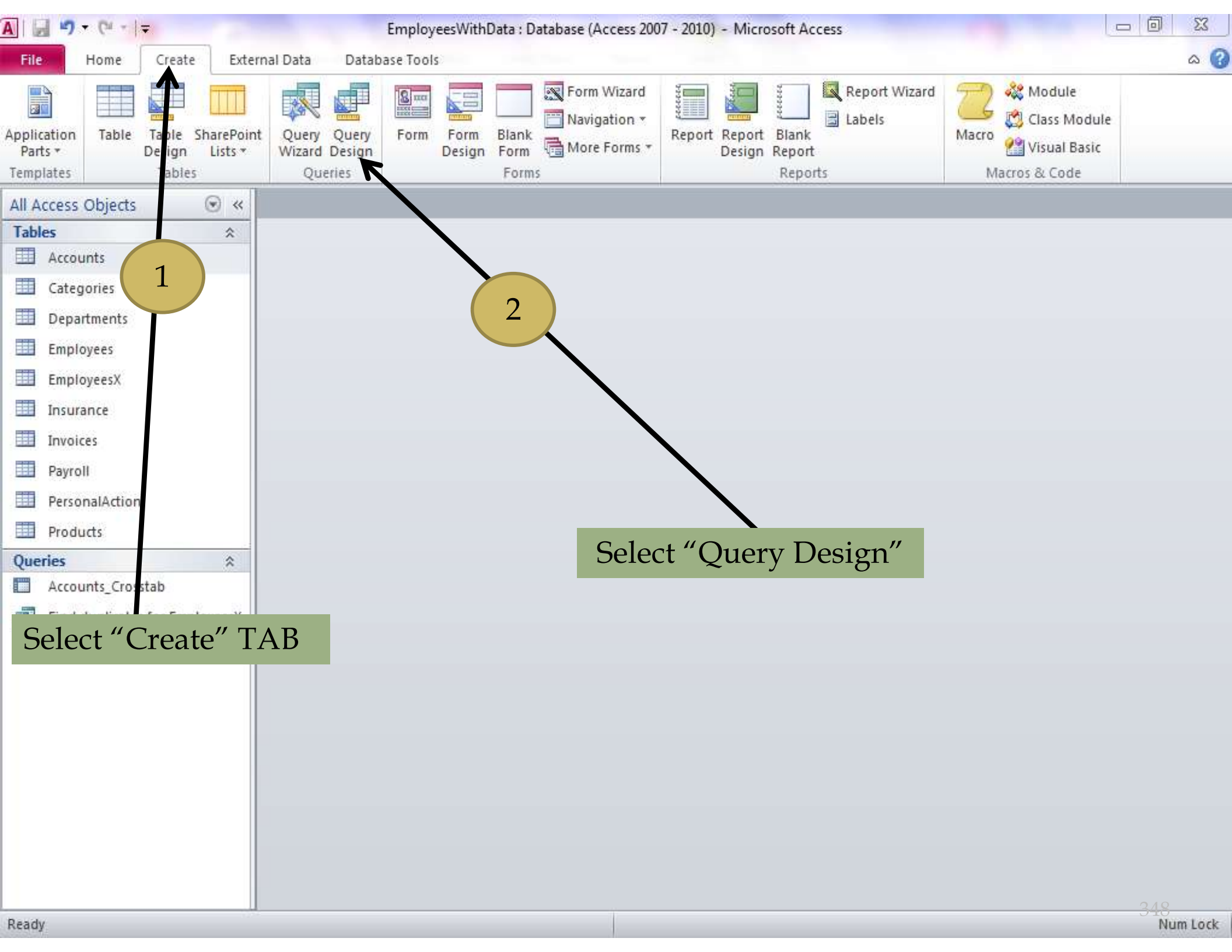
Males: IIf([Gender]="M",1,0)

Females: IIf([Gender]="F",1,0)

White: IIf([Race]="White",1,0)

Black: IIf([Race]="Black",1,0)

**Not White or Black: IIf([Race]<>"White" And
Race]<>"Black",1,0)**

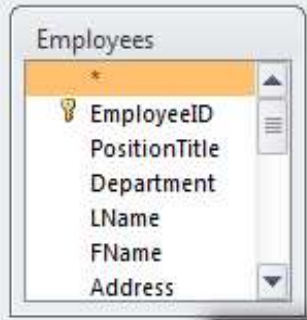
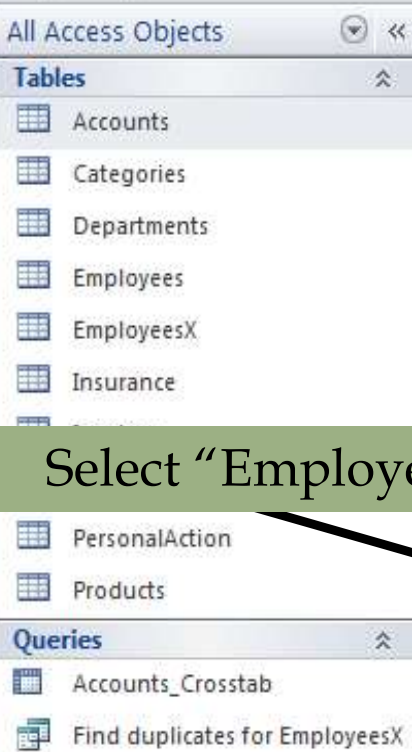


1

2

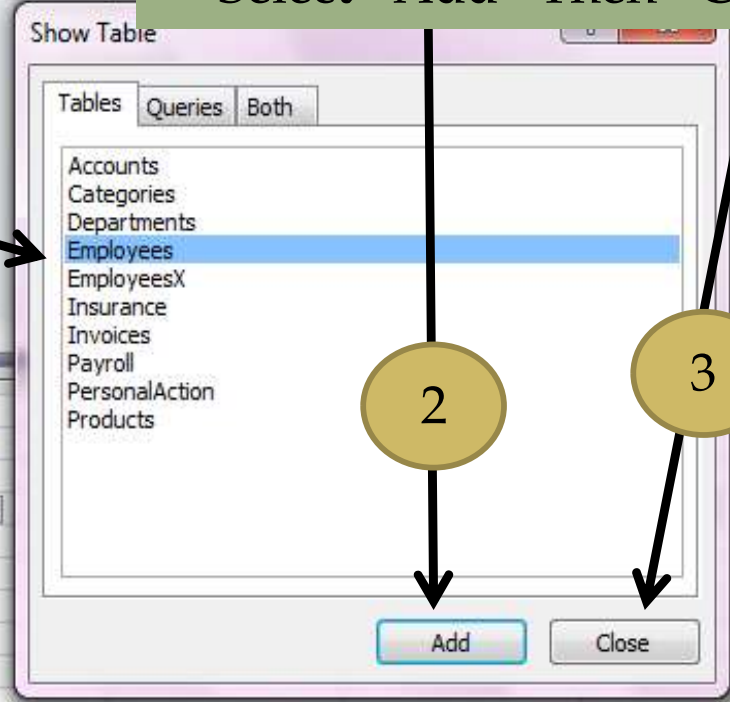
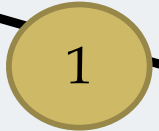
Select "Create" TAB

Select "Query Design"



Select "Add" Then "Close"

Select "Employees"



Open up the Word Document "Concat.doc" and **copy** and **paste** the expressions into the QUERY BUILDER

Exercise 2

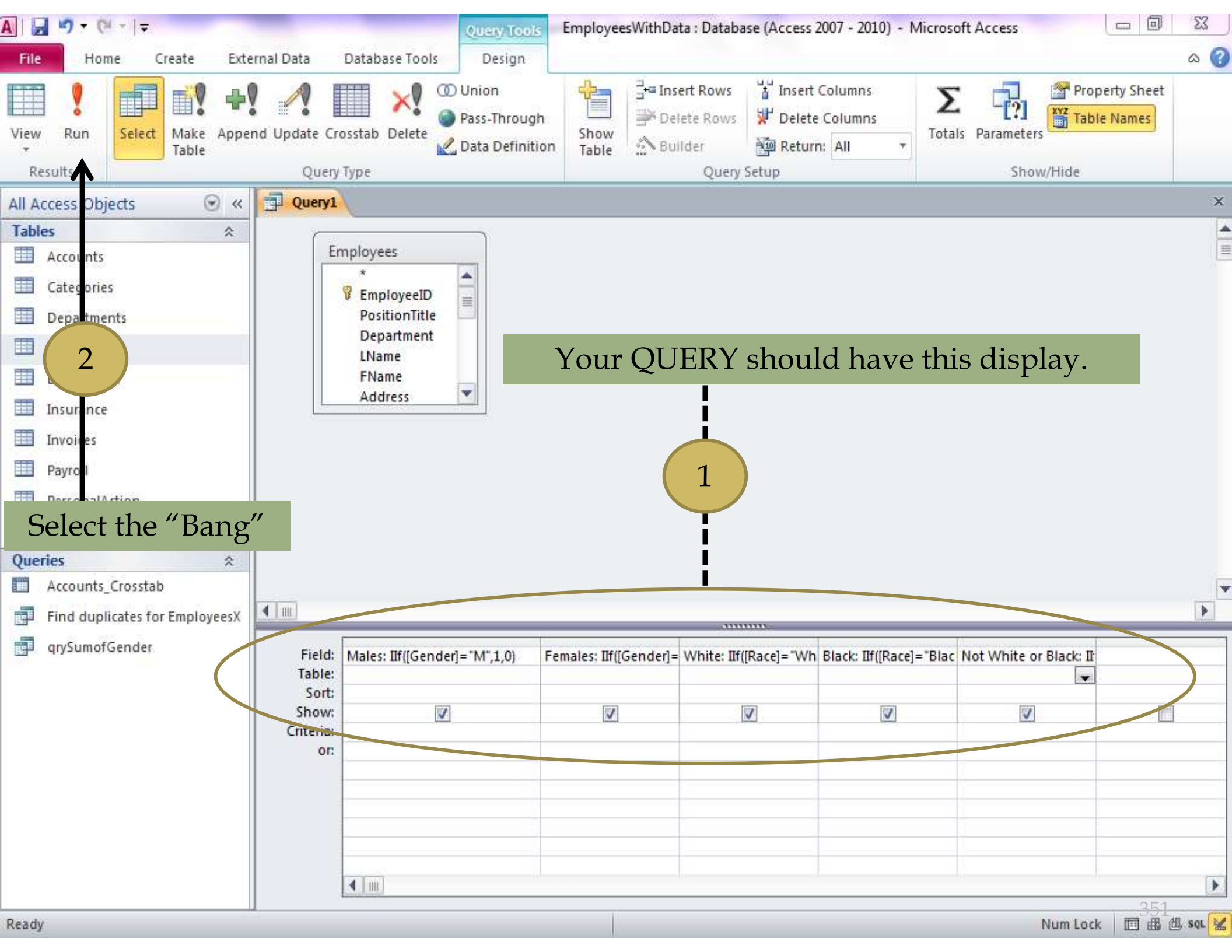
Males: IIf([Gender]="M",1,0)

Females: IIf([Gender]="F",1,0)

White: IIf([Race]="White",1,0)

Black: IIf([Race]="Black",1,0)

Not White or Black: IIf([Race]<>"White" And [Race]<>"Black",1,0)



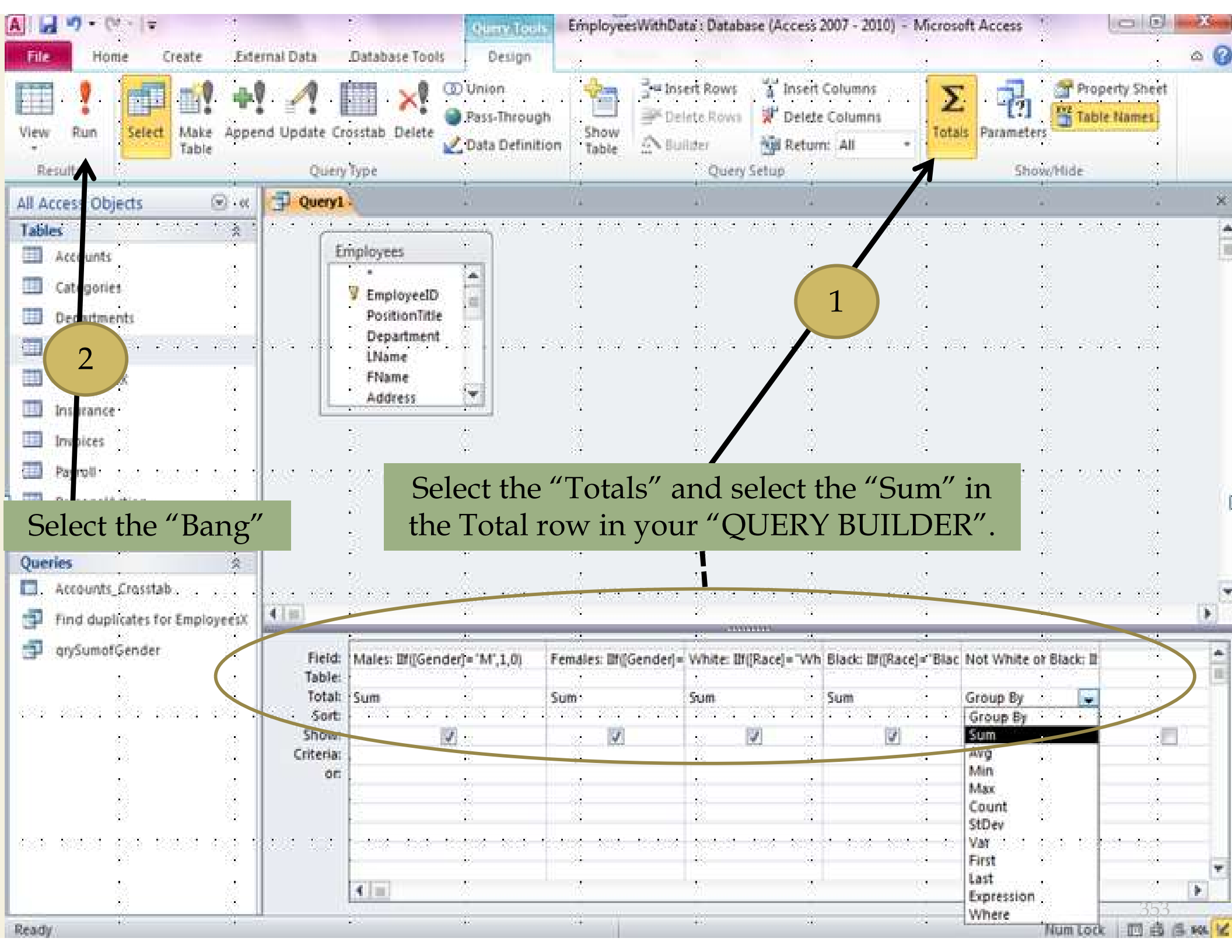
Your QUERY should have this display.

2

1

Select the "Bang"

Field:	Males: IIf([Gender]="M",1,0)	Females: IIf([Gender]=	White: IIf([Race]="Wh	Black: IIf([Race]="Blac	Not White or Black: IIf
Table:					
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:					
or:					



Select the "Bang"

Select the "Totals" and select the "Sum" in the Total row in your "QUERY BUILDER".

- Accounts
- Categories
- Departments
- Insurance
- Invoices
- Payroll

Employees	
EmployeeID	
PositionTitle	
Department	
LName	
FName	
Address	

- Accounts_Crosstab
- Find duplicates for EmployeeX
- qrySumofGender

Field:	Males: <input type="checkbox"/> ([Gender]="M",1,0)	Females: <input type="checkbox"/> ([Gender]="F",1,0)	White: <input type="checkbox"/> ([Race]="Wh")	Black: <input type="checkbox"/> ([Race]="Blac")	Not White or Black: <input type="checkbox"/>
Table:					
Total:	Sum	Sum	Sum	Sum	Group By
Sort:					Group By
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sum
Criteria:					Avg
on:					Min
					Max
					Count
					StDev
					Var
					First
					Last
					Expression
					Where

Close the QUERY by selecting the "X".

File Home Create External Views

View Paste Copy Cut Format Painter Clipboard

Filter Descending Advanced Refresh All Remove Sort Toggle Filter Save Spelling Delete More

Records Find Go To Select

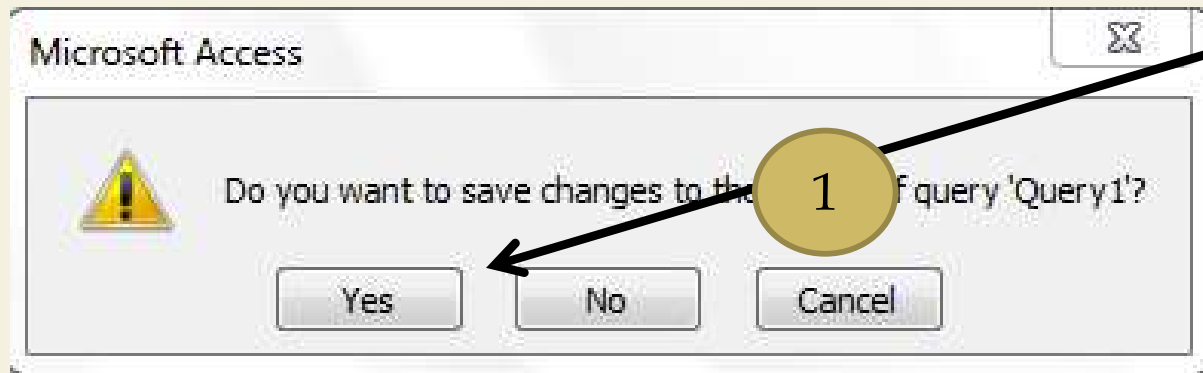
Calibri 11 Text Formatting

- All Access Objects
- Tables
- Accounts
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
- Queries
- Accounts_Crosstab
 - Find duplicates for EmployeesX
 - qrySumofGender

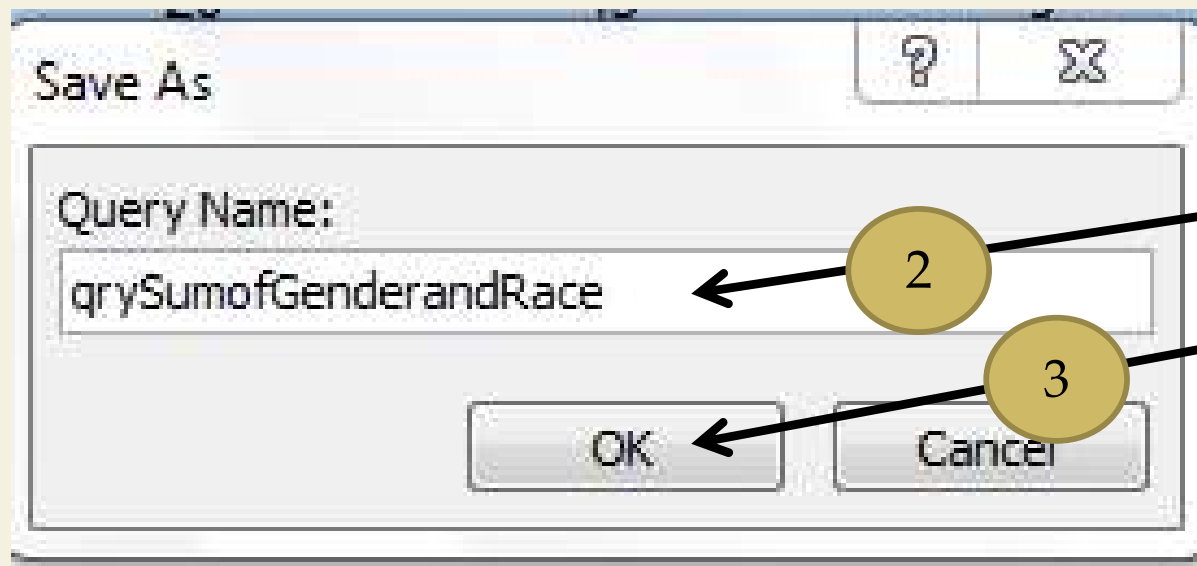
Query1

Males	Females	White	Black	Not White o
45	20	45	9	11

This warning will display.
Select "Yes"



Type "qrySumofGender
and Race"
Select "OK"



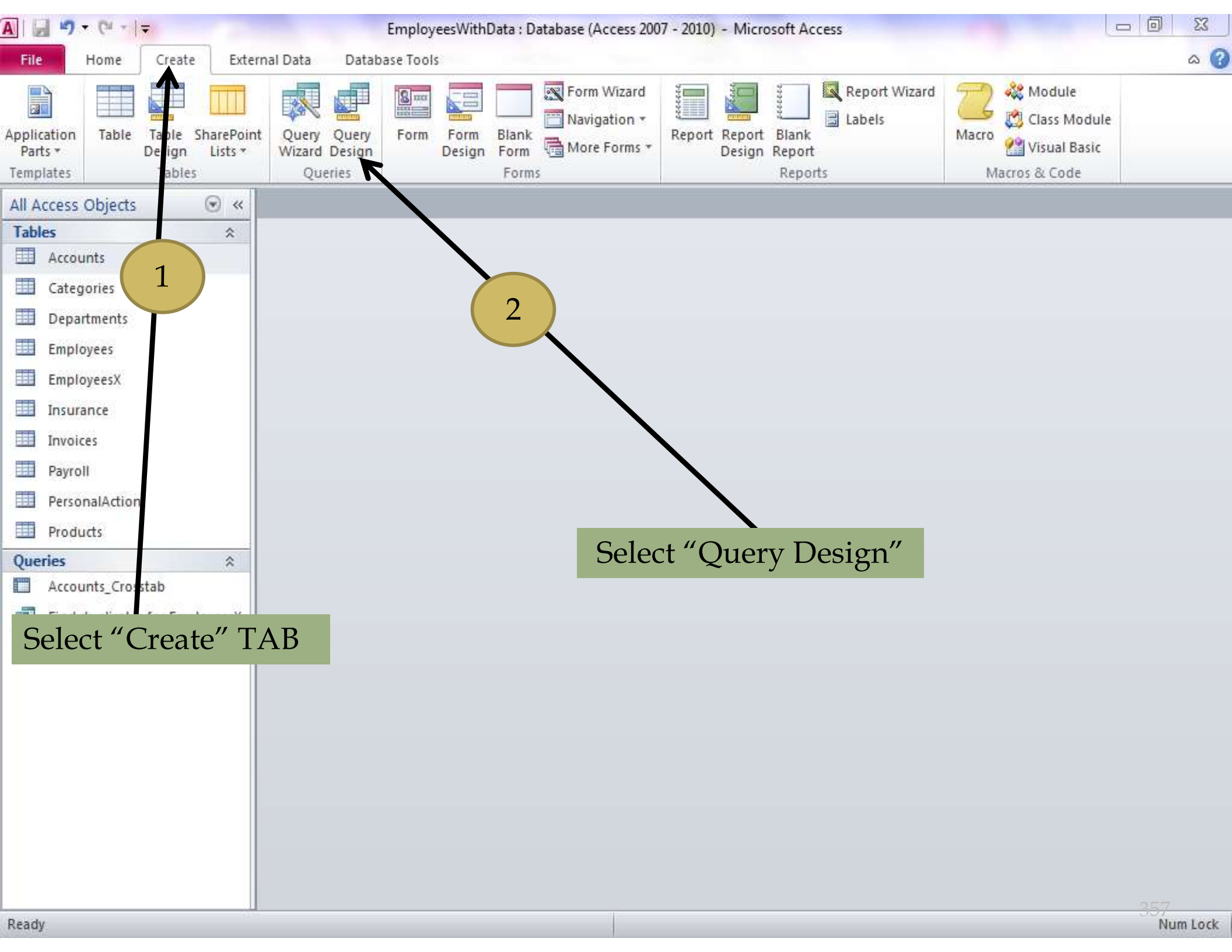
Using the “**EmployeeWithData**” DATABASE.

3. Create a **Calculation** query on the **Employees** and **Payroll** TABLEs with LName & FName (concatenated), call the field **Full Name**.

Add PType and PayRate fields.

Use the criteria of “Salary” in the PType field. Define the Monthly, Bi-Weekly, Weekly and Hourly wages on the Salary Staff.

Add a calculated field named **Total Employee Costs** that also reflect an extra 20% rate for benefits. Make sure that you format the rows to reflect currency.



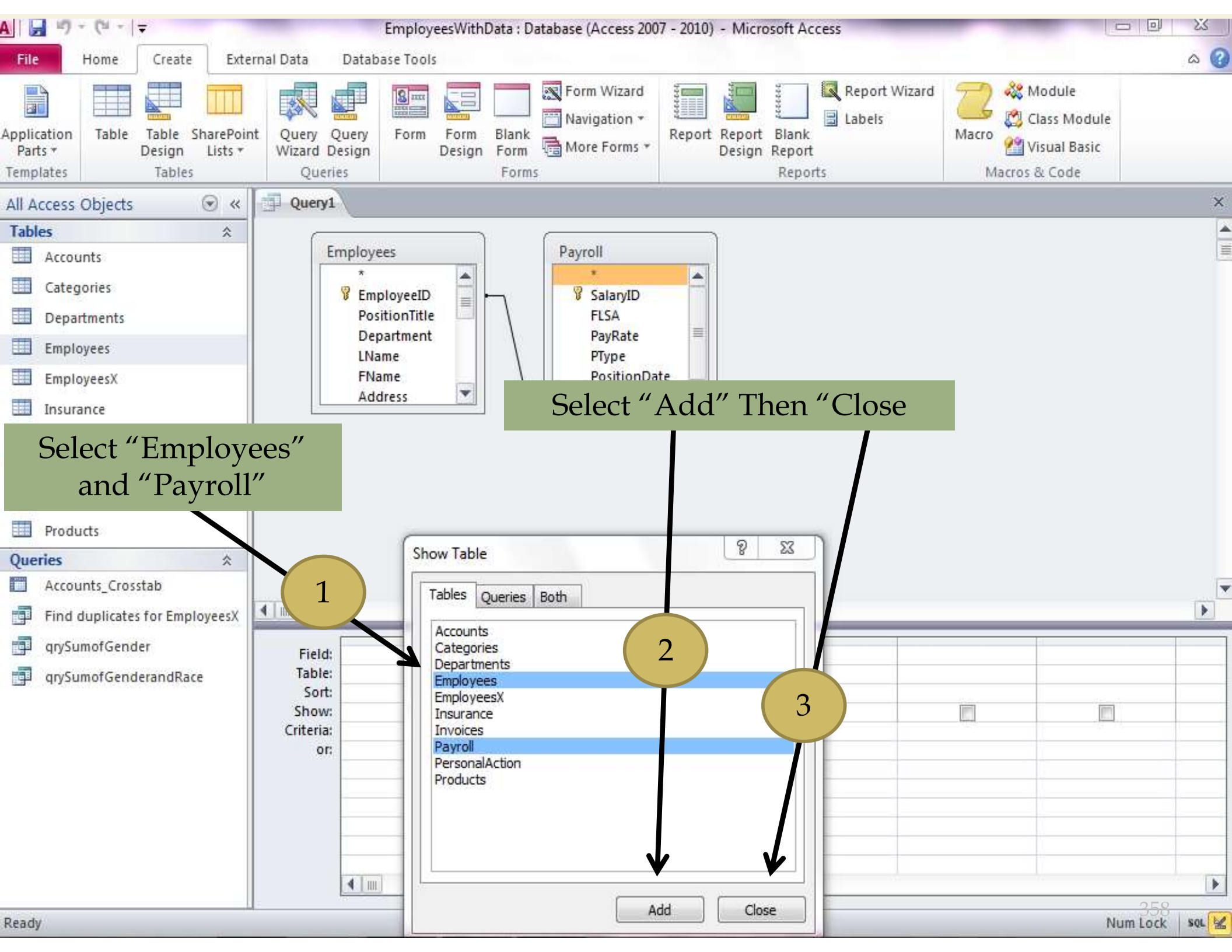
File Home Create External Data Database Tools

Application Parts Templates Table Table Design Tables SharePoint Lists Query Wizard Queries Query Design Form Design Forms Form Wizard Navigation More Forms Report Wizard Reports Labels Macro Class Module Visual Basic Macros & Code

- All Access Objects
- Tables
 - Accounts
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
 - Queries
 - Accounts_Crosstab

Select "Create" TAB

Select "Query Design"



- Tables
- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance

Employees

- EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address

Payroll

- SalaryID
- FLSA
- PayRate
- PType
- PositionDate

Select "Add" Then "Close"

Select "Employees" and "Payroll"

- Queries
- Accounts_Crosstab
- Find duplicates for EmployeesX
- qrySumofGender
- qrySumofGenderandRace

1

2

3

Show Table

Tables Queries Both

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Field: Table: Sort: Show: Criteria: or:

Add Close

Open up the Word Document "Concat.doc" and **copy** and **paste** the expressions into the QUERY BUILDER

Exercise 3

Full Name: =[LName] & ", " & [FName]

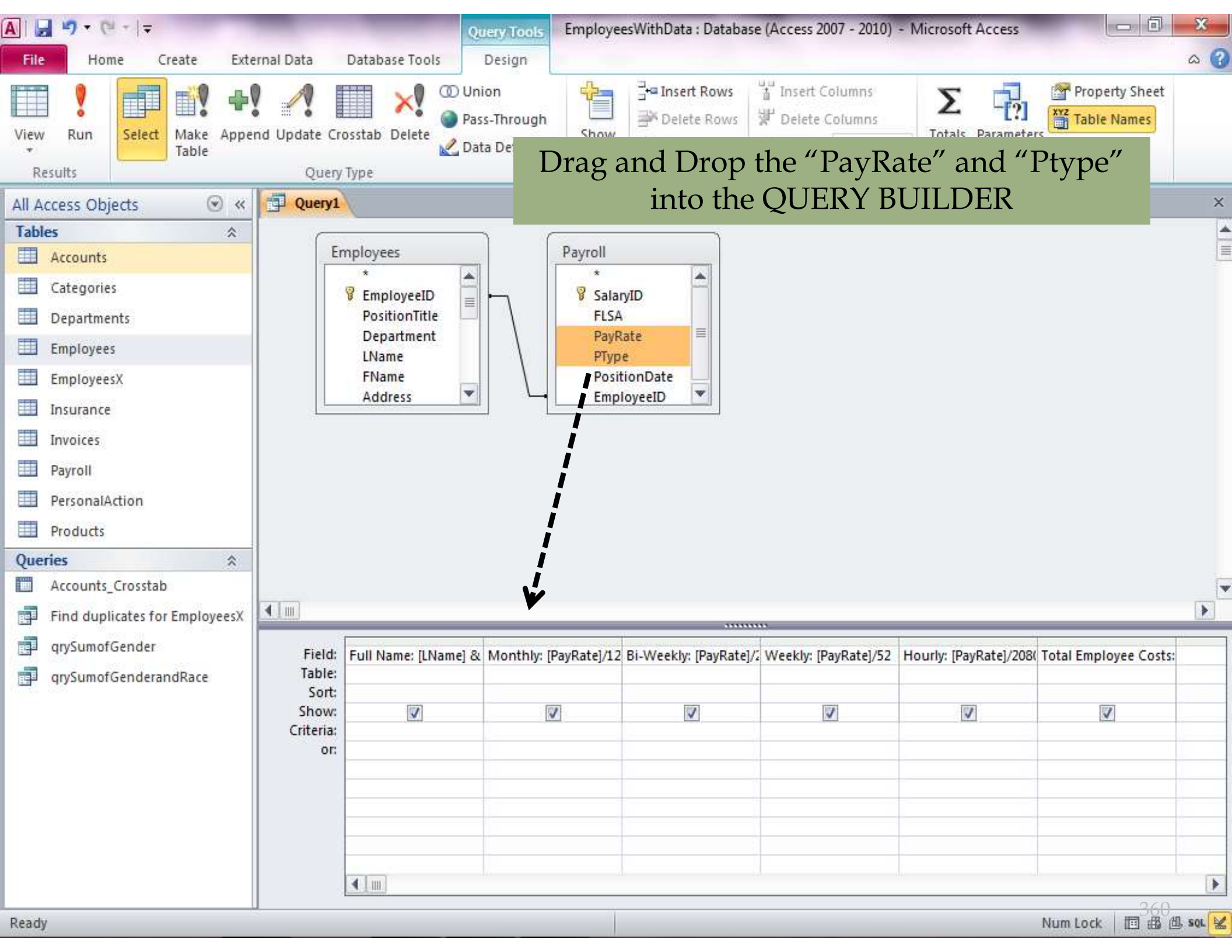
Monthly: [PayRate]/12

Bi-Weekly: [PayRate]/26

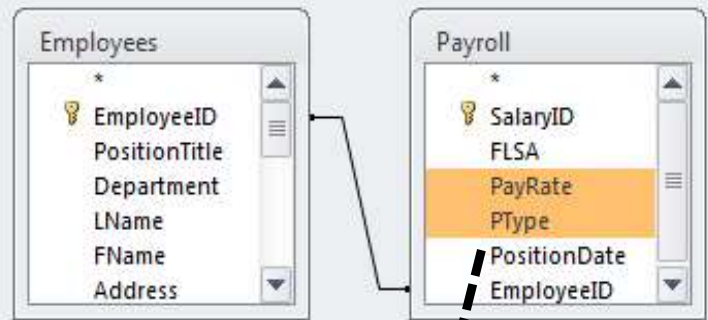
Weekly: [PayRate]/52

Hourly: [PayRate]/2080

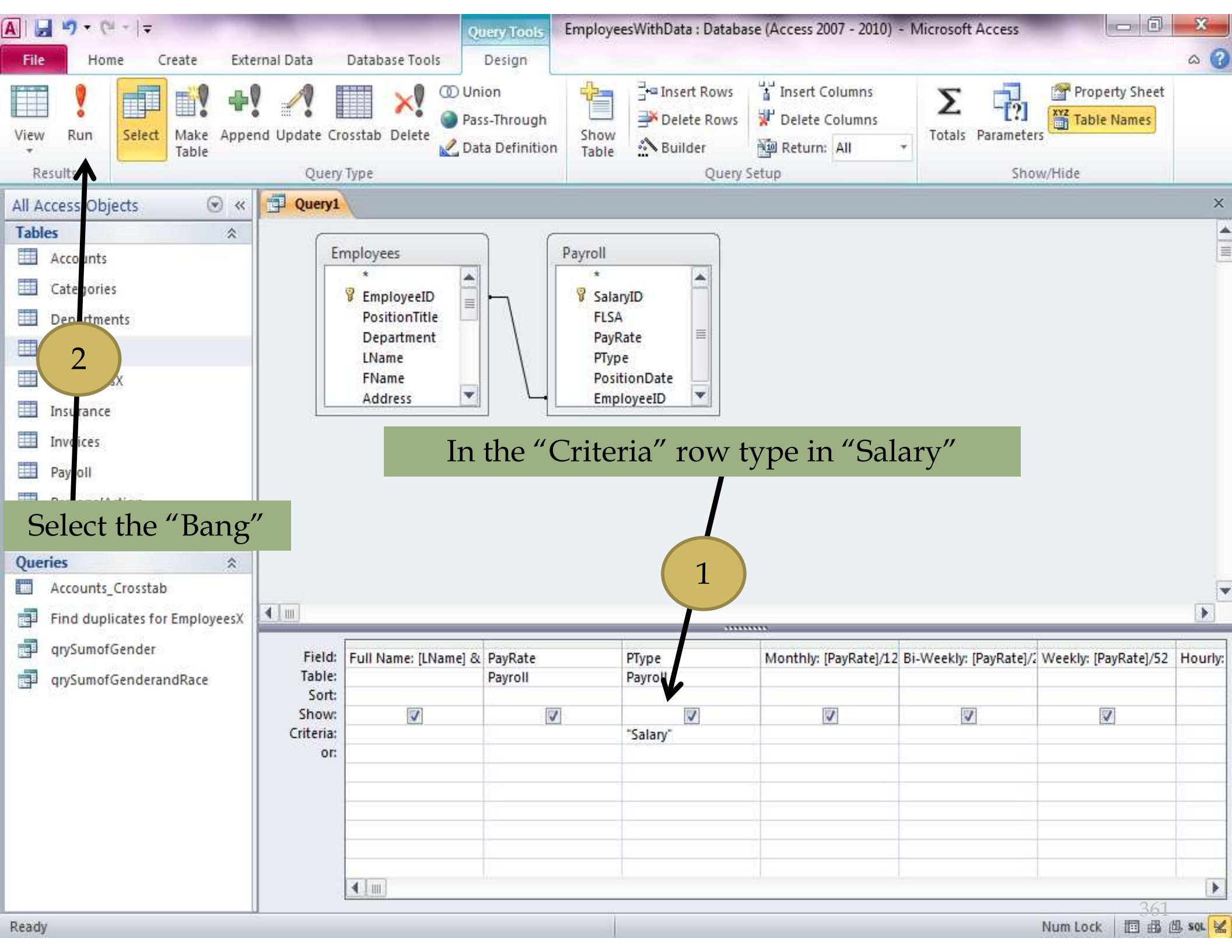
Total Employee Costs: [PayRate]*1.2



Drag and Drop the "PayRate" and "Ptype" into the QUERY BUILDER



Field:	Full Name: [LName] &	Monthly: [PayRate]/12	Bi-Weekly: [PayRate]/26	Weekly: [PayRate]/52	Hourly: [PayRate]/208	Total Employee Costs:
Table:						
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:						
or:						



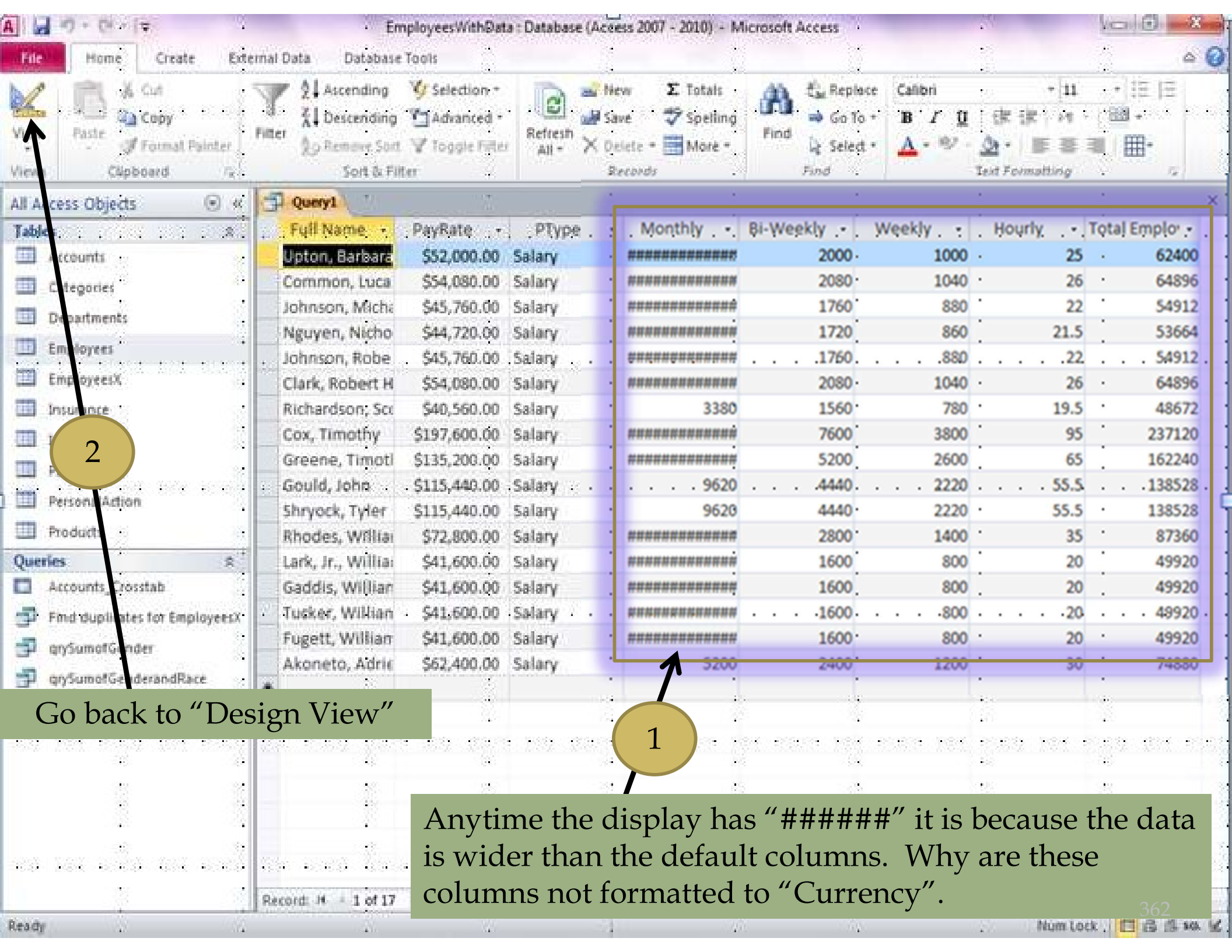
Select the "Bang"

In the "Criteria" row type in "Salary"

2

1

Field:	Full Name: [LName] &	PayRate	PType	Monthly: [PayRate]/12	Bi-Weekly: [PayRate]/2	Weekly: [PayRate]/52	Hourly:
Table:		Payroll	Payroll				
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:			"Salary"				
or:							



File Home Create External Data Database Tools

View Paste Copy Format Painter Filter Ascending Descending Selection Advanced Remove Sort Toggle Filter Refresh All Delete More New Save Spelling Totals Find Replace Go To Select Find

Calibri 11 Text Formatting

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Person
- PersonAction
- Products

Queries

- Accounts_Crosstab
- FindDuplicatesforEmployeesX
- qrySumofGender
- qrySumofGenderandRace

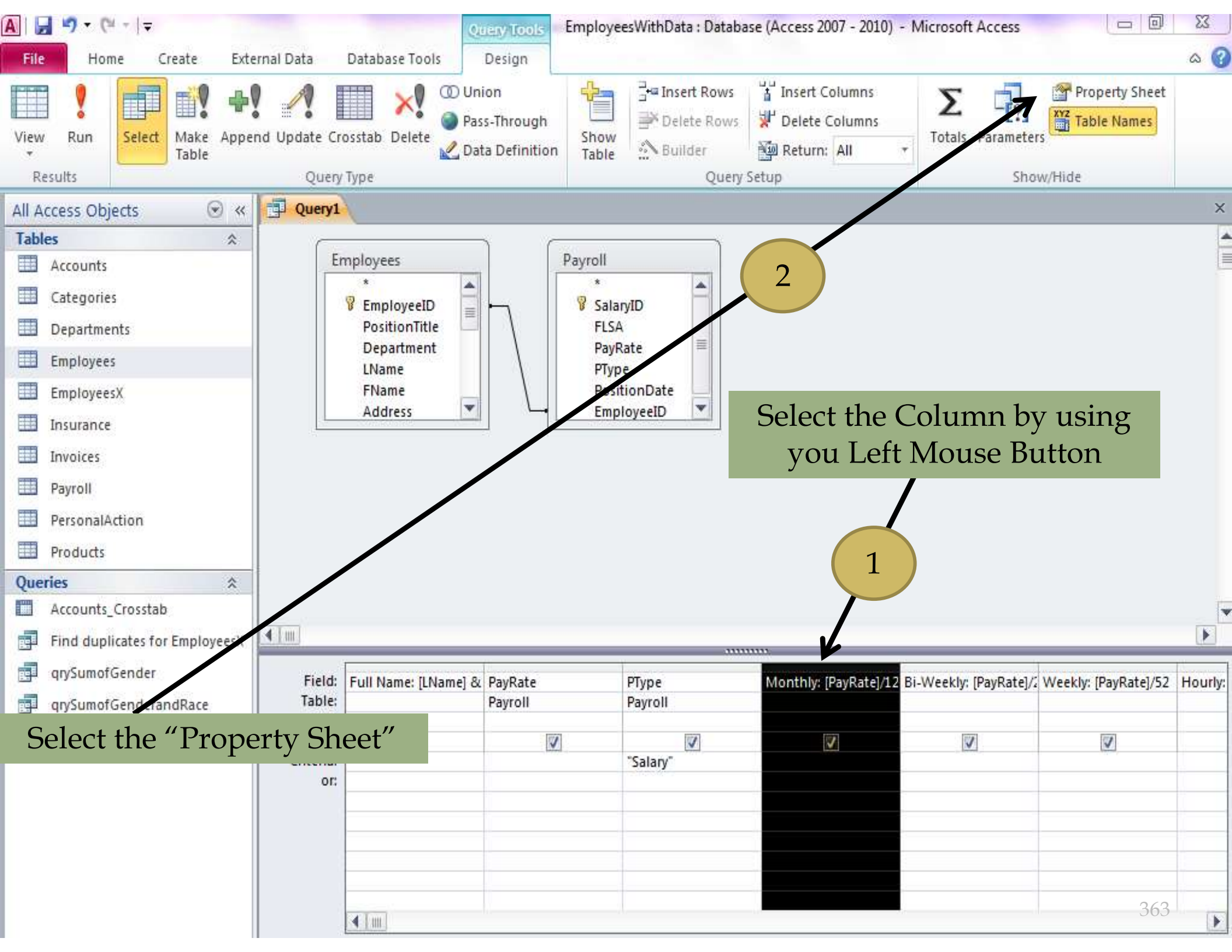
Full Name	PayRate	PType	Monthly	Bi-Weekly	Weekly	Hourly	Total Emplo
Upton, Barbara	\$52,000.00	Salary	#####	2000	1000	25	62400
Common, Luca	\$54,080.00	Salary	#####	2080	1040	26	64896
Johnson, Micha	\$45,760.00	Salary	#####	1760	880	22	54912
Nguyen, Nicho	\$44,720.00	Salary	#####	1720	860	21.5	53664
Johnson, Robe	\$45,760.00	Salary	#####	1760	880	22	54912
Clark, Robert H	\$54,080.00	Salary	#####	2080	1040	26	64896
Richardson, Sco	\$40,560.00	Salary	3380	1560	780	19.5	48672
Cox, Timothy	\$197,600.00	Salary	#####	7600	3800	95	237120
Greene, Timoti	\$135,200.00	Salary	#####	5200	2600	65	162240
Gould, John	\$115,440.00	Salary	9620	4440	2220	55.5	138528
Shryock, Tyler	\$115,440.00	Salary	9620	4440	2220	55.5	138528
Rhodes, Willia	\$72,800.00	Salary	#####	2800	1400	35	87360
Lark, Jr., Willia	\$41,600.00	Salary	#####	1600	800	20	49920
Gaddis, Willian	\$41,600.00	Salary	#####	1600	800	20	49920
Tucker, Willian	\$41,600.00	Salary	#####	1600	800	20	49920
Fugett, Willian	\$41,600.00	Salary	#####	1600	800	20	49920
Akoneto, Aidrie	\$62,400.00	Salary	5200	2400	1200	30	74880

2

1

Go back to "Design View"

Anytime the display has "#####" it is because the data is wider than the default columns. Why are these columns not formatted to "Currency".



Select the Column by using you Left Mouse Button

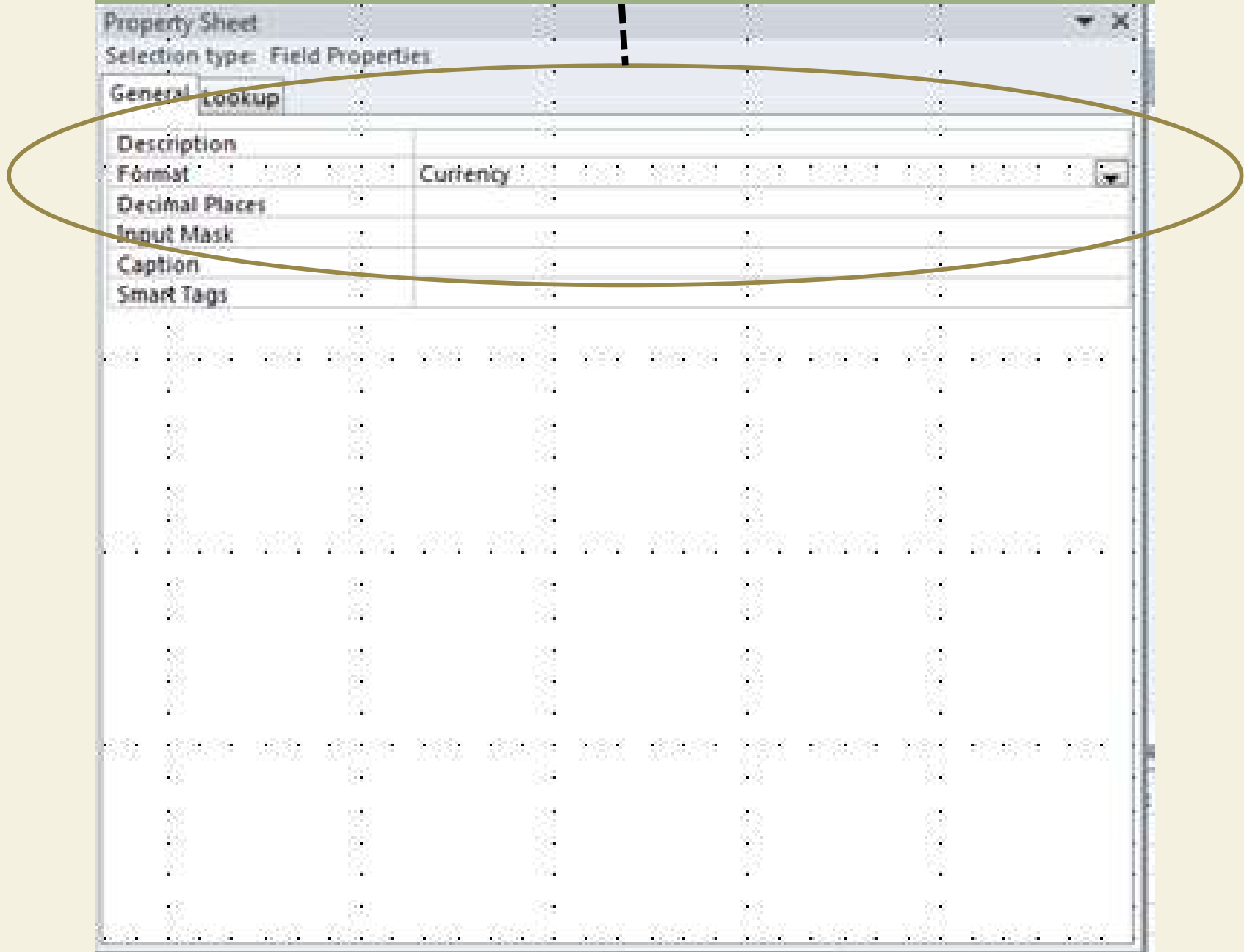
1

2

Select the "Property Sheet"

Field:	Full Name: [LName] &	PayRate	PType	Monthly: [PayRate]/12	Bi-Weekly: [PayRate]/	Weekly: [PayRate]/52	Hourly:
Table:		Payroll	Payroll				
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
or:			"Salary"				

To format to Currency, you can either type "Currency" or select it using the "Down Arrow" . Do it to all.



EmployeesWithData : Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Insert Columns Delete Columns Return: All Builder Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

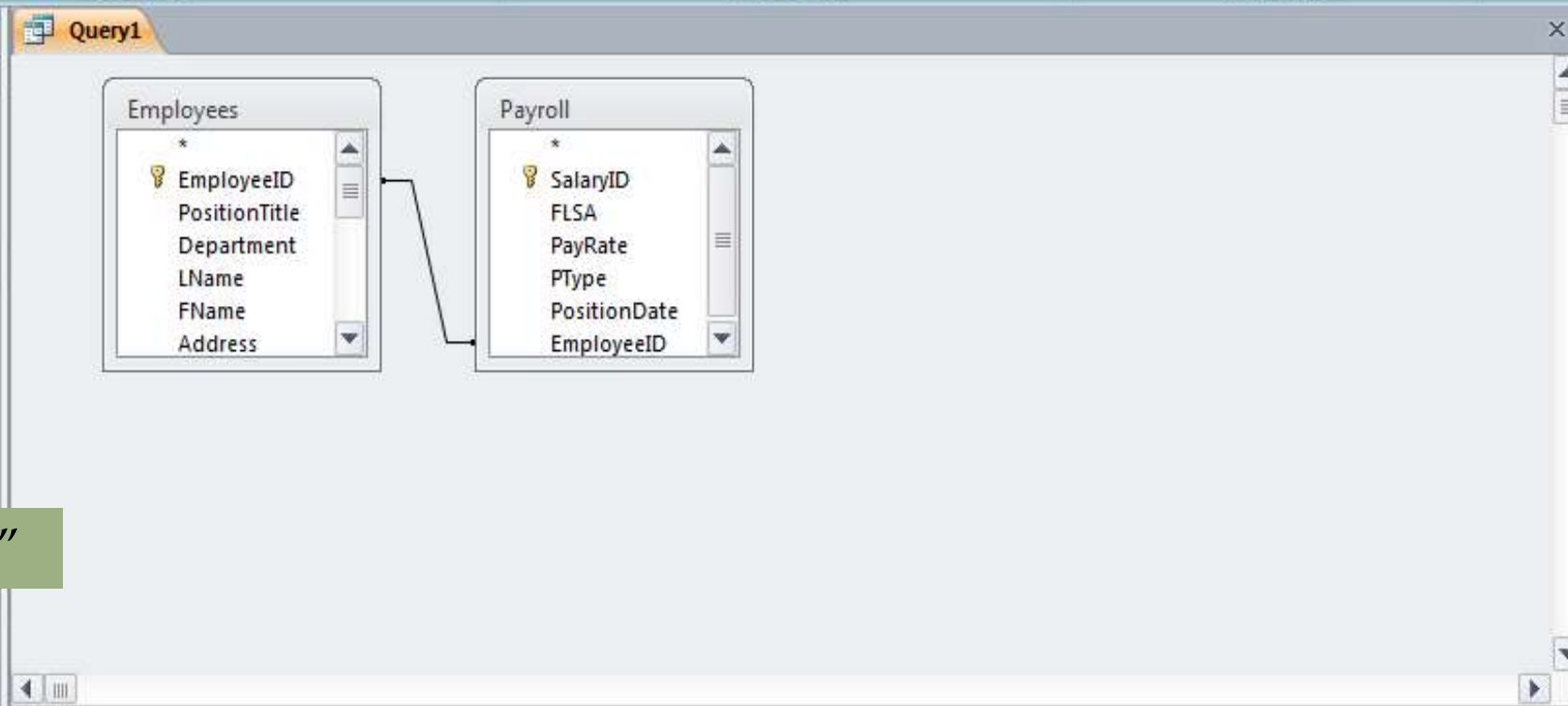
All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll

Queries

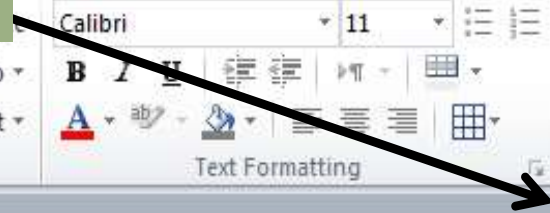
- Accounts_Crosstab
- Find duplicates for EmployeesX
- qrySumofGender
- qrySumofGenderandRace



Select the "Bang"

Field:	Full Name: [LName] &	PayRate	PType	Monthly: [PayRate]/12	Bi-Weekly: [PayRate]/2	Weekly: [PayRate]/52	Hourly:
Table:		Payroll	Payroll				
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:			"Salary"				
or:							

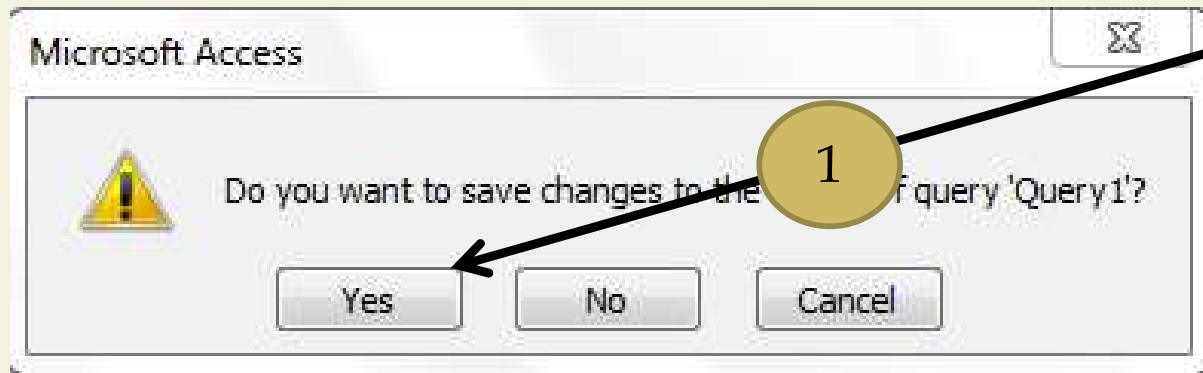
Close the QUERY by selecting the "X".



- All Access Objects
- Tables
 - Accounts
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
 - Queries
 - Accounts_Crosstab
 - Find duplicates for EmployeesX
 - qrySumofGender
 - qrySumofGenderandRace

PType	Monthly	Bi-Weekly	Weekly	Hourly	Total Emplo
Salary	\$4,333.33	\$2,000.00	\$1,000.00	\$25.00	\$62,400.00
Salary	\$4,506.67	\$2,080.00	\$1,040.00	\$26.00	\$64,896.00
Salary	\$3,813.33	\$1,760.00	\$880.00	\$22.00	\$54,912.00
Salary	\$3,726.67	\$1,720.00	\$860.00	\$21.50	\$53,664.00
Salary	\$3,813.33	\$1,760.00	\$880.00	\$22.00	\$54,912.00
Salary	\$4,506.67	\$2,080.00	\$1,040.00	\$26.00	\$64,896.00
Salary	\$3,380.00	\$1,560.00	\$780.00	\$19.50	\$48,672.00
Salary	\$16,466.67	\$7,600.00	\$3,800.00	\$95.00	\$237,120.00
Salary	\$11,266.67	\$5,200.00	\$2,600.00	\$65.00	\$162,240.00
Salary	\$9,620.00	\$4,440.00	\$2,220.00	\$55.50	\$138,528.00
Salary	\$9,620.00	\$4,440.00	\$2,220.00	\$55.50	\$138,528.00
Salary	\$6,066.67	\$2,800.00	\$1,400.00	\$35.00	\$87,360.00
Salary	\$3,466.67	\$1,600.00	\$800.00	\$20.00	\$49,920.00
Salary	\$3,466.67	\$1,600.00	\$800.00	\$20.00	\$49,920.00
Salary	\$3,466.67	\$1,600.00	\$800.00	\$20.00	\$49,920.00
Salary	\$3,466.67	\$1,600.00	\$800.00	\$20.00	\$49,920.00
Salary	\$5,200.00	\$2,400.00	\$1,200.00	\$30.00	\$74,880.00
*					

This warning will display.
Select "Yes"

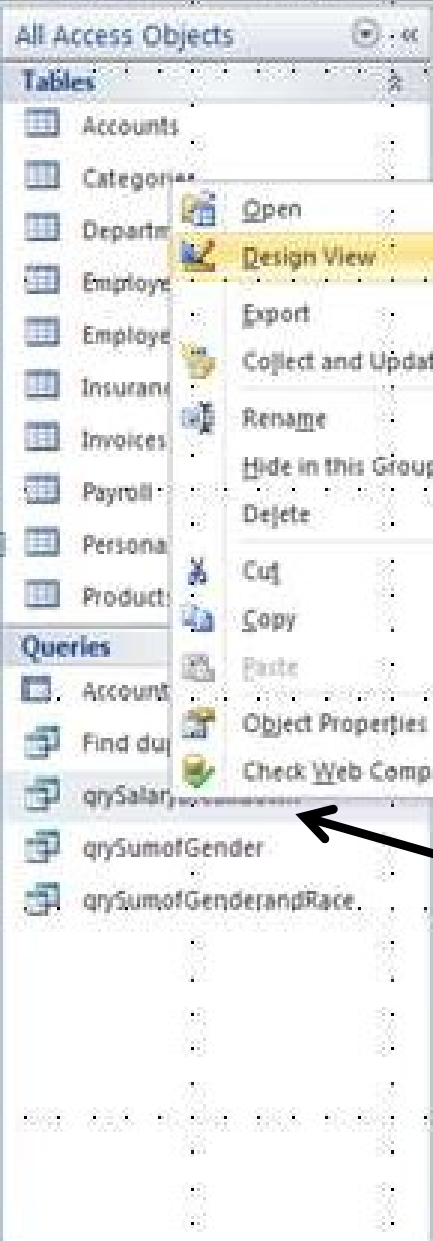
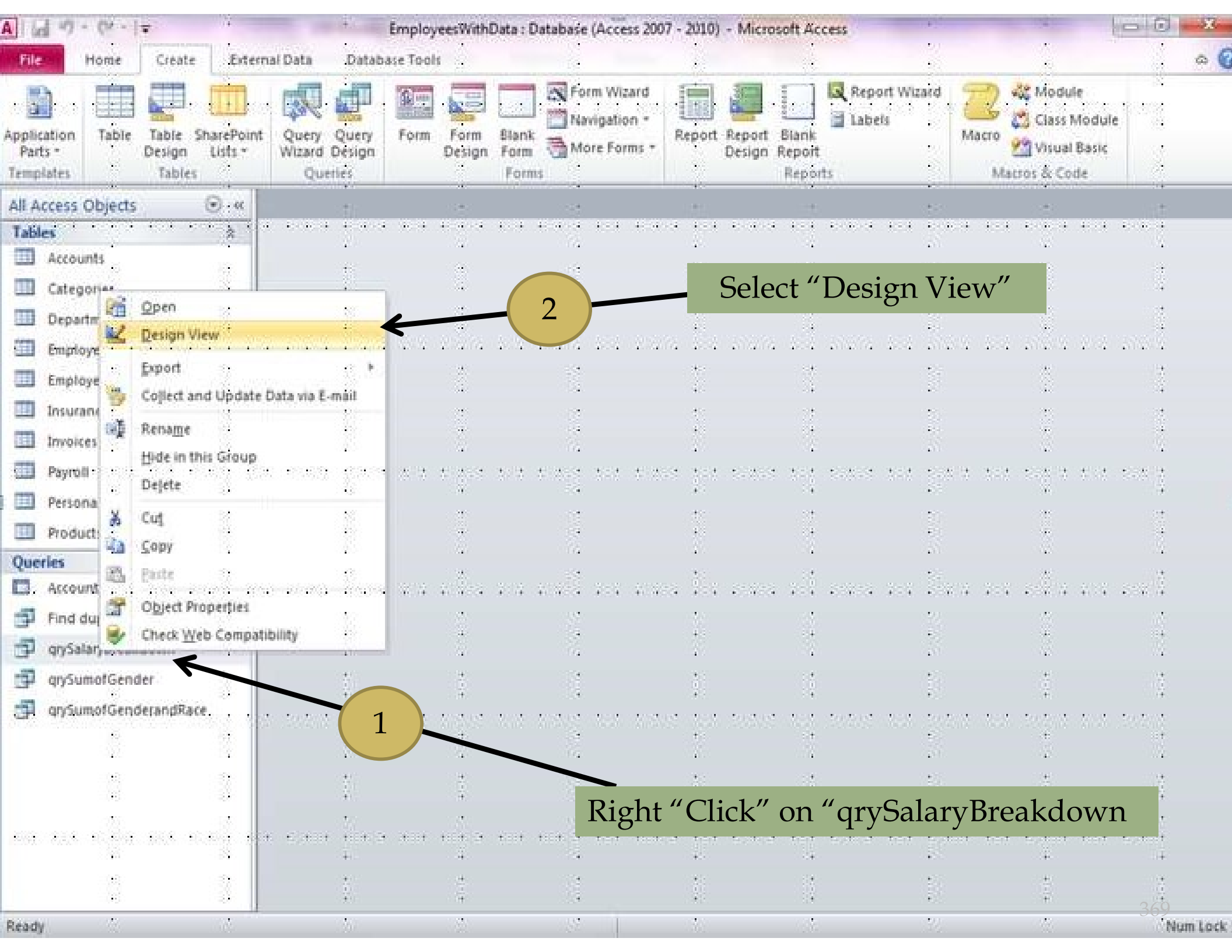


Type
"qrySalaryBreakdown"
Select "OK"



Using the “**EmployeeWithData**” DATABASE.

4. Modify the qrySalaryBreakdown query. Use the Top function in the query to determine the top 1 salary worker. Use either the Properties or the Icon to do this.



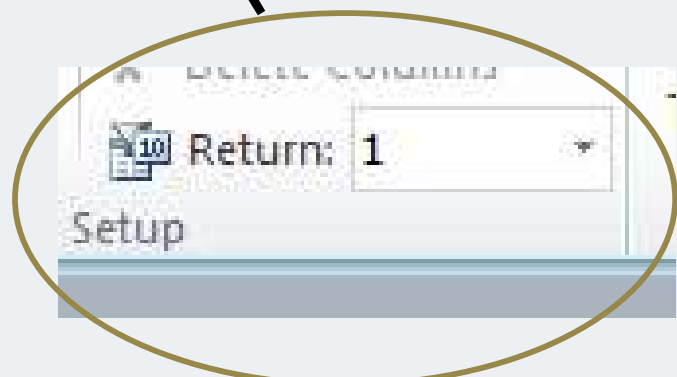
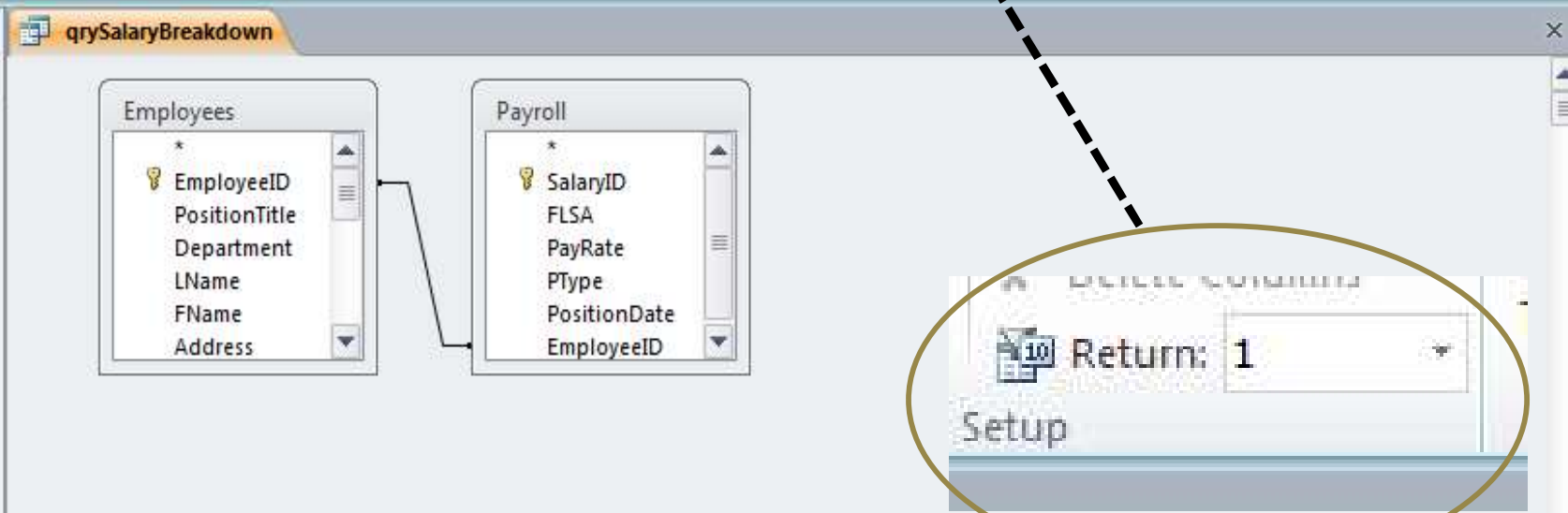
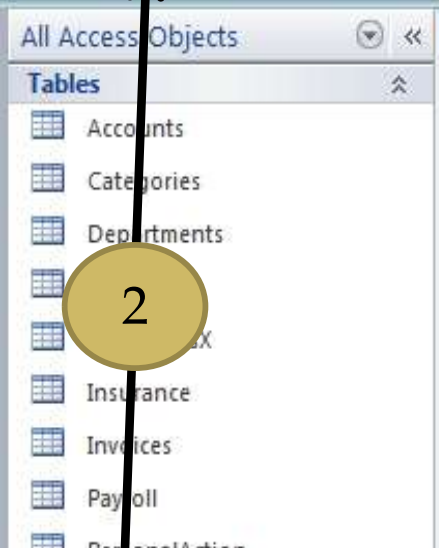
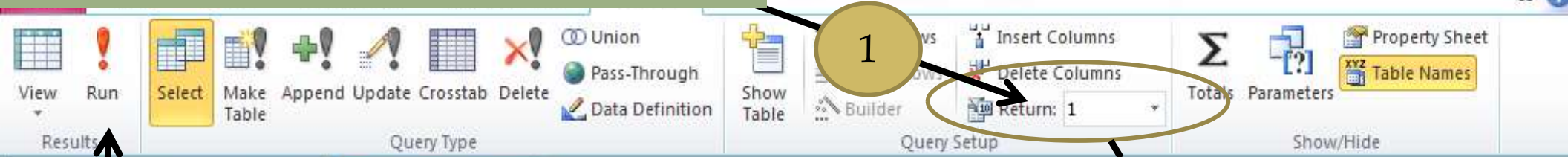
Select "Design View"

2

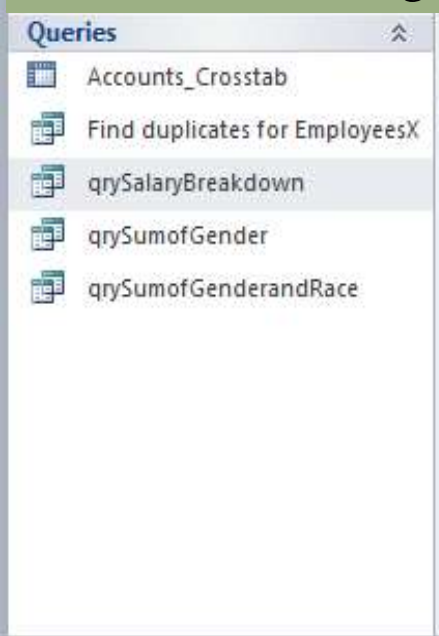
Right "Click" on "qrySalaryBreakdown"

1

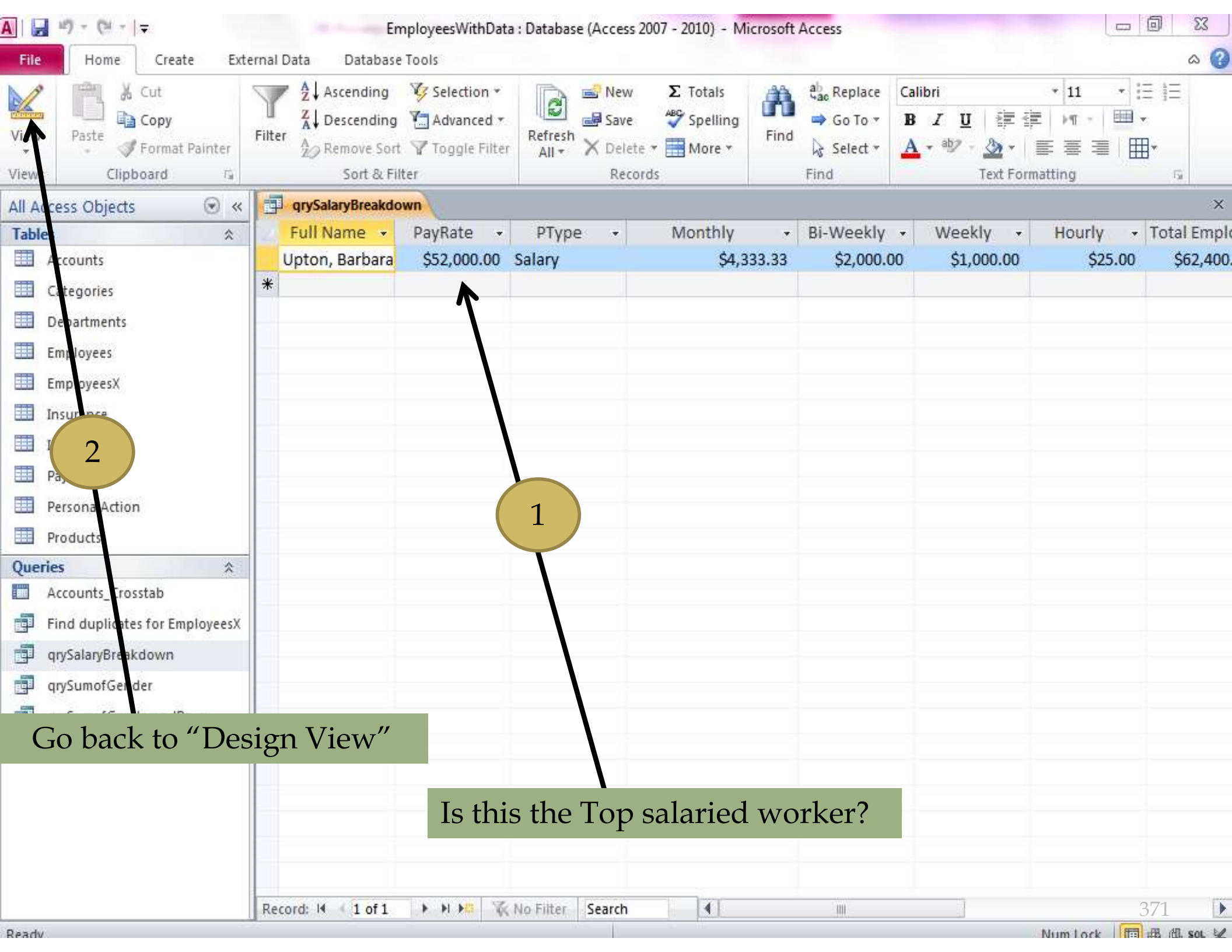
Type a "1" in the "Return" (TOP)



Select the "Bang"



Field:	Full Name: [LName]	PayRate	PType	Monthly: [PayRate]/12	Bi-Weekly: [PayRate]/2	Weekly: [PayRate]/52	Hourly:
Table:	[LName]	Payroll	Payroll				
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:			"Salary"				
or:							



File Home Create External Data Database Tools

Filter Ascending Descending Remove Sort Toggle Filter Selection Advanced Toggle Filter Refresh All New Save Delete More Records

Replace Go To Find Select Text Formatting

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Pay
- PersonAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX
- qrySalaryBreakdown
- qrySumofGender

Full Name	PayRate	PType	Monthly	Bi-Weekly	Weekly	Hourly	Total Employment
Upton, Barbara	\$52,000.00	Salary	\$4,333.33	\$2,000.00	\$1,000.00	\$25.00	\$62,400.00
*							

Go back to "Design View"

Is this the Top salaried worker?

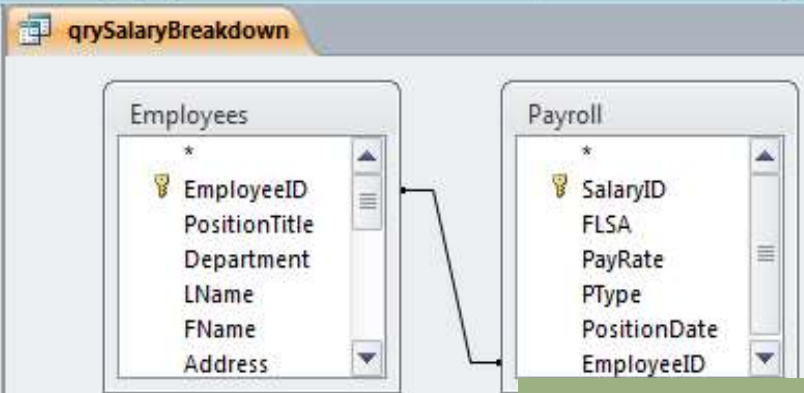
All Access Objects

Tables

- Accounts
- Categories
- Departments
- Insurance
- Invoices
- Payroll

Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX
- qrySalaryBreakdown
- qrySumofGender
- qrySumofGenderandRace

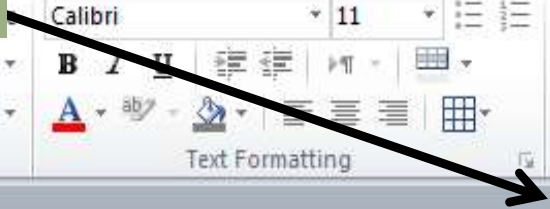


Change the "Sort" row to "Descending"

Select the "Bang"

Field:	Full Name: [LName] &	PayRate	PType	Monthly: [PayRate]/12	Bi-Weekly: [PayRate]/.	Weekly: [PayRate]/52	Hourly:
Table:		Payroll	Payroll				
Sort:		Descending					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:			"Salary"				
or:							

Close the QUERY by selecting the "X".



File Home Create External

View Paste Copy Format Painter

Views Clipboard

Filter Descending Advanced Refresh All Remove Sort Toggle Filter

Records Save Spelling Delete More

Find Go To Select

Calibri 11

B I U Text Formatting

- All Access Objects
- Tables
- Accounts
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products

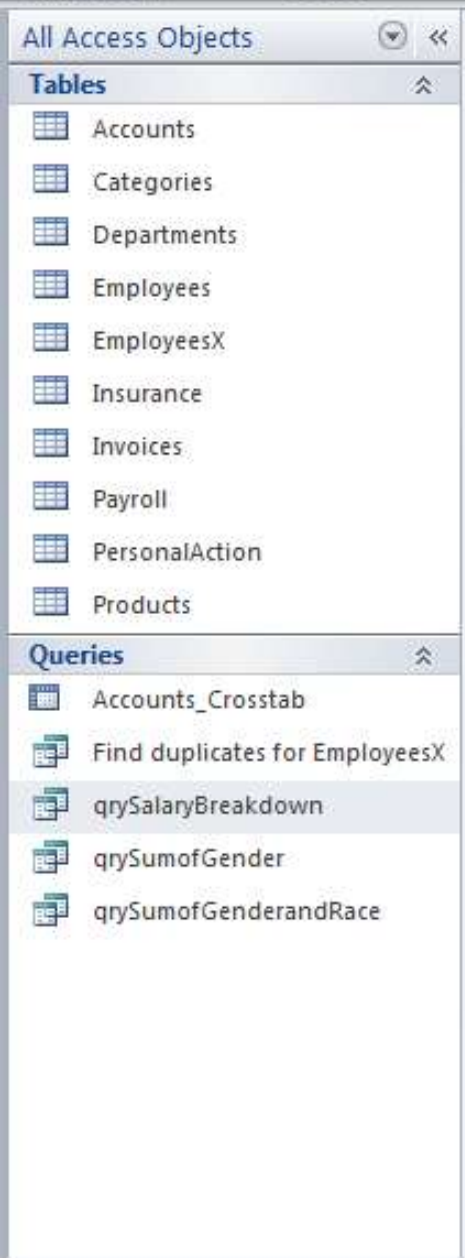
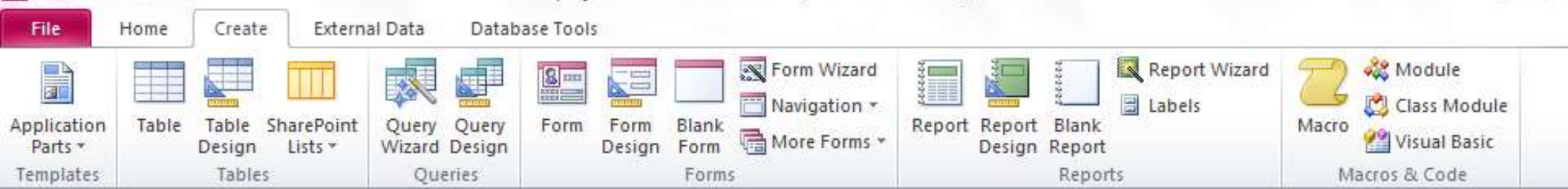
- Queries
- Accounts_Crosstab
 - Find duplicates for EmployeesX
 - qrySalaryBreakdown
 - qrySumofGender
 - qrySumofGenderandRace

qrySalaryBreakdown

Full Name	PayRate	PType	Monthly	Bi-Weekly	Weekly	Hourly	Total Empl
Cox, Timothy	\$197,600.00	Salary	\$16,466.67	\$7,600.00	\$3,800.00	\$95.00	\$237,120.00
*							

This warning will display.
Select "Yes"

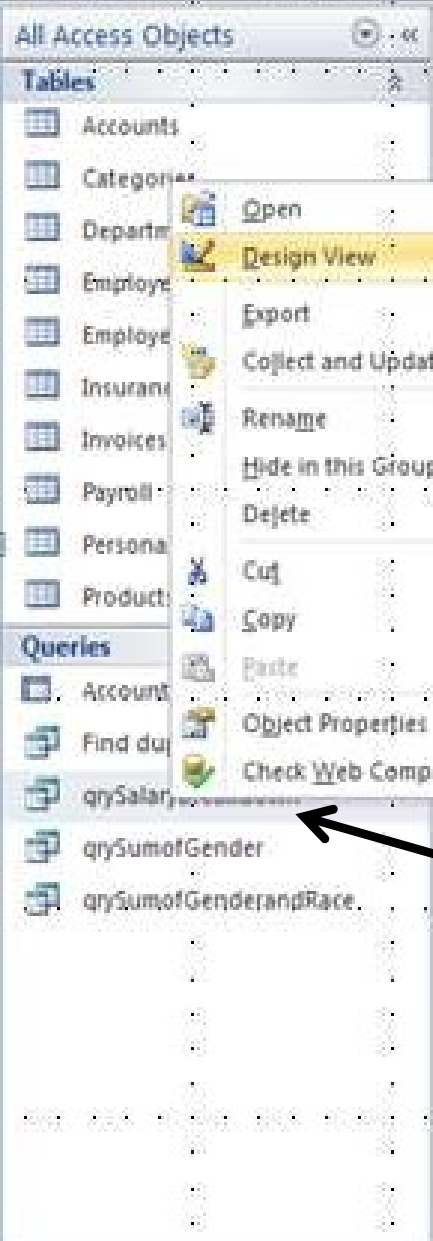
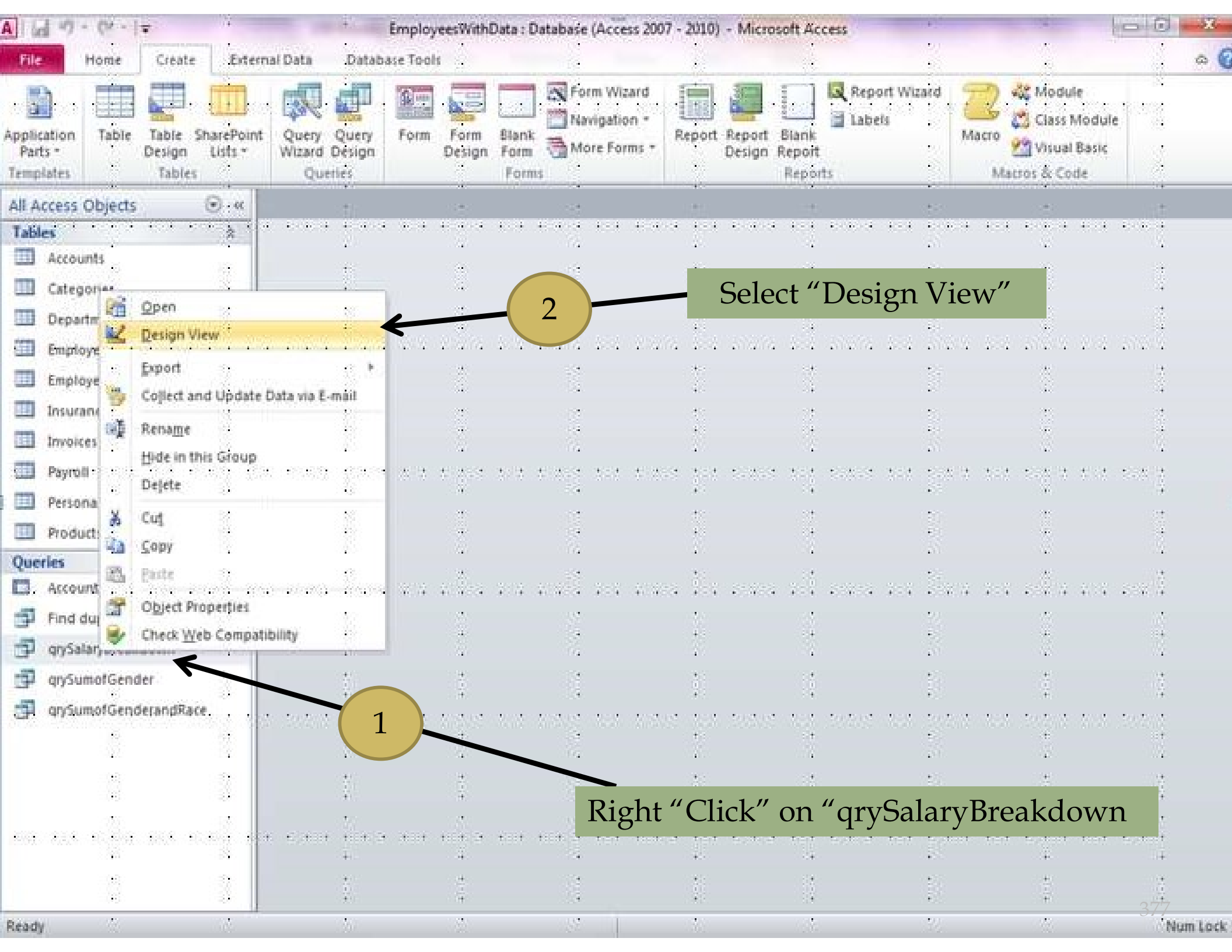




Your Database should have this display.

Using the “**EmployeeWithData**” DATABASE.

5. Modify the qrySalaryBreakdown query. Use the Top function in the query to determine the top 3 salary workers.



Select "Design View"

2

Right "Click" on "qrySalaryBreakdown"

1

Type a "1" in the "Return" (TOP)

The screenshot shows the Microsoft Access interface for a query named 'qrySalaryBreakdown'. The ribbon is set to 'Query Setup', and the 'Return' dropdown is set to '3'. A callout box shows a close-up of the 'Return: 3' dropdown. The design grid shows fields from 'Employees' and 'Payroll' tables. A 'Bang' icon is highlighted in the ribbon.

Field:	Full Name: [LName]	PayRate	PType	Monthly: [PayRate]/12	Bi-Weekly: [PayRate]/2	Weekly: [PayRate]/52	Hourly:
Table:		Payroll	Payroll				
Sort:		Descending					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:			"Salary"				
or:							

1

2

Select the "Bang"

Close the QUERY by selecting the "X".

2

1

Why (4) Records?

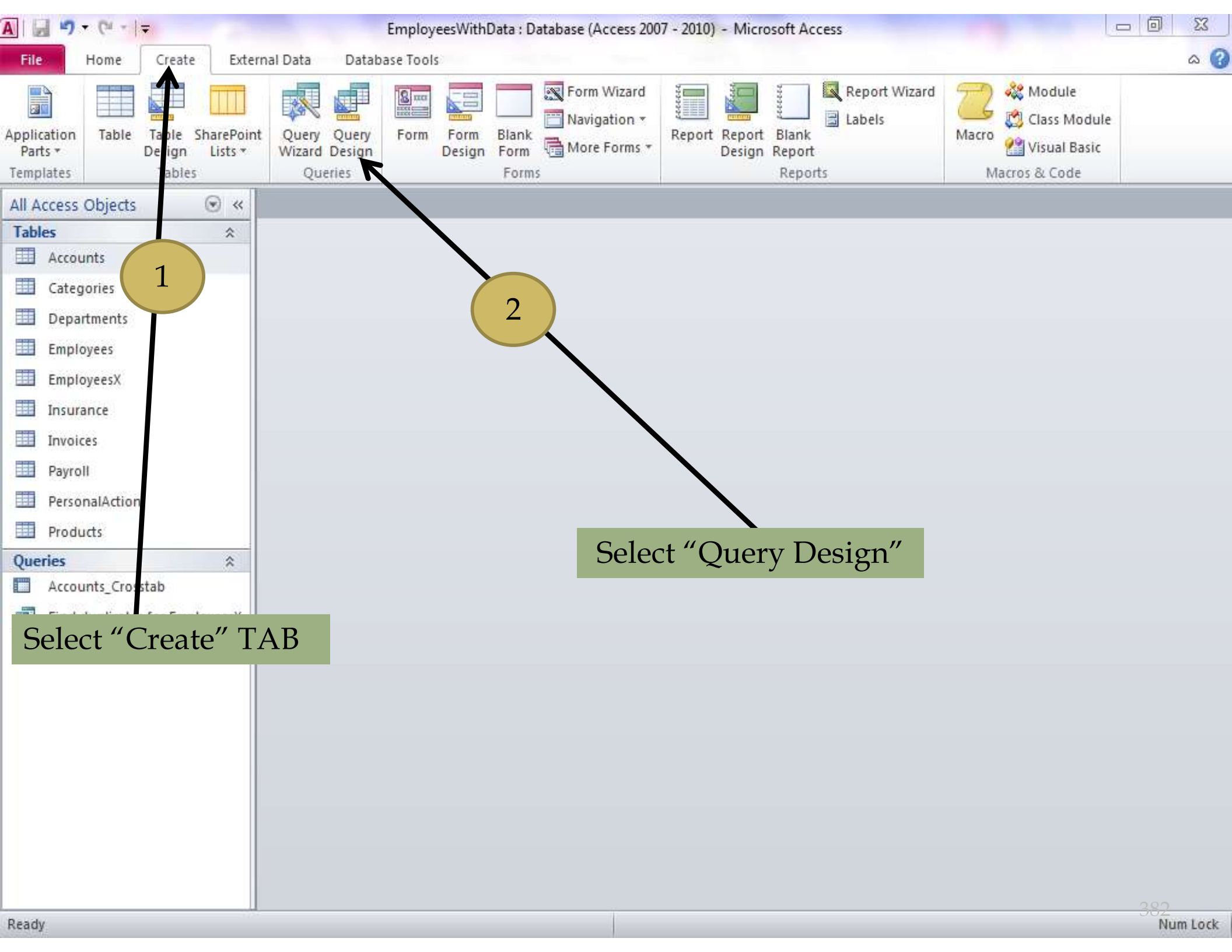
Full Name	PayRate	PType	Monthly	Bi-Weekly	Weekly	Hourly	Total Empl
Cox, Timothy	\$197,600.00	Salary	\$16,466.67	\$7,600.00	\$3,800.00	\$95.00	\$237,120.00
Greene, Timoti	\$135,200.00	Salary	\$11,266.67	\$5,200.00	\$2,600.00	\$65.00	\$162,240.00
Shryock, Tyler	\$115,440.00	Salary	\$9,620.00	\$4,440.00	\$2,220.00	\$55.50	\$138,528.00
Gould, John	\$115,440.00	Salary	\$9,620.00	\$4,440.00	\$2,220.00	\$55.50	\$138,528.00

This warning will display.
Select "Yes"



Using the “**EmployeeWithData**” DATABASE.

6. Create a query using the Query design. Add the Invoices table and the fields; Customer & Sales to the query. Create a Domain Aggregate query on Sales. Sum on sales. Save the query as qryAggregate.

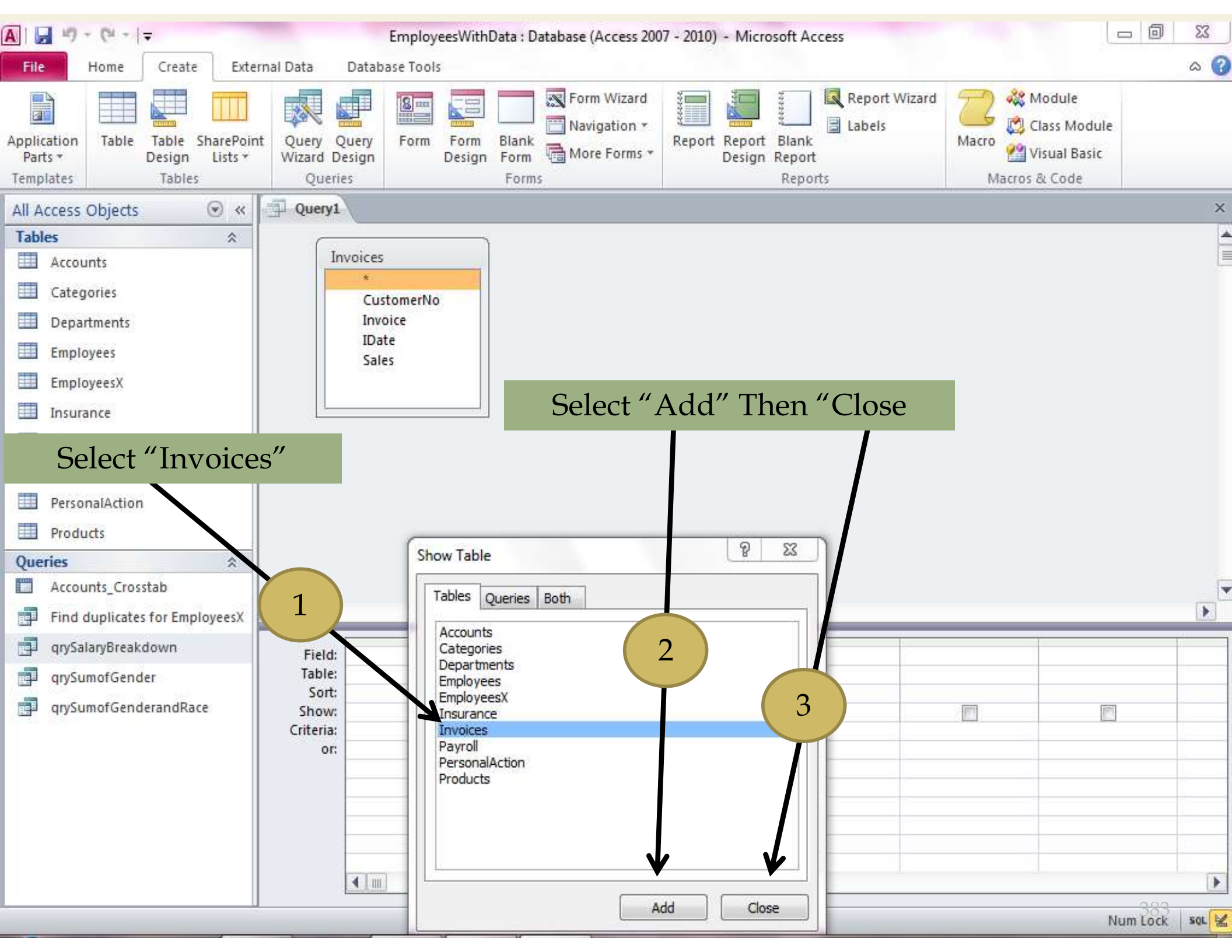


1

2

Select "Query Design"

Select "Create" TAB



File Home Create External Data Database Tools

Application Parts Templates Table Table Design Tables SharePoint Lists Queries Query Wizard Query Design Forms Form Design Blank Form More Forms Reports Report Design Blank Report Labels Report Wizard Macro Class Module Visual Basic Macros & Code

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance

- PersonalAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX
- qrySalaryBreakdown
- qrySumofGender
- qrySumofGenderandRace

Query1

Invoices

CustomerNo
Invoice
IDate
Sales

Select "Add" Then "Close"

Select "Invoices"

1

2

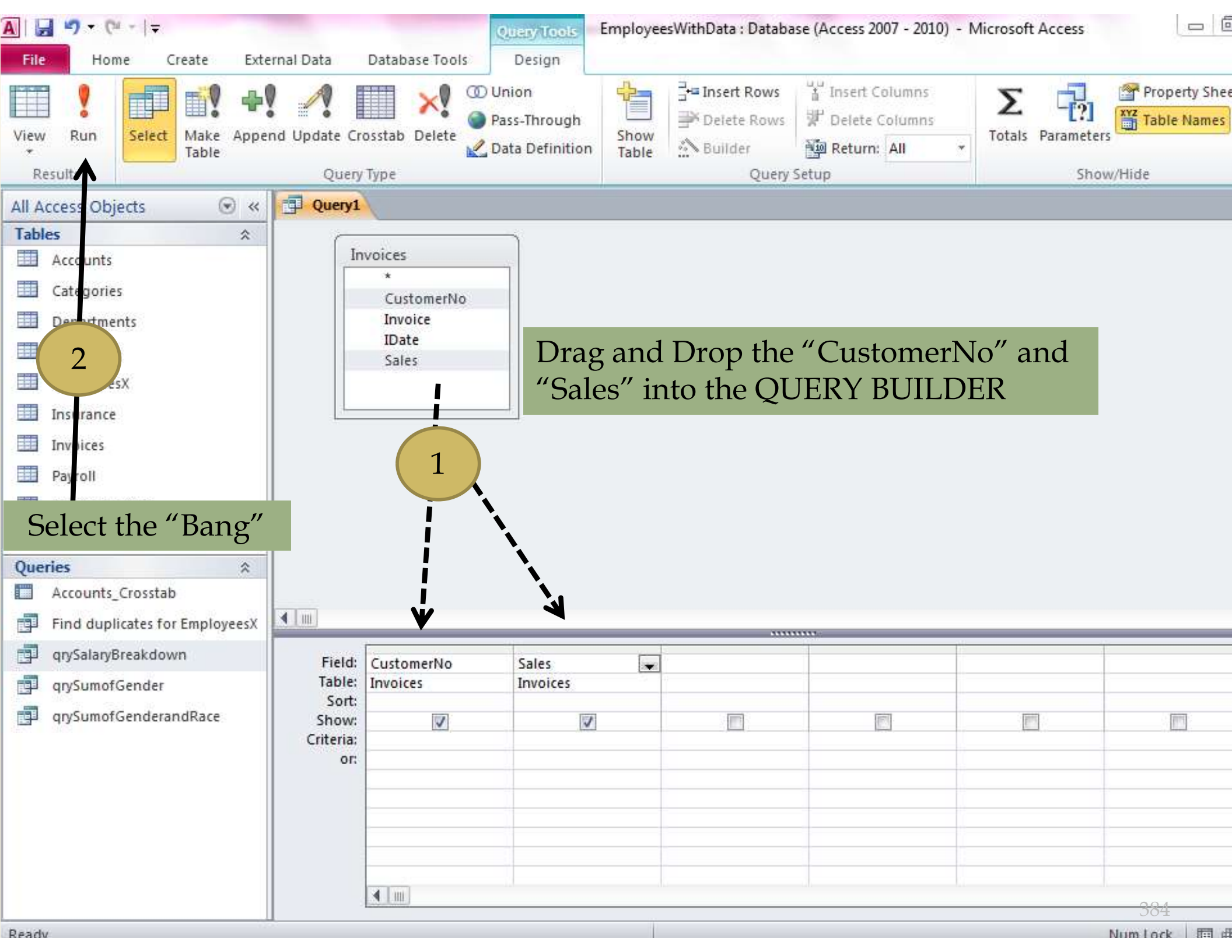
3

Show Table

Tables Queries Both

Accounts
Categories
Departments
Employees
EmployeesX
Insurance
Invoices
Payroll
PersonalAction
Products

Add Close



File Home Create External Data Database Tools

Filter Ascending Descending Remove Sort Toggle Filter Selection Advanced Sort & Filter

Refresh All New Save Delete Records

Find Go To Select Find

Calibri 11 Bold Italic Underline Text Formatting

All Access Objects

Tables

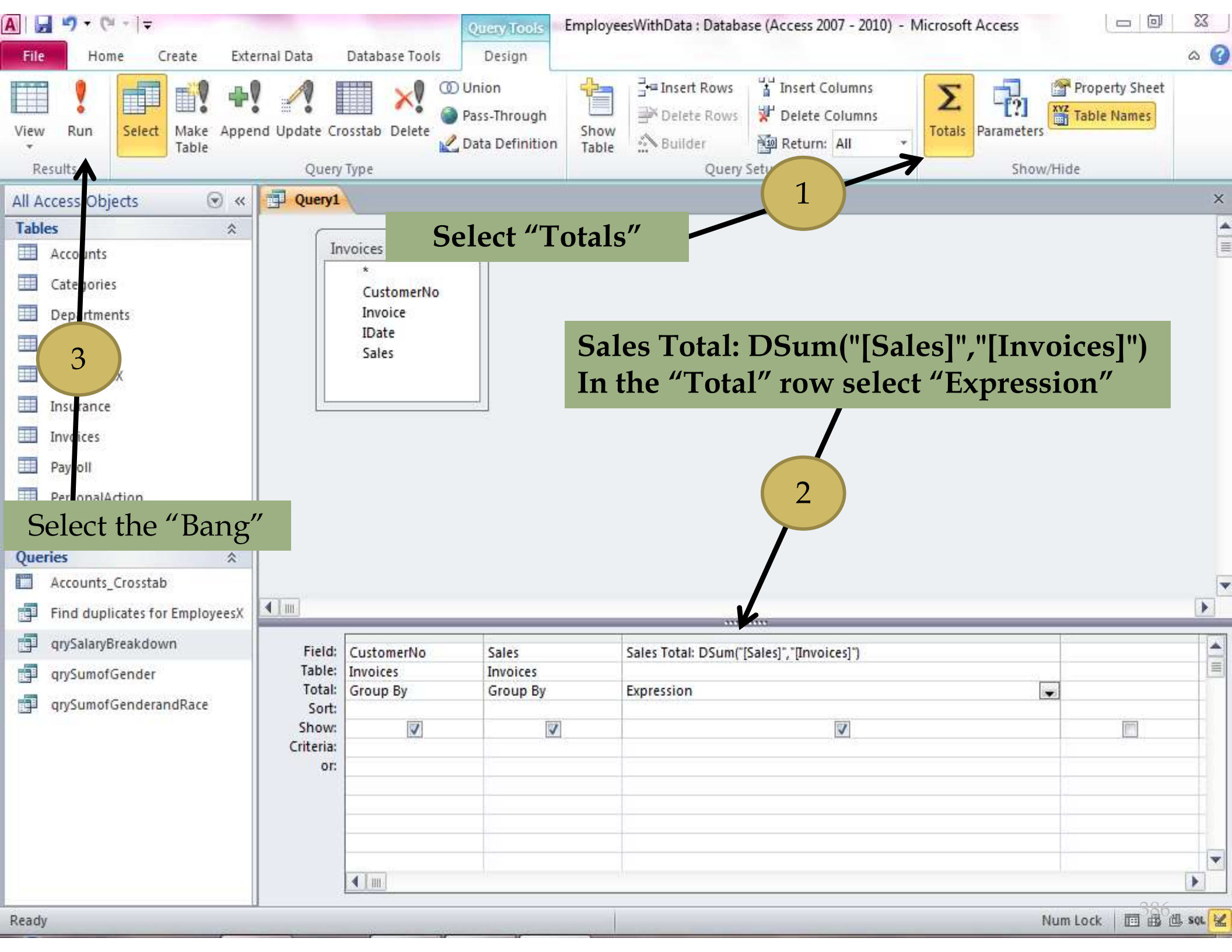
- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- Personel Action
- Products

Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX
- qrySalaryBreakdown
- qrySumofGender
- qrySumofGenderandRace

CustomerNc	Sales
203714	\$1,712.13
203714	\$1,796.58
203714	\$1,804.20
203714	\$1,712.13
203714	\$1,745.02
912181	\$1,711.79
912181	\$1,711.79
922781	\$1,825.24
103313	\$1,723.68
103313	\$1,723.68
103313	\$1,723.68
103313	\$1,692.90
103313	\$1,723.68
103313	\$1,692.90
103313	\$1,692.90
103313	\$1,723.68
103313	\$1,692.90
104516	\$1,751.74
105516	\$1,724.29
105516	\$1,788.07
105516	\$1,813.38
175901	\$2,001.57
203709	\$1,792.93
203709	\$1,792.93
203709	\$1,786.40

Go back to "Design View"



File Home Create External Data Database Tools

Clipboard: Cut, Copy, Paste, Format Painter

Sort & Filter: Filter, Ascending, Descending, Remove Sort, Toggle Filter

Records: New, Save, Delete, Refresh All

Find: Find, Go To, Select

Text Formatting: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbering, Indentation, Paragraph Spacing, Table Grid

All Access Objects

Table

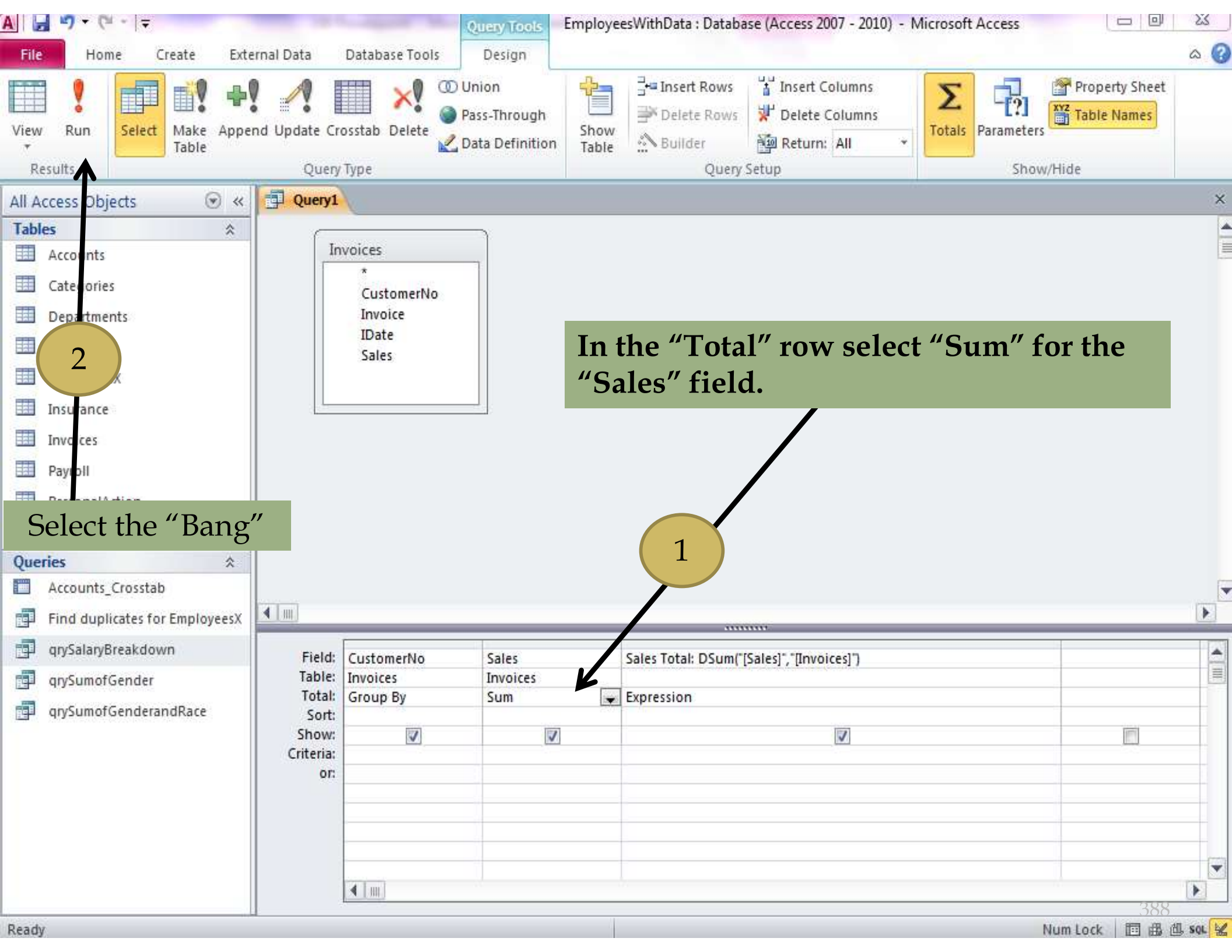
- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- Personal Action
- Products

Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX
- qrySalaryBreakdown
- qrySumofGender
- qrySumofCustomersBy...

CustomerNo	Sales	Sales Total
103313	\$1,692.90	120556589.4594
103313	\$1,723.68	120556589.4594
103313	\$1,735.17	120556589.4594
103313	\$1,771.66	120556589.4594
103313	\$1,798.92	120556589.4594
103419	\$1,698.73	120556589.4594
103419	\$1,721.82	120556589.4594
103419	\$1,734.54	120556589.4594
103419	\$1,766.23	120556589.4594
103419	\$1,769.58	120556589.4594
103419	\$2,045.23	120556589.4594
104516	\$1,722.85	120556589.4594
104516	\$1,751.74	120556589.4594
104516	\$1,784.06	120556589.4594
104516	\$1,790.21	120556589.4594
104516	\$1,814.23	120556589.4594
104516	\$2,143.42	120556589.4594
105516	\$1,724.29	120556589.4594
105516	\$1,751.03	120556589.4594
105516	\$1,773.38	120556589.4594
105516	\$1,788.07	120556589.4594
105516	\$1,813.38	120556589.4594
175901	\$1,707.91	120556589.4594
175901	\$1,720.55	120556589.4594
175901	\$1,737.02	120556589.4594

Go back to "Design View"



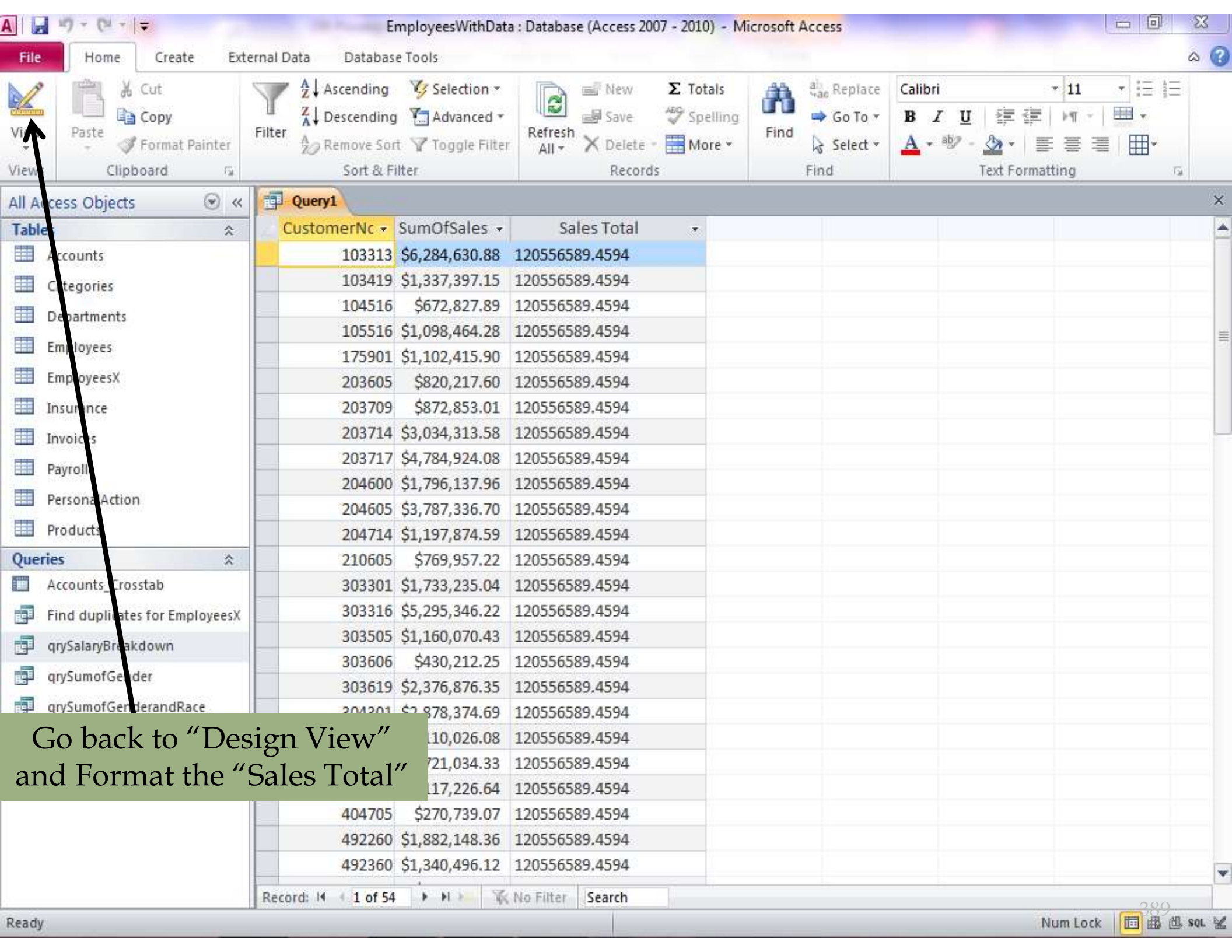
In the "Total" row select "Sum" for the "Sales" field.

1

Select the "Bang"

2

Field:	CustomerNo	Sales	Sales Total: DSum("[Sales]","[Invoices]')
Table:	Invoices	Invoices	
Total:	Group By	Sum	Expression
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			
or:			



File Home Create External Data Database Tools

Clipboard: Cut, Copy, Paste, Format Painter

Sort & Filter: Filter, Ascending, Descending, Remove Sort, Toggle Filter, Selection, Advanced

Records: Refresh All, New, Save, Delete, Totals, Spelling, More

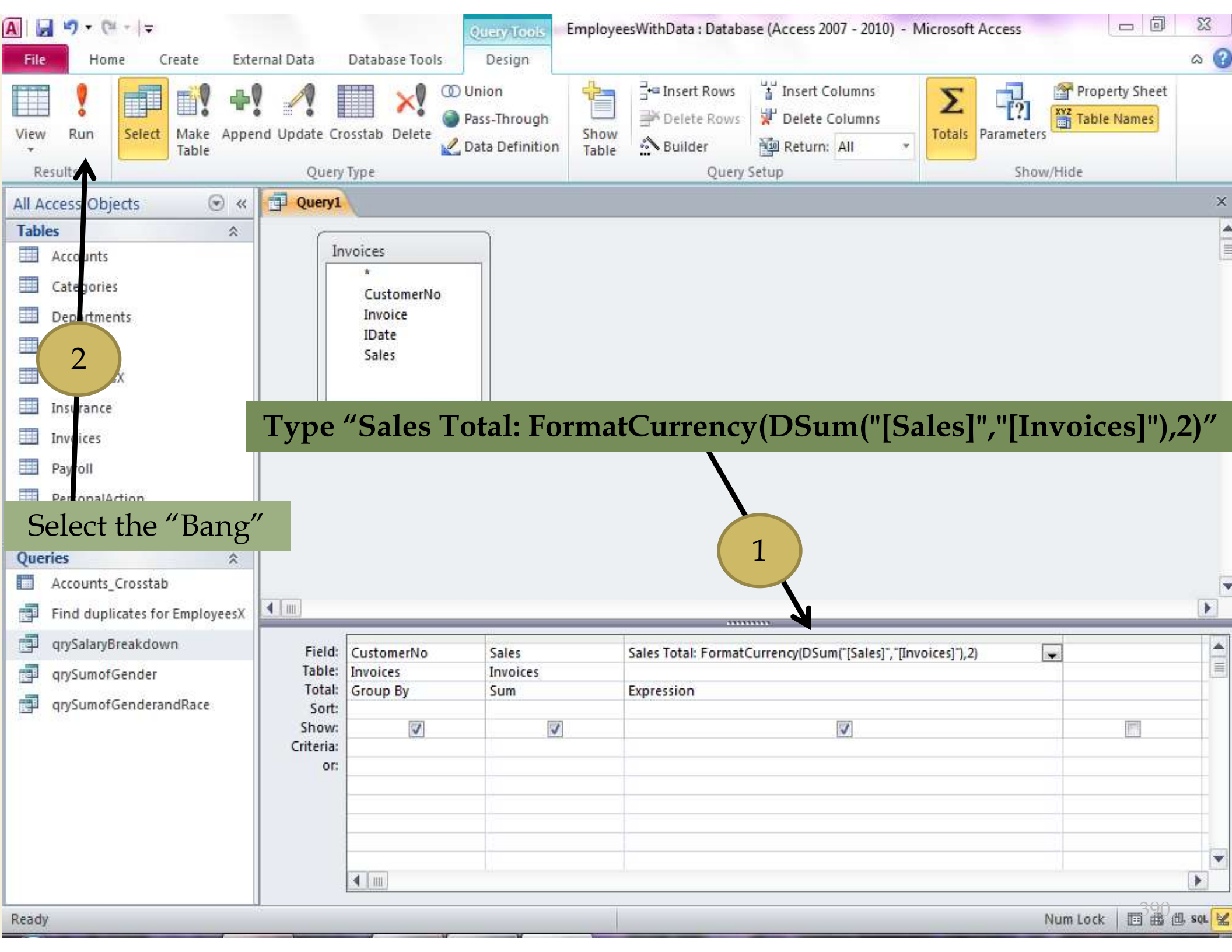
Find: Find, Go To, Select

Text Formatting: Calibri, 11, Bold, Italic, Underline, Text Alignment, Text Orientation, Text Color, Text Background Color

- All Access Objects
- Tables
 - Accounts
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - Person Action
 - Products
 - Queries
 - Accounts_Crosstab
 - Find duplicates for EmployeesX
 - qrySalaryBreakdown
 - qrySumofGender
 - qrySumofGenderandRace

CustomerNo	SumOfSales	Sales Total
103313	\$6,284,630.88	120556589.4594
103419	\$1,337,397.15	120556589.4594
104516	\$672,827.89	120556589.4594
105516	\$1,098,464.28	120556589.4594
175901	\$1,102,415.90	120556589.4594
203605	\$820,217.60	120556589.4594
203709	\$872,853.01	120556589.4594
203714	\$3,034,313.58	120556589.4594
203717	\$4,784,924.08	120556589.4594
204600	\$1,796,137.96	120556589.4594
204605	\$3,787,336.70	120556589.4594
204714	\$1,197,874.59	120556589.4594
210605	\$769,957.22	120556589.4594
303301	\$1,733,235.04	120556589.4594
303316	\$5,295,346.22	120556589.4594
303505	\$1,160,070.43	120556589.4594
303606	\$430,212.25	120556589.4594
303619	\$2,376,876.35	120556589.4594
304201	\$2,878,374.69	120556589.4594
304201	\$10,026.08	120556589.4594
304201	\$721,034.33	120556589.4594
304201	\$17,226.64	120556589.4594
404705	\$270,739.07	120556589.4594
492260	\$1,882,148.36	120556589.4594
492360	\$1,340,496.12	120556589.4594

Go back to "Design View" and Format the "Sales Total"



View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Table Names Property Sheet

- Tables
 - Accounts
 - Categories
 - Departments
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
- Queries
 - Accounts_Crosstab
 - Find duplicates for EmployeesX
 - qrySalaryBreakdown
 - qrySumofGender
 - qrySumofGenderandRace



Type "Sales Total: FormatCurrency(DSum("[Sales]","[Invoices]"),2)"

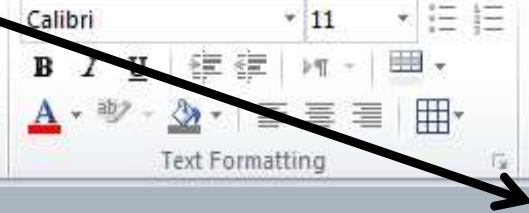
Select the "Bang"

Field:	CustomerNo	Sales	Sales Total: FormatCurrency(DSum("[Sales]","[Invoices]"),2)	
Table:	Invoices	Invoices		
Total:	Group By	Sum	Expression	
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:				
or:				

2

1

Close the QUERY by selecting the "X".



All Access Objects

Tables

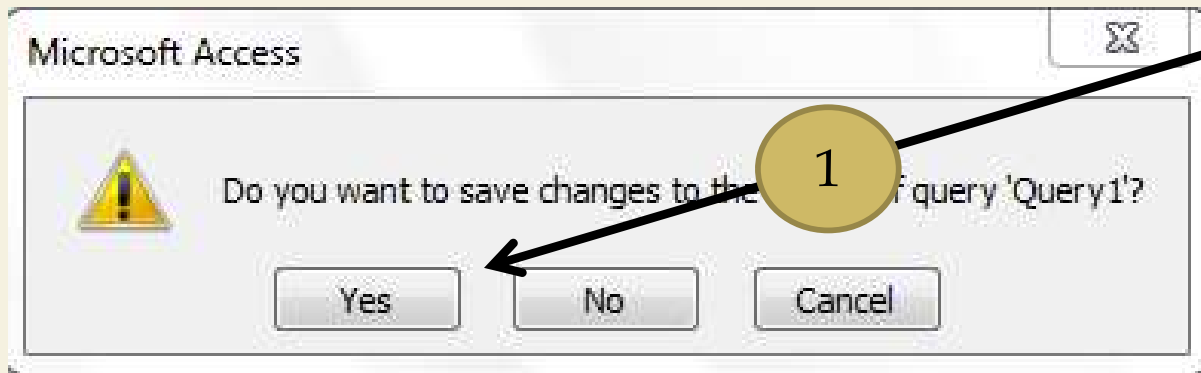
- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

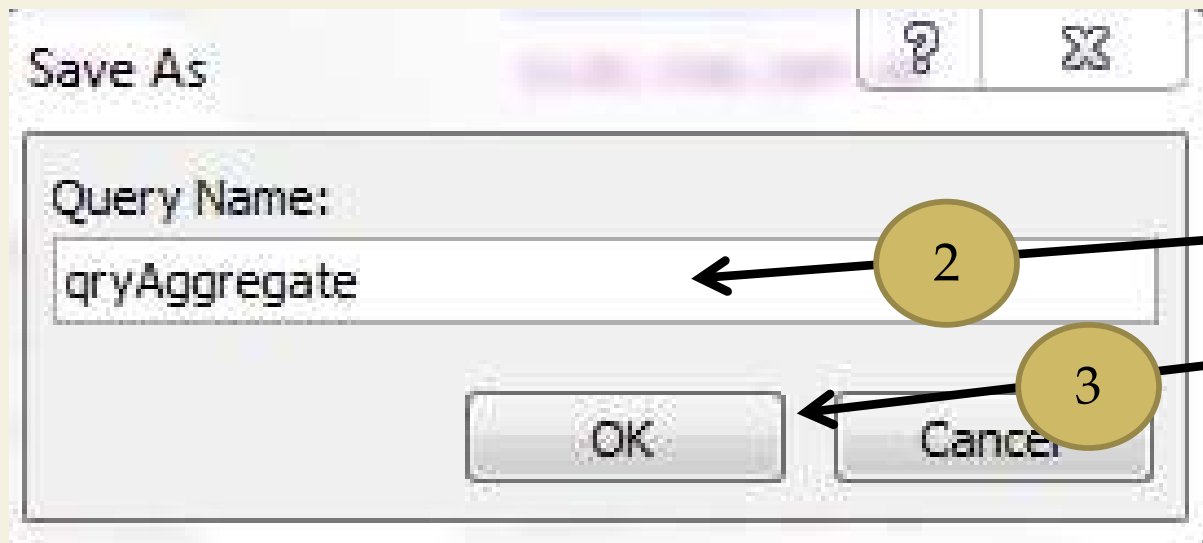
- Accounts_Crosstab
- Find duplicates for EmployeesX
- qrySalaryBreakdown
- qrySumofGender
- qrySumofGenderandRace

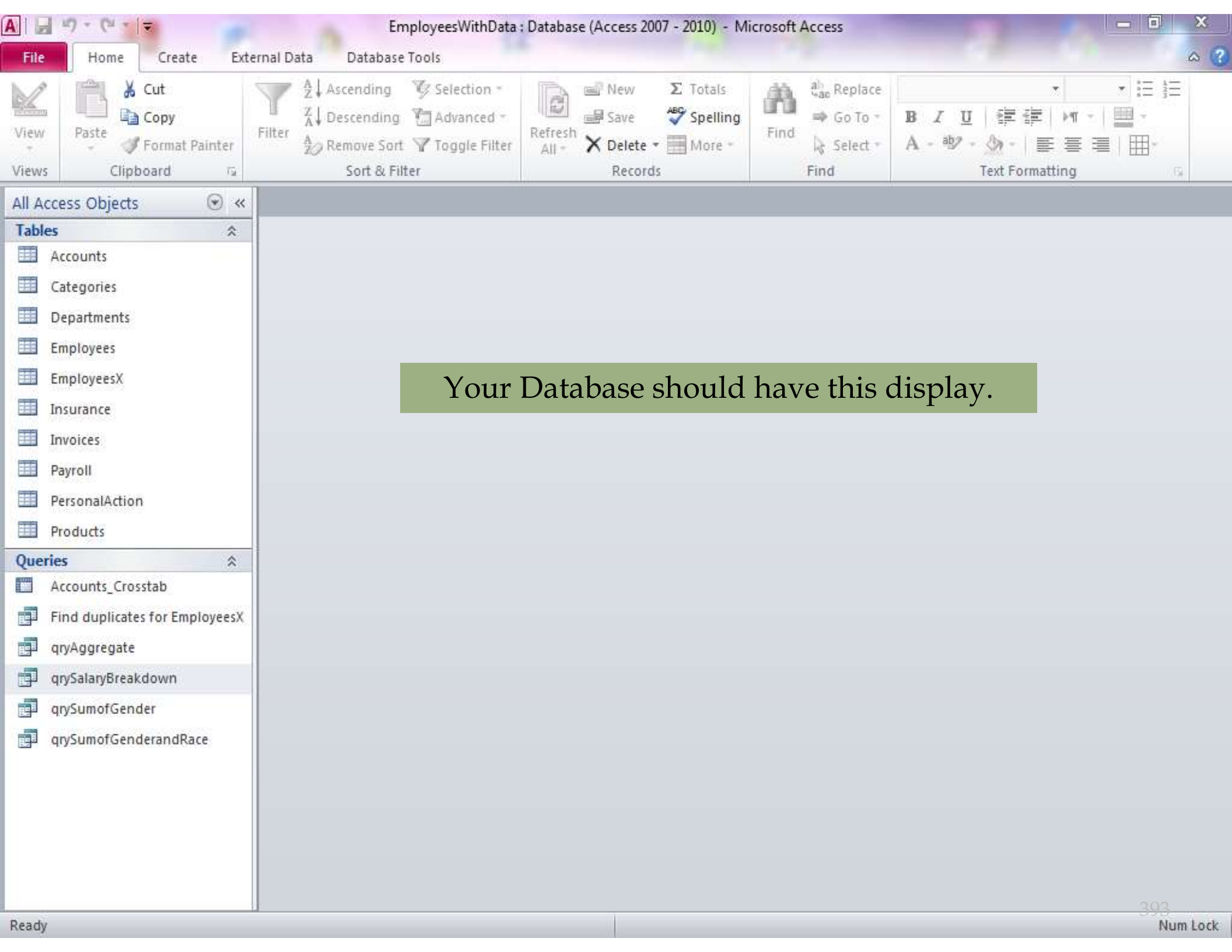
CustomerNc	SumOfSales	Sales Total
103313	\$6,284,630.88	\$120,556,589.46
103419	\$1,337,397.15	\$120,556,589.46
104516	\$672,827.89	\$120,556,589.46
105516	\$1,098,464.28	\$120,556,589.46
175901	\$1,102,415.90	\$120,556,589.46
203605	\$820,217.60	\$120,556,589.46
203709	\$872,853.01	\$120,556,589.46
203714	\$3,034,313.58	\$120,556,589.46
203717	\$4,784,924.08	\$120,556,589.46
204600	\$1,796,137.96	\$120,556,589.46
204605	\$3,787,336.70	\$120,556,589.46
204714	\$1,197,874.59	\$120,556,589.46
210605	\$769,957.22	\$120,556,589.46
303301	\$1,733,235.04	\$120,556,589.46
303316	\$5,295,346.22	\$120,556,589.46
303505	\$1,160,070.43	\$120,556,589.46
303606	\$430,212.25	\$120,556,589.46
303619	\$2,376,876.35	\$120,556,589.46
304301	\$2,878,374.69	\$120,556,589.46
307118	\$1,110,026.08	\$120,556,589.46
310118	\$721,034.33	\$120,556,589.46
403612	\$3,117,226.64	\$120,556,589.46
404705	\$270,739.07	\$120,556,589.46
492260	\$1,882,148.36	\$120,556,589.46
492360	\$1,340,496.12	\$120,556,589.46

This warning will display.
Select "Yes"



Type "qryAggregate"
Select "OK"





File Home Create External Data Database Tools

View Paste Format Painter Filter Filter Ascending Descending Remove Sort Toggle Filter Selection Advanced Sort & Filter Refresh All Delete More Records New Save Delete More Records Totals Spelling More Find Go To Select Find Replace Go To Text Formatting

All Access Objects

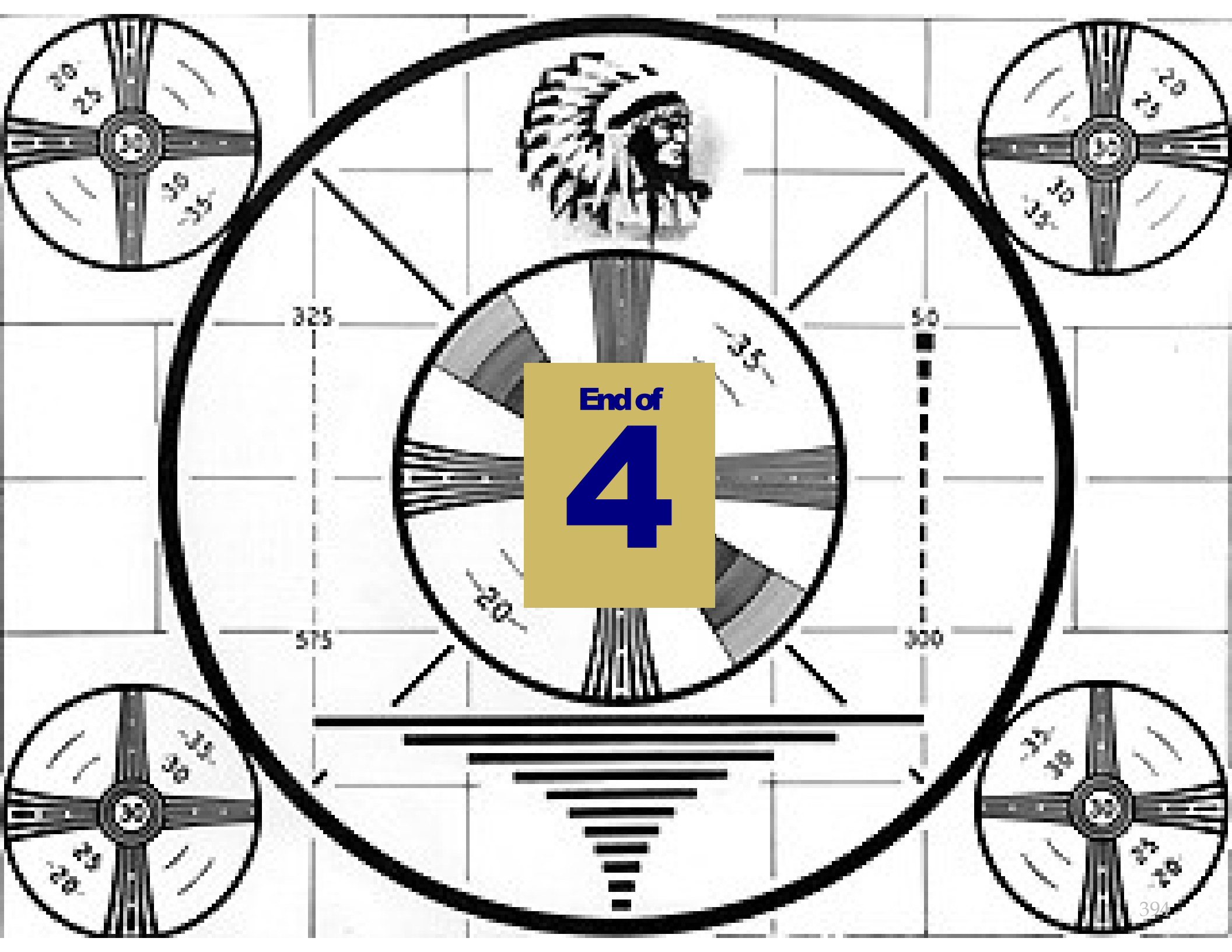
Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX
- qryAggregate
- qrySalaryBreakdown
- qrySumofGender
- qrySumofGenderandRace

Your Database should have this display.



End of

4

CENTRAL STATES AIR RESOURCE AGENCIES
150 CenSARA – Student Workbook



Hands On

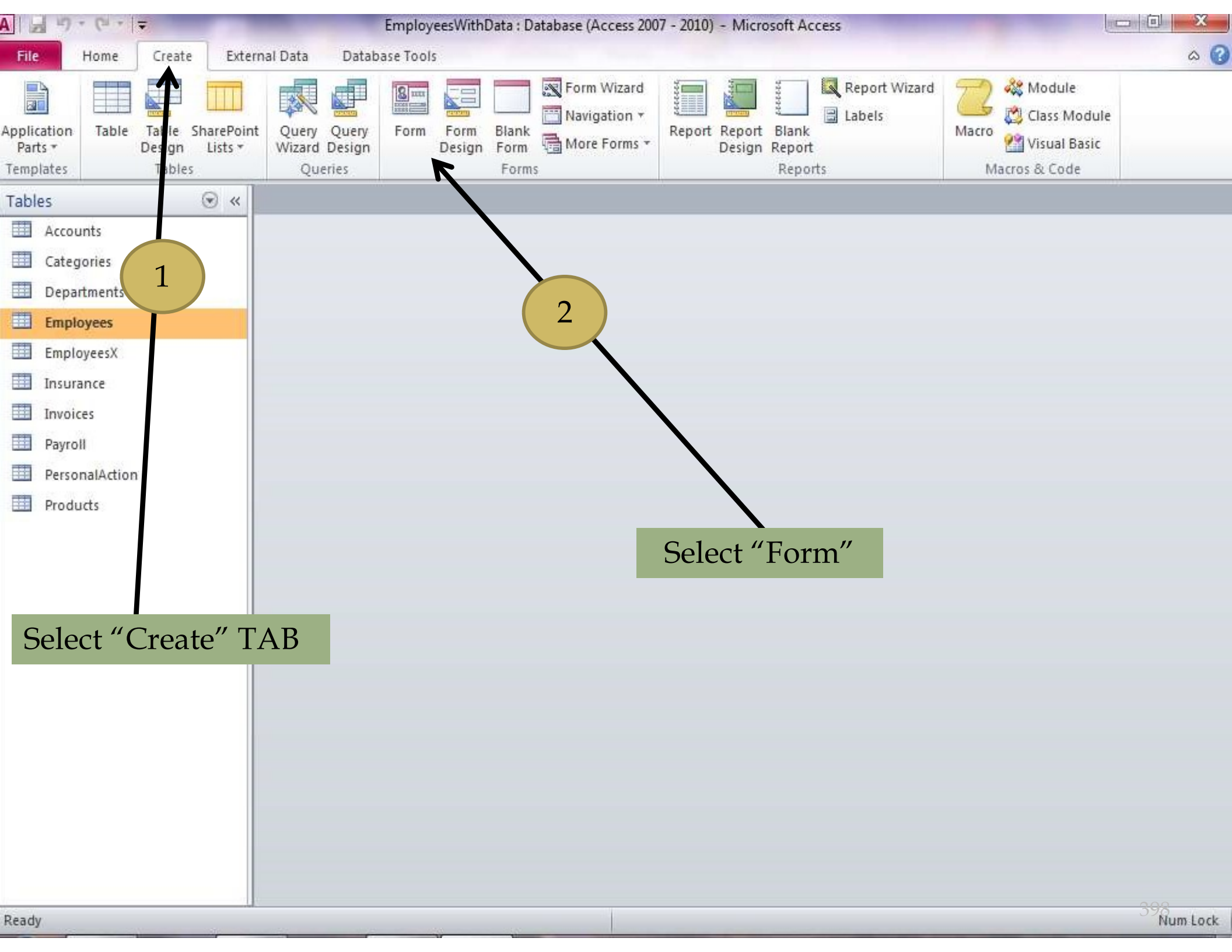
5

Using the “**EmployeeWithData**” DATABASE

1. Create a form using the Wizard on the Employees TABLE. Save and name the form **frmEmployeesW**.
2. Create a form using the “Design View”. Select the “EmployeeID”, “PositionTitle”, “Department”, “LName” and “FName” from the Employees TABLE.
3. Create a query of salary employees and name the query **qrySalaryEmployees**.
4. Open up the **frmEmployeesW** and change the record source to **qrySalaryEmployees**.
5. Create a form based on the Personnel Action TABLE. Name the form **frmPersonalAction**.
6. Embed the **frmPersonalAction** into the **frmEmployees** form. Look at the Master and Child fields. This matches up the **Employees** with their **Personal Actions**. Why doesn't any have matching records?
7. Create a combo lookup field to find Employees.
8. Change the combo box to look up by Last Name in Ascending order. Hide the EmployeeID field.

Using the “**EmployeeWithData**” DATABASE.

1. Create a form using the Wizard on the Employees TABLE. Save and name the form **frmEmployeesW**.



File Home Create External Data Database Tools

Application Parts Templates Table Table Design Tables SharePoint Lists Queries Query Wizard Query Design Forms Form Form Design Blank Form More Forms Form Wizard Navigation Report Report Design Blank Report Labels Report Wizard Macro Module Class Module Visual Basic Macros & Code

- Accounts
- Categories
- Departments
- Employees**
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Select "Create" TAB

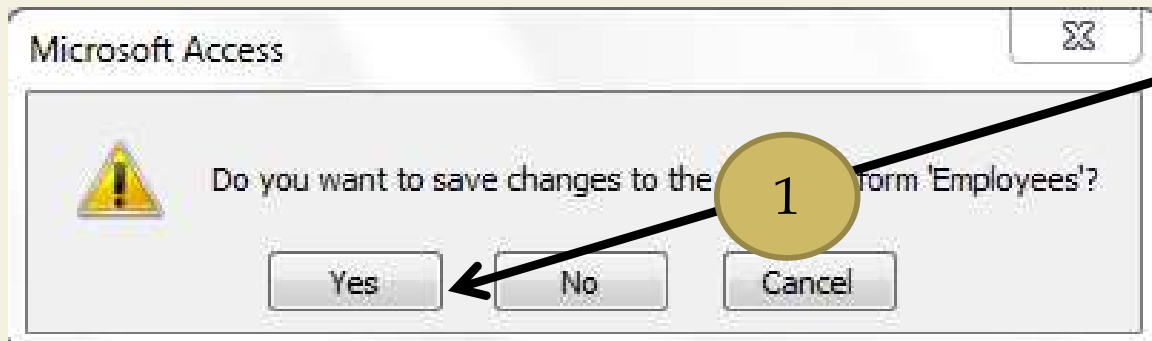
Select "Form"

Close the FORM by selecting the "X".

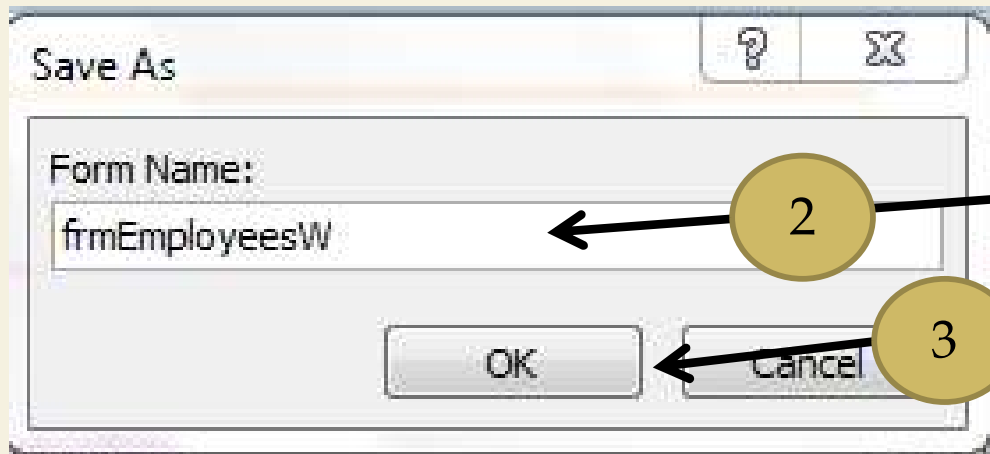
The screenshot shows the Microsoft Access interface with the 'Employees' form open in Layout View. The form contains the following data:

Field	Value
EmployeeID	1
HireDate	1/1/2001
PositionTitle	Developer
HPhone	
Department	Production
BPhone	(405) 555-1212
LName	Upton
Ext	731
FName	Barbara
CPhone	
Address	1317 N. Norman Ave
Race	White
City	Austin
Gender	F
State	TX
DOB	1/1/1971
Zip	78711
Email	BUpton@wizardcreations.com
Status	Full

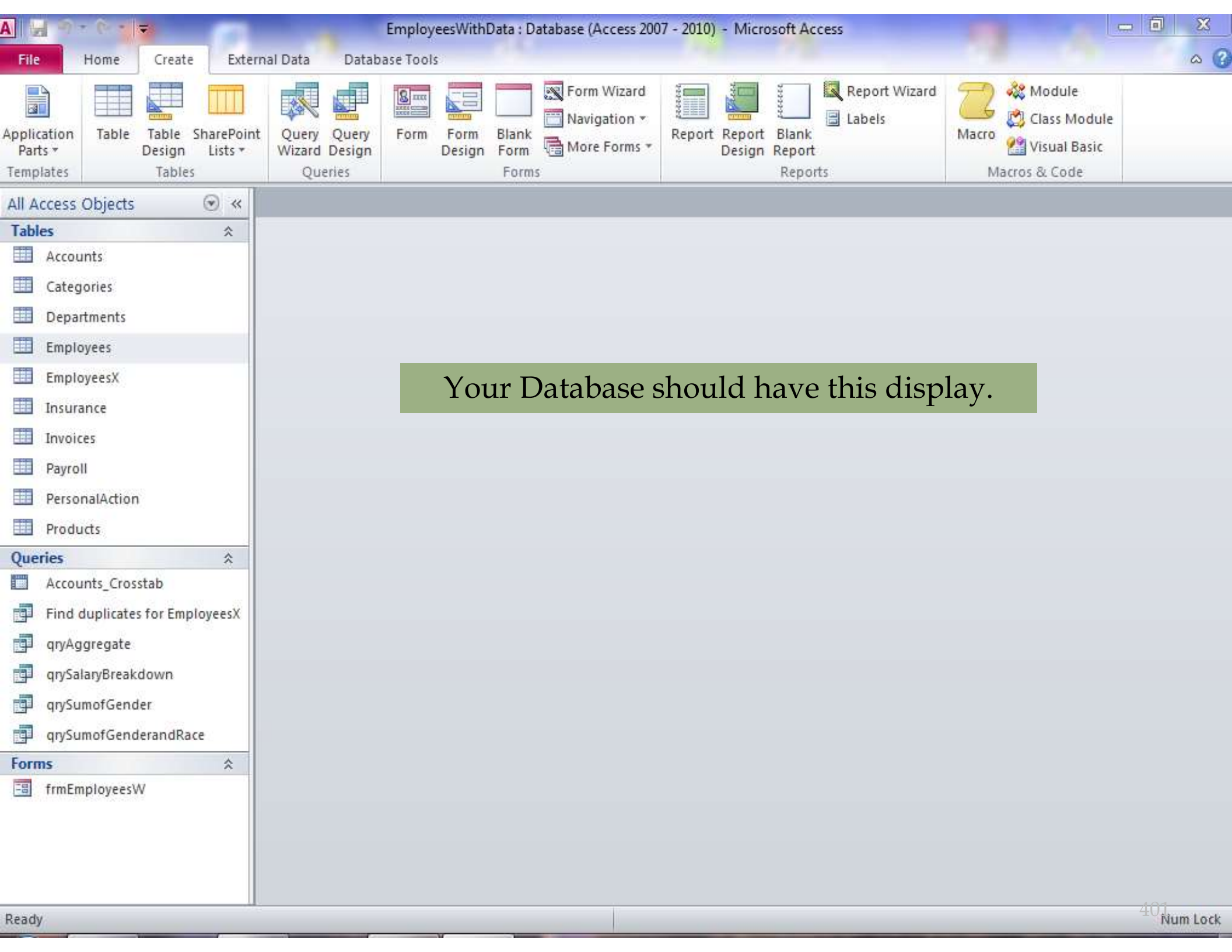
The 'EmployeeID' field is highlighted with an orange border. A green callout box with the text 'Close the FORM by selecting the "X".' and an arrow points to the 'X' button in the top right corner of the form's title bar.



This warning will display.
Select "Yes"



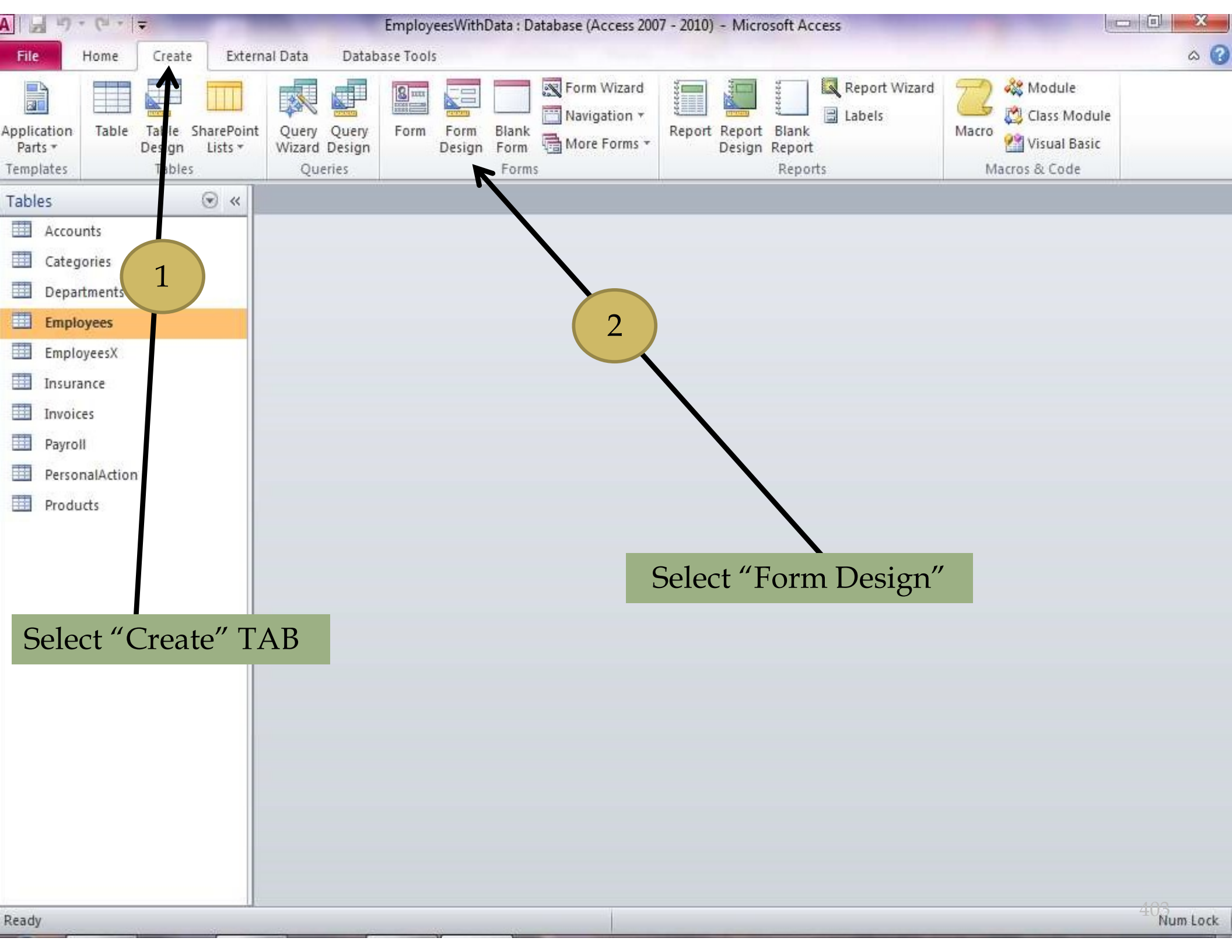
Type "frmEmployeesW"
Select "OK"



Your Database should have this display.

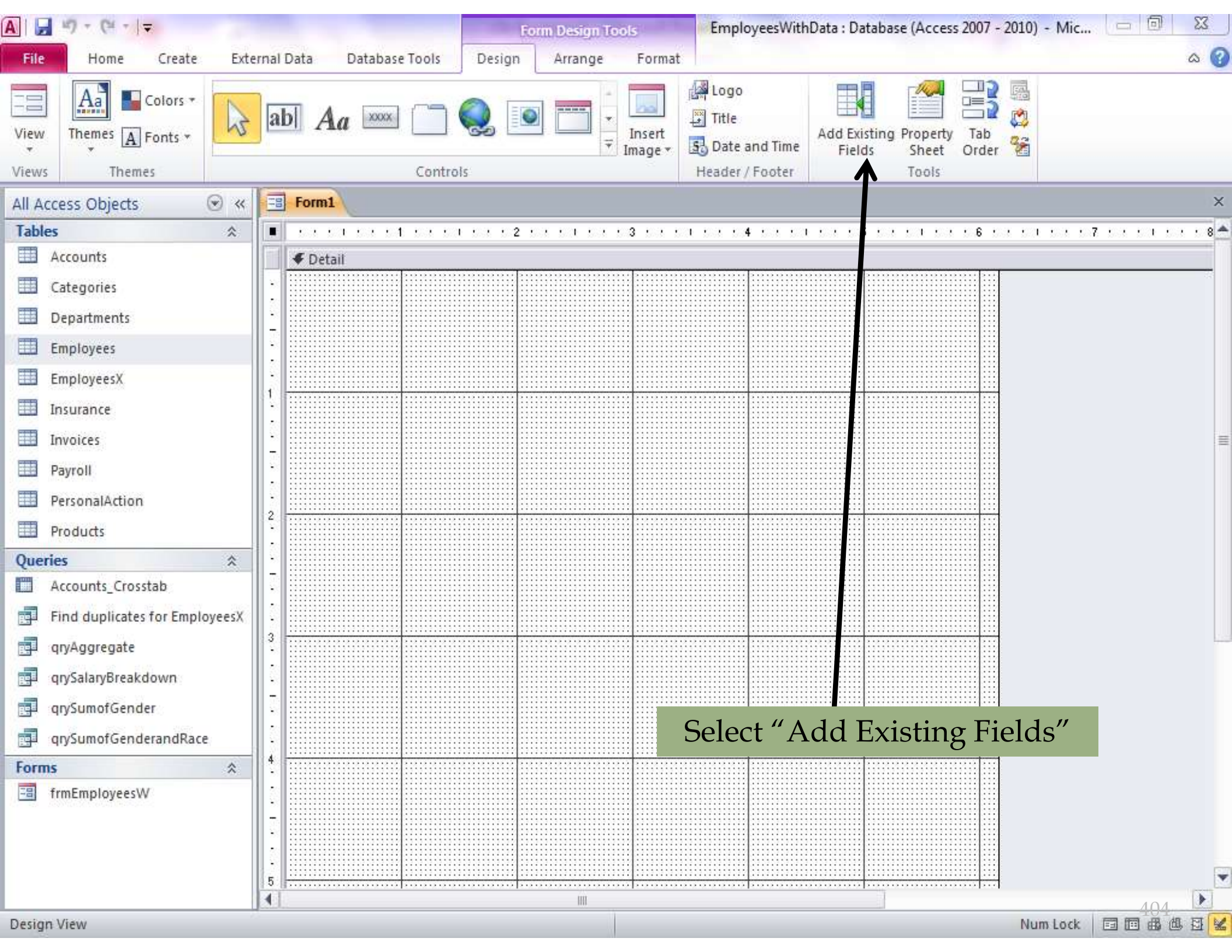
Using the “**EmployeeWithData**” DATABASE.

2. Create a form using the “Design View”. Select the “EmployeeID”, “PositionTitle”, “Department”, “LName” and “FName” from the Employees TABLE. Save and name the form **frmEmployees**.

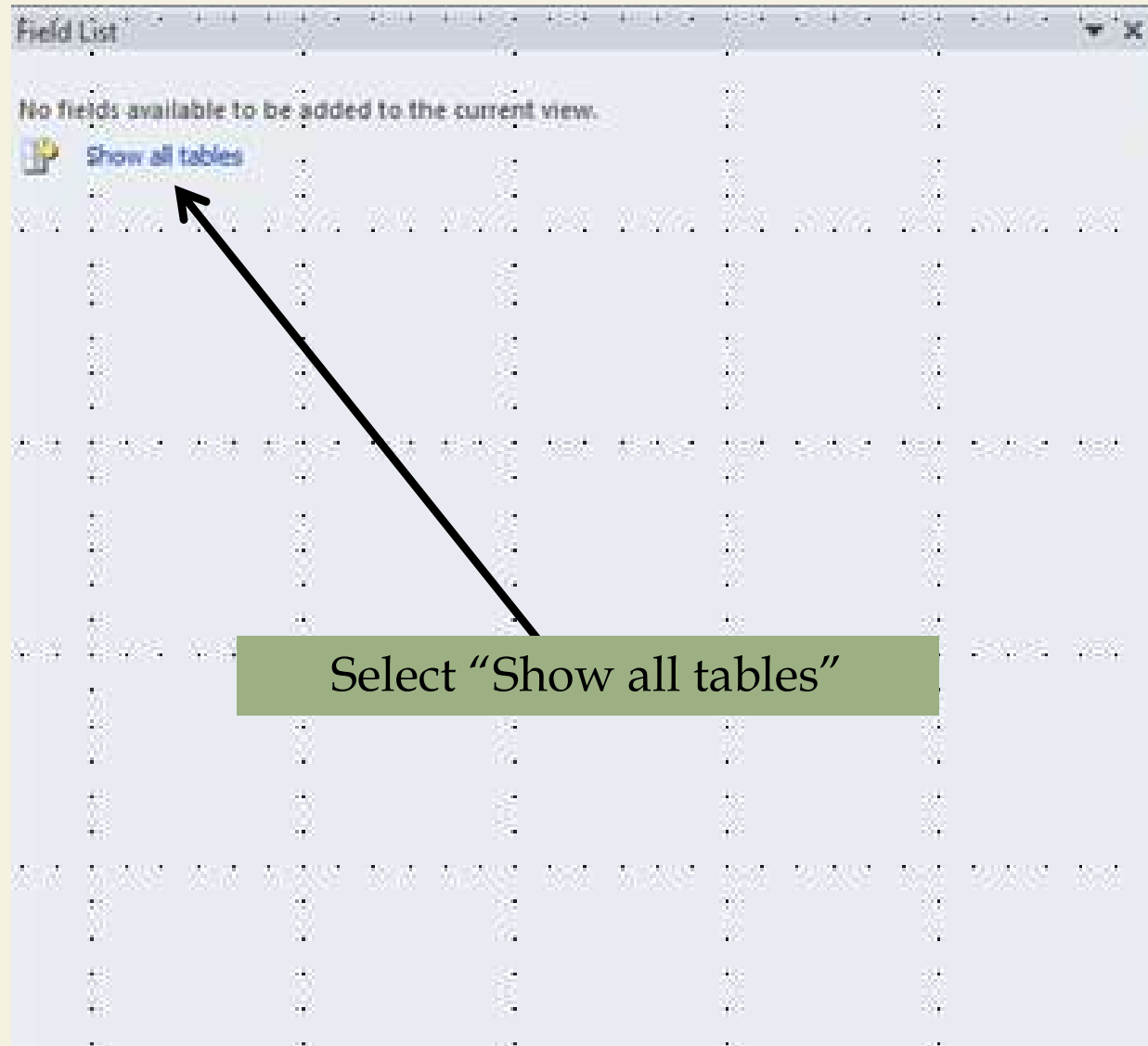


Select "Create" TAB

Select "Form Design"



Select "Add Existing Fields"



Select "Show all tables"

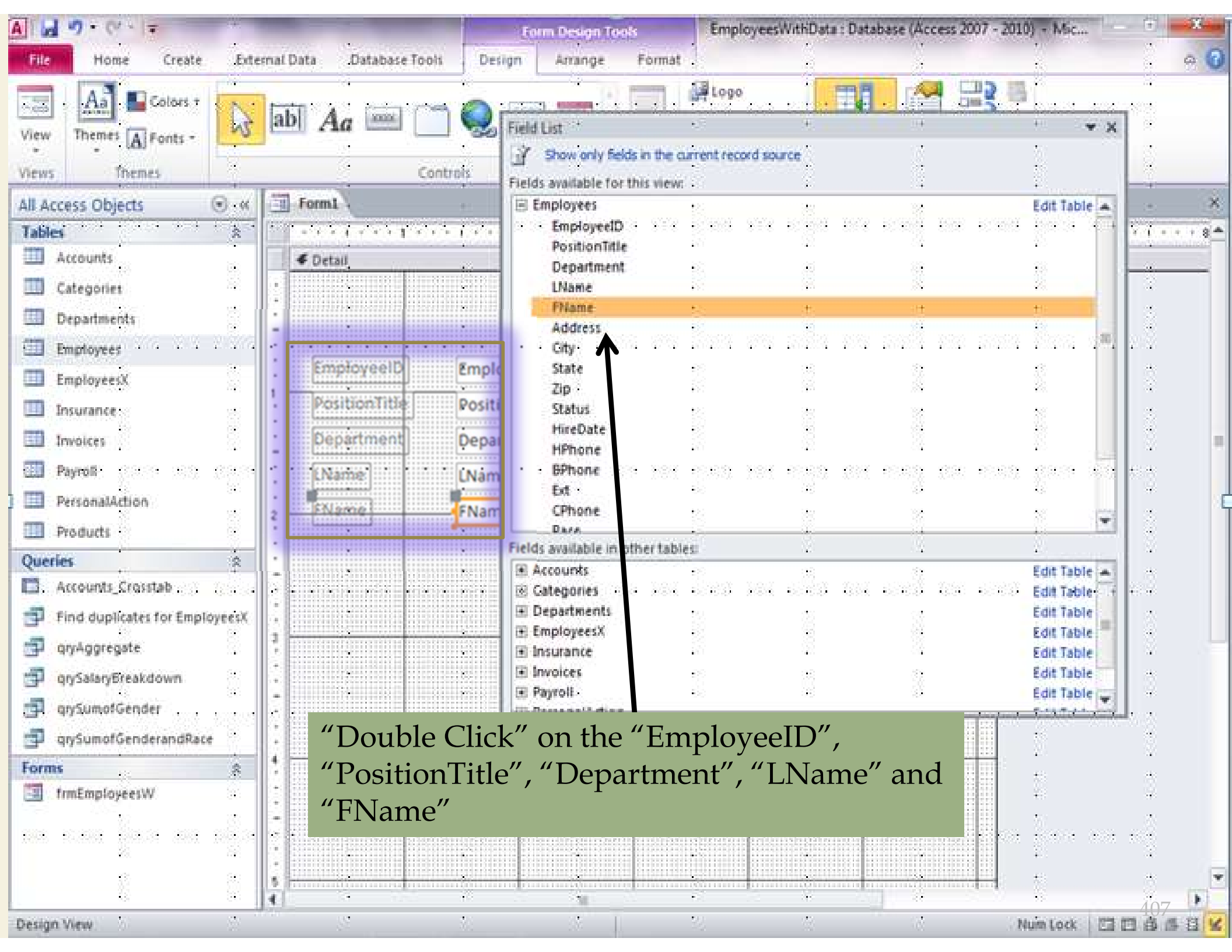
Field List

Show only fields in the current record source

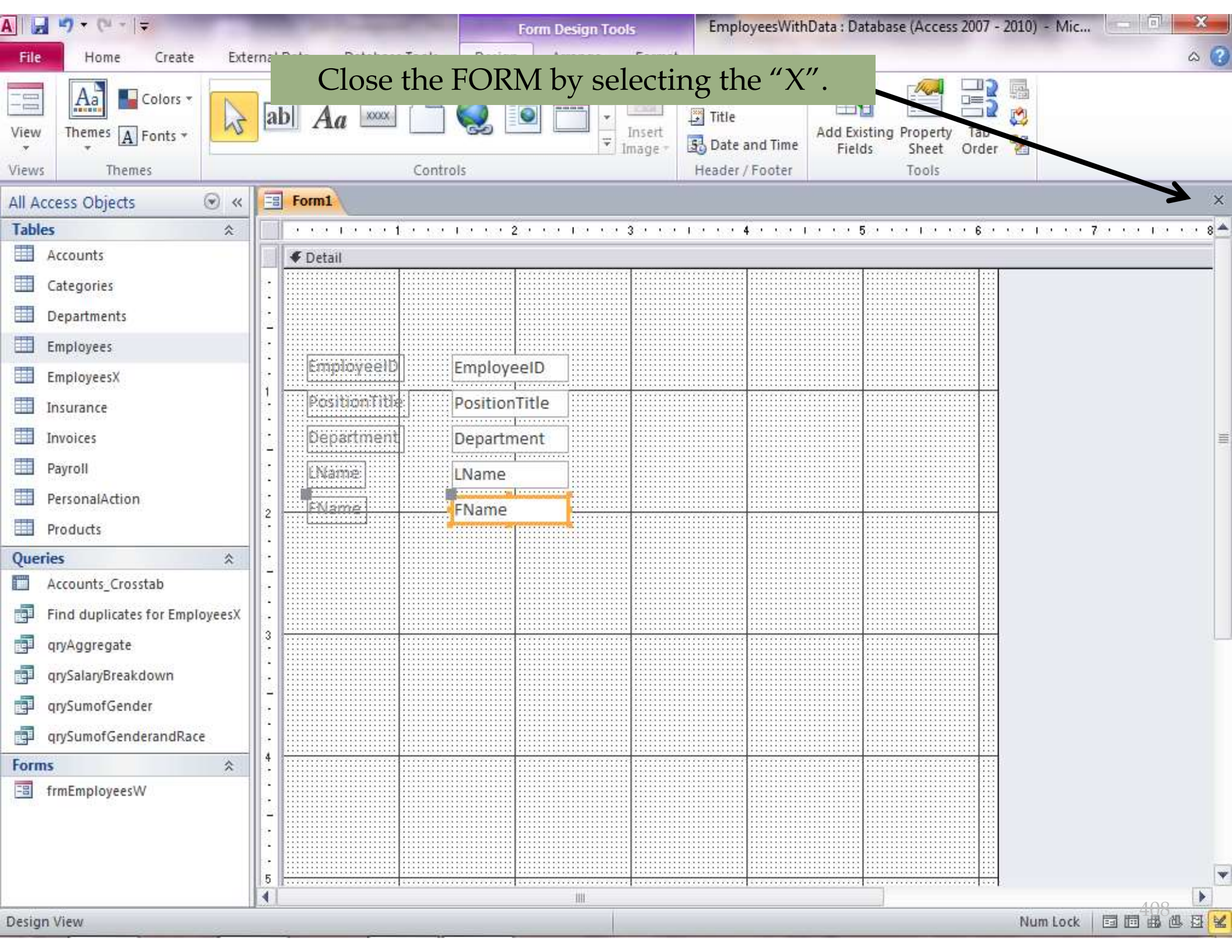
Fields available in other tables:

+	Accounts	Edit Table
+	Categories	Edit Table
+	Departments	Edit Table
+	Employees	Edit Table
+	EmployeesX	Edit Table
+	Insurance	Edit Table
+	Invoices	Edit Table
+	Payroll	Edit Table
+	PersonalAction	Edit Table
+	Products	Edit Table

Select the "+" on the "Employee" TABLE

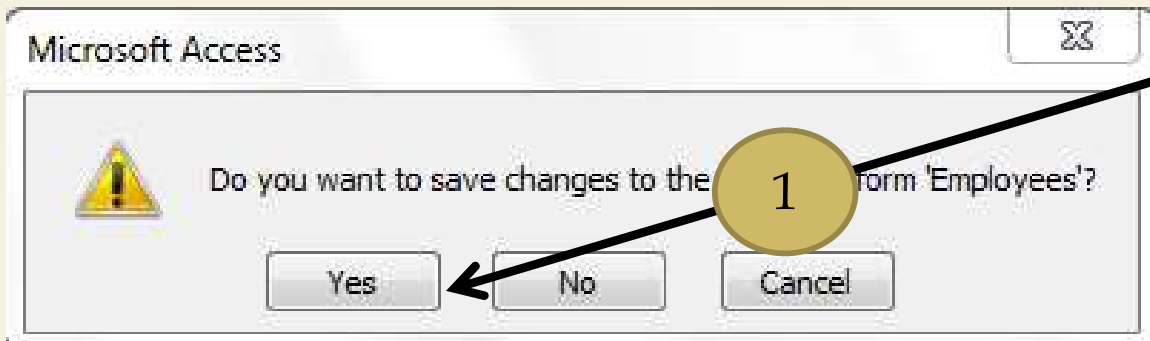


"Double Click" on the "EmployeeID",
"PositionTitle", "Department", "LName" and
"FName"

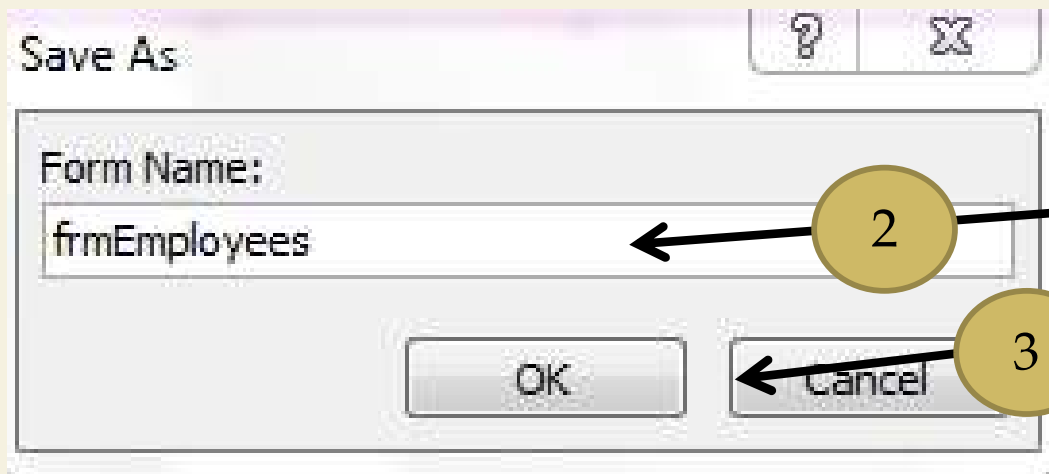


Close the FORM by selecting the "X".

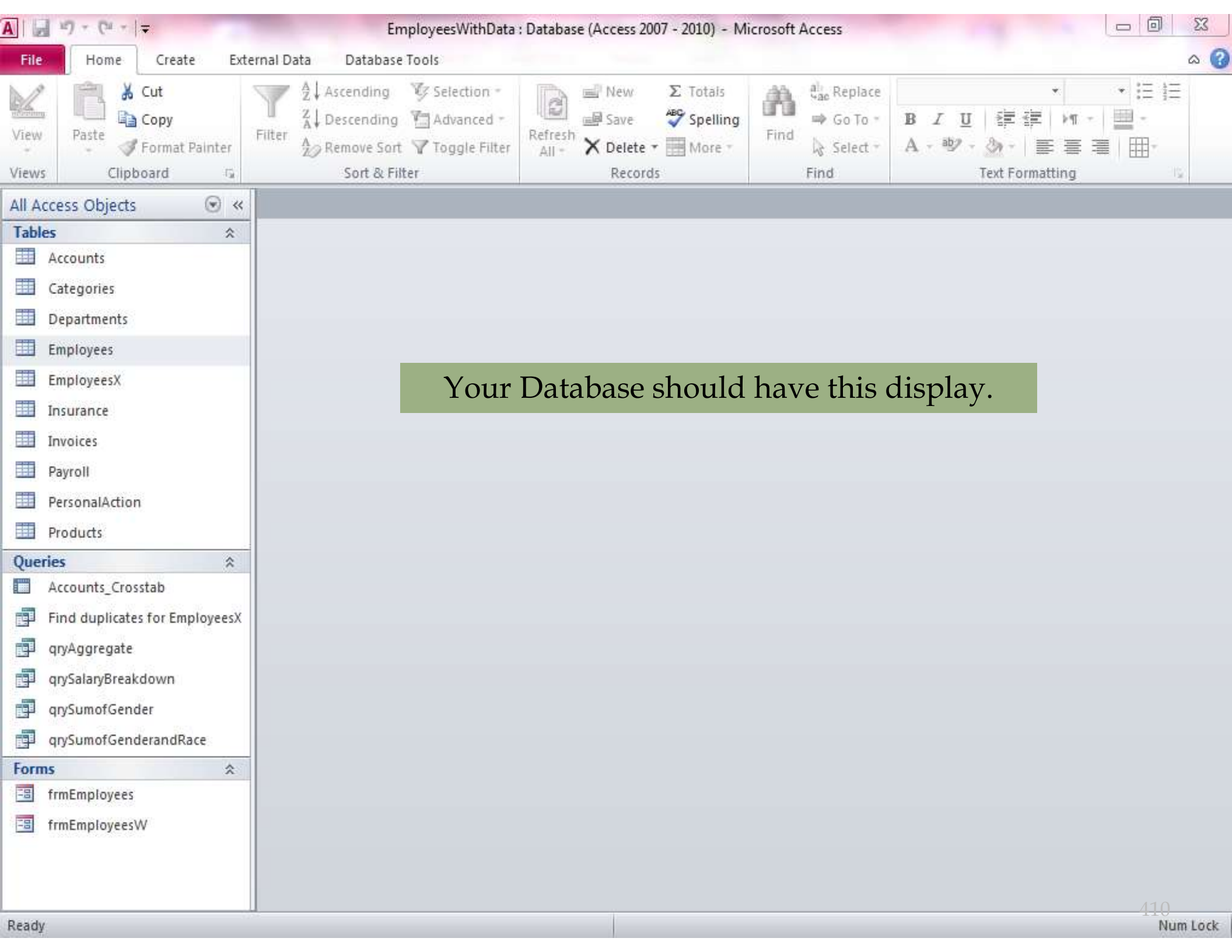




This warning will display.
Select "Yes"



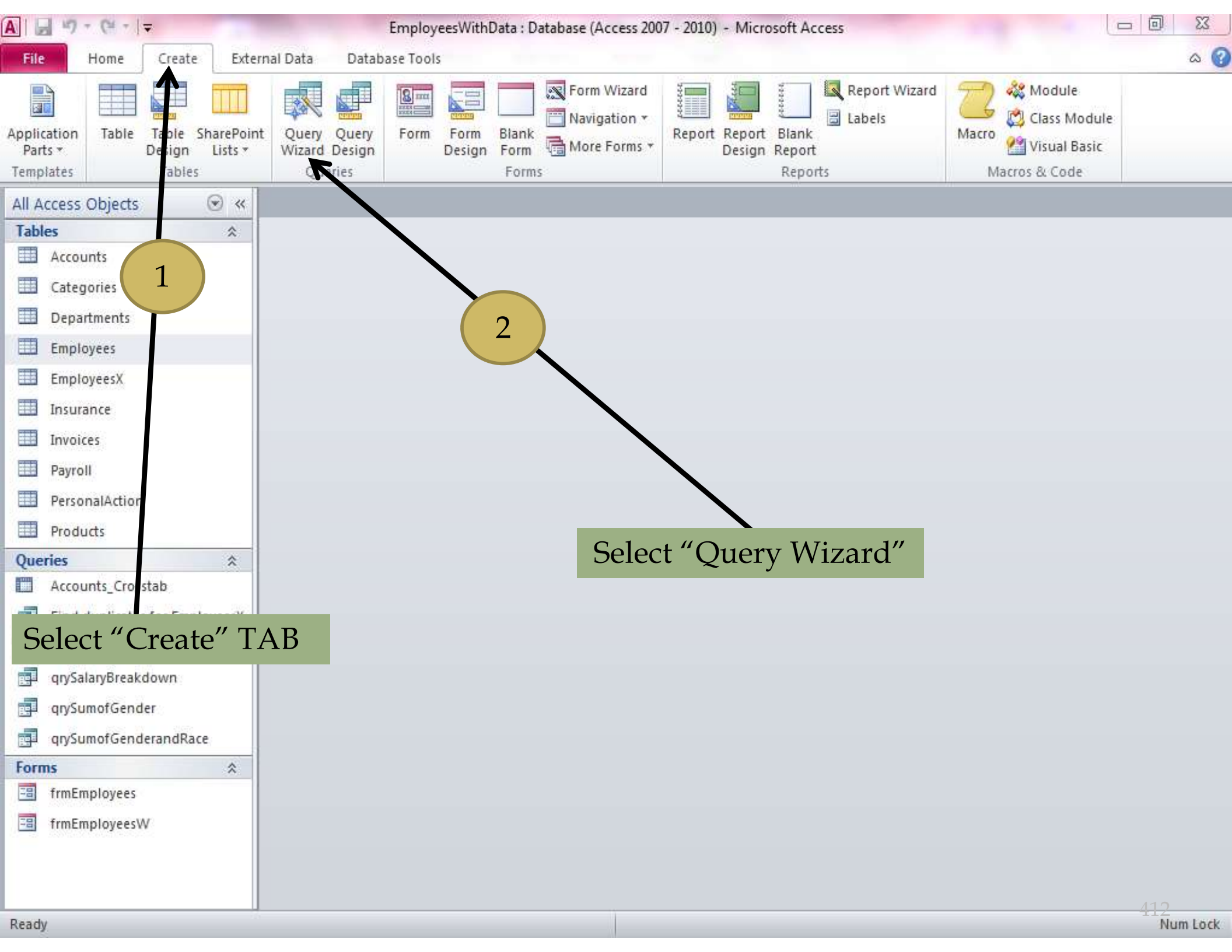
Type "frmEmployees"
Select "OK"



Your Database should have this display.

Using the “**EmployeeWithData**” DATABASE.

3. Create a query of salary employees and name the query **qrySalaryEmployees**.



1

2

Select "Query Wizard"

Select "Create" TAB

Highlight the "Employees" TABLE

1

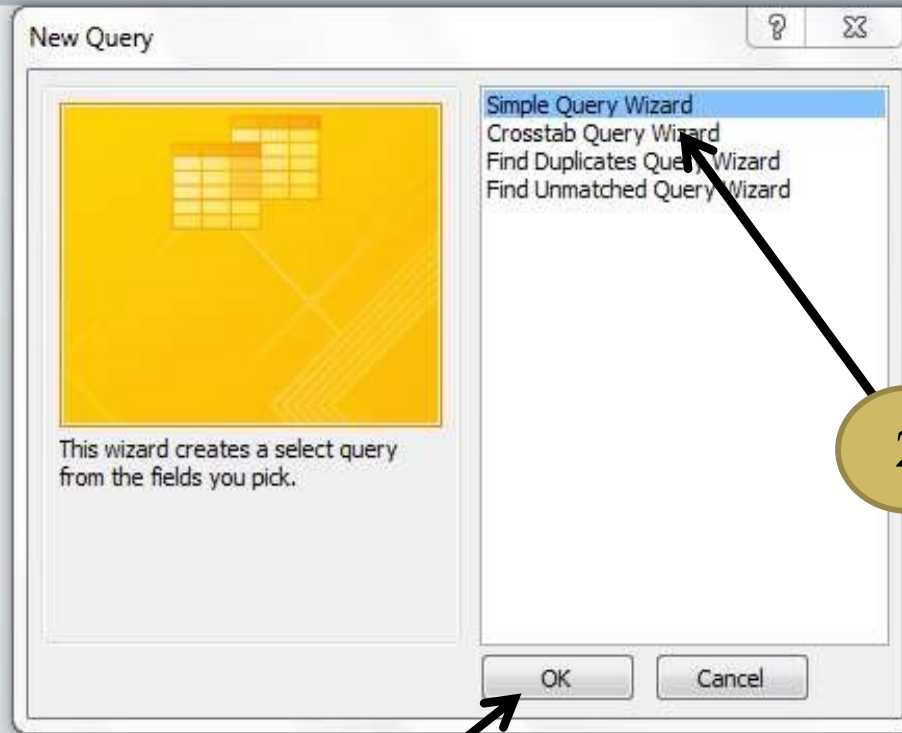


2

Select "Simple Query Wizard"

3

Select "OK"



Simple Query Wizard

Which fields do you want in your query?

Select the ">>" and move all the fields to the right.

can choose from more than one table or query.

Tables/Queries

Table: Employees

Available Fields:

Selected Fields:

HPhone
BPhone
Ext
CPhone
Race
Gender
DOB
Email

Cancel

< Back

Next >

Finish

Select "Next"

Type in the box to change the QUERY name to “qrySalaryEmployees”

The image shows a screenshot of the 'Simple Query Wizard' dialog box. The title bar reads 'Simple Query Wizard'. On the left side, there is a yellow panel with a checkmark icon. The main area contains the following text: 'What title do you want for your query?' followed by a text box containing 'qrySalaryEmployees'. Below this, it says 'That's all the information the wizard needs to create your query.' and 'Do you want to open the query or modify the query's design?'. There are two radio button options: 'Open the query to view information.' (unselected) and 'Modify the query design.' (selected). At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. Three annotations are present: a circle with the number '1' pointing to the text box; a circle with the number '2' pointing to the 'Modify the query design.' radio button; and a circle with the number '3' pointing to the 'Finish' button.

Select “Finish”

Select “Modify the query Design”

EmployeesWithData : Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Objects

qrySalaryEmployees

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW

Employees

- * EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address

Select "Show Table"

Field:	[EmployeeID]	[PositionTitle]	[Department]	[LName]	[FName]	[Address]	[City]
Table:	Employees	Employees	Employees	Employees	Employees	Employees	Employ
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:							
or:							

- All Access Objects
- Tables
 - Accounts
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Products
- Queries
 - Accounts_Crosstab
 - Find duplicates for EmployeesX
 - qryAggregate
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace
- Forms
 - frmEmployees
 - frmEmployeesW

qrySalaryEmployees

Field: [EmployeeID]
Table: Employees
Sort:
Show:
Criteria:
or:

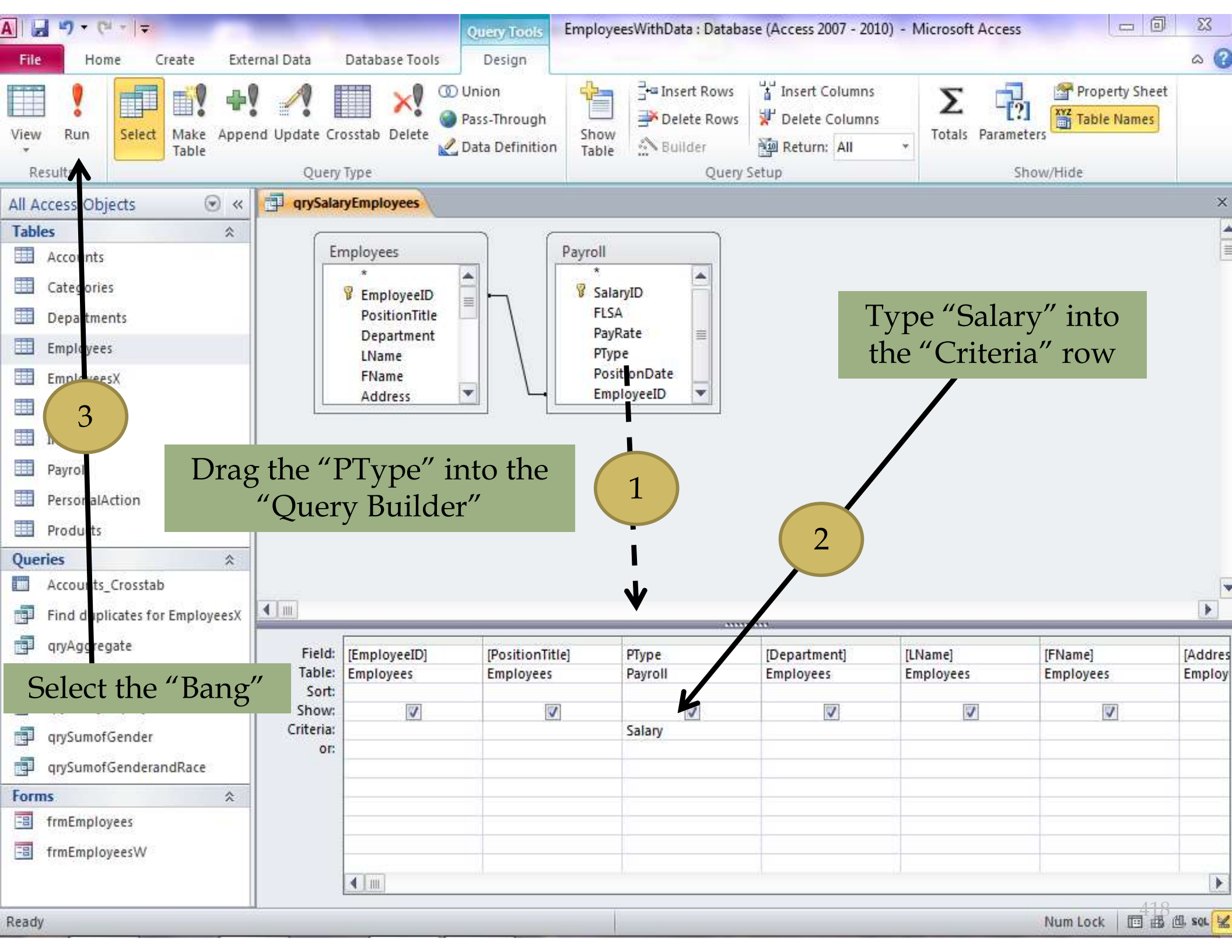
[Name]	[Address]	[City]
employees	Employees	Employ
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Select "Payroll"

1

Select "Add"

2



File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Return: All

Type "Salary" into the "Criteria" row

Drag the "PType" into the "Query Builder"

3

1

2

Select the "Bang"

Close the QUERY by selecting the "X".

File Home Create External Views

View Paste Copy Format Painter Views Clipboard

Filter Descending Advanced Remove Sort Toggle Filter Refresh All Delete More

Records Save Spelling Find Go To Select Find

Text Formatting

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW

qrySalaryEmployees

EmployeeID	PositionTitle	PType	Department	LName	FName	Address	City	
1	Developer	Salary	Production	Upton	Barbara	1317 N. Norma	Austin	TX
25	Docking Manag	Salary	Operations	Common	Lucas	1224 Lauren LN	Austin	TX
29	Contract Mana	Salary	Administration	Johnson	Michael	10520 Flamingo	Austin	TX
31	Manager of Gra	Salary	Production	Nguyen	Nicholas	916 Oak Creek	Austin	TX
42	Maintenance M	Salary	Maintenance	Johnson	Robert	420 24th Ave S	Austin	TX
43	Manager of Go	Salary	Administration	Clark	Robert H.	P.O. Box 541	Austin	TX
46	Oversees Deve	Salary	Administration	Richardson	Scott	2524 NW 35th	Austin	TX
51	President	Salary	Administration	Cox	Timothy	12414 Abbotts	Austin	TX
52	Vice President	Salary	Operations	Greene	Timothy	625 S. Clear Spr	Austin	TX
56	Chief Operatin	Salary	Administration	Gould	John	1296 SW 74th, S	Austin	TX
57	Chief Financial	Salary	Accounting	Shryock	Tyler	8400 NW 100th	Austin	TX
60	Accountant (Se	Salary	Accounting	Rhodes	William	19360 Sportsma	Austin	TX
61	Salesman	Salary	Operations	Lark, Jr.	William	844 SW 19th St	Austin	TX
62	Salesman	Salary	Operations	Gaddis	William	720 NE 42nd	Austin	TX
63	Salesman	Salary	Operations	Tucker	William	4017 N. Kostne	Austin	TX
64	Salesman	Salary	Operations	Fugett	William F.	12400 Indian Cr	Austin	TX
65	Vice President	Salary	Administration	Akoneto	Adrienne	9717 NW 10th #	Austin	TX
*	(New)							

Record: 1 of 17 No Filter Search

Ready Num Lock

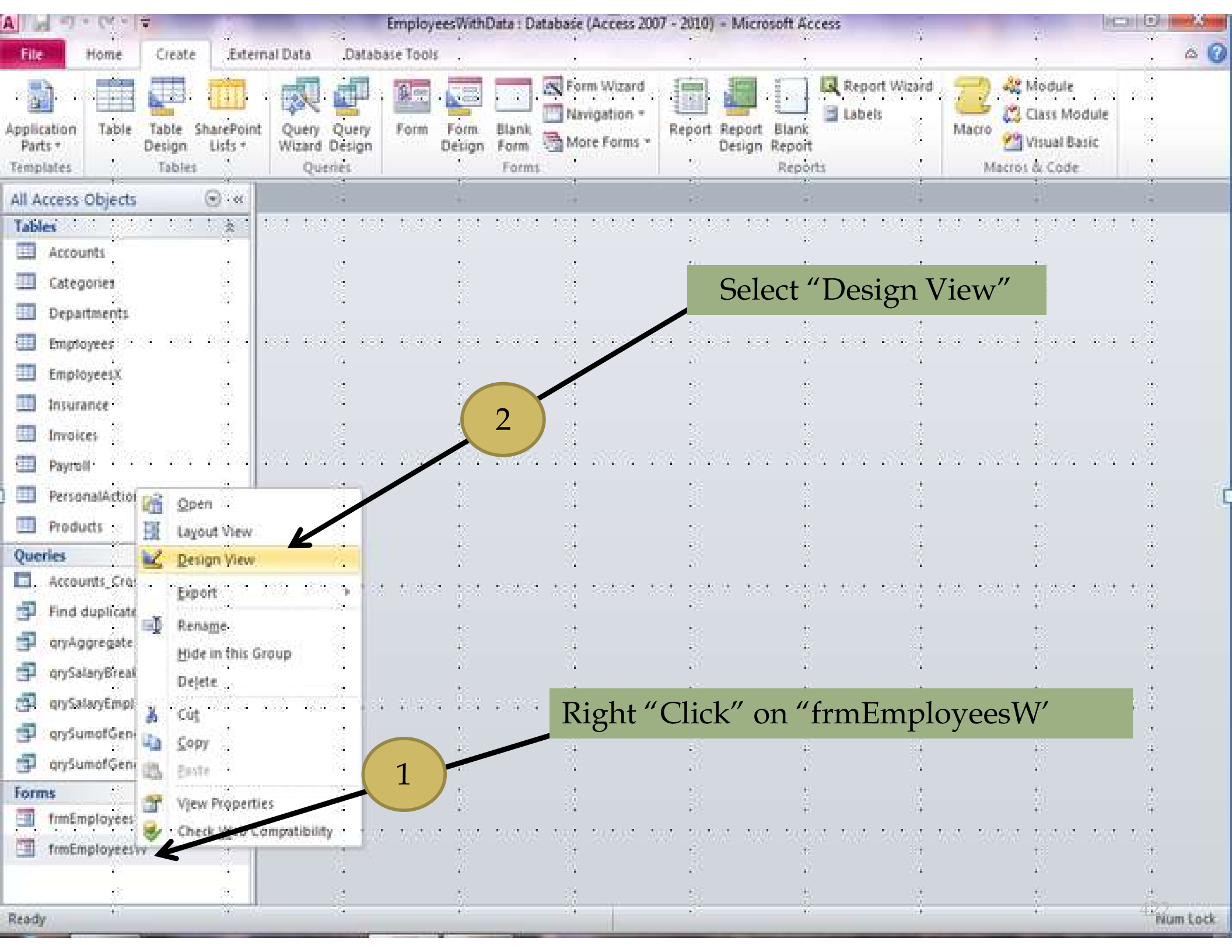
Your Query should have this display.

Select "Yes"



Using the “**EmployeeWithData**” DATABASE.

4. Open up the frmEmployeesW and change the record source to **qrySalaryEmployees**.



File Home Create External Data Database Tools

Application Parts * Templates Table Table Design Tables SharePoint Lists * Queries Query Wizard Query Design Forms Form Form Design Blank Form Navigation * More Forms * Reports Report Report Design Blank Report Labels Report Wizard Macro Module Class Module Visual Basic Macros & Code

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Cro
- Find duplicate
- qryAggregate
- qrySalaryBreak
- qrySalaryEmpl
- qrySumofGen
- qrySumofGen

Forms

- frmEmployees
- frmEmployeesW

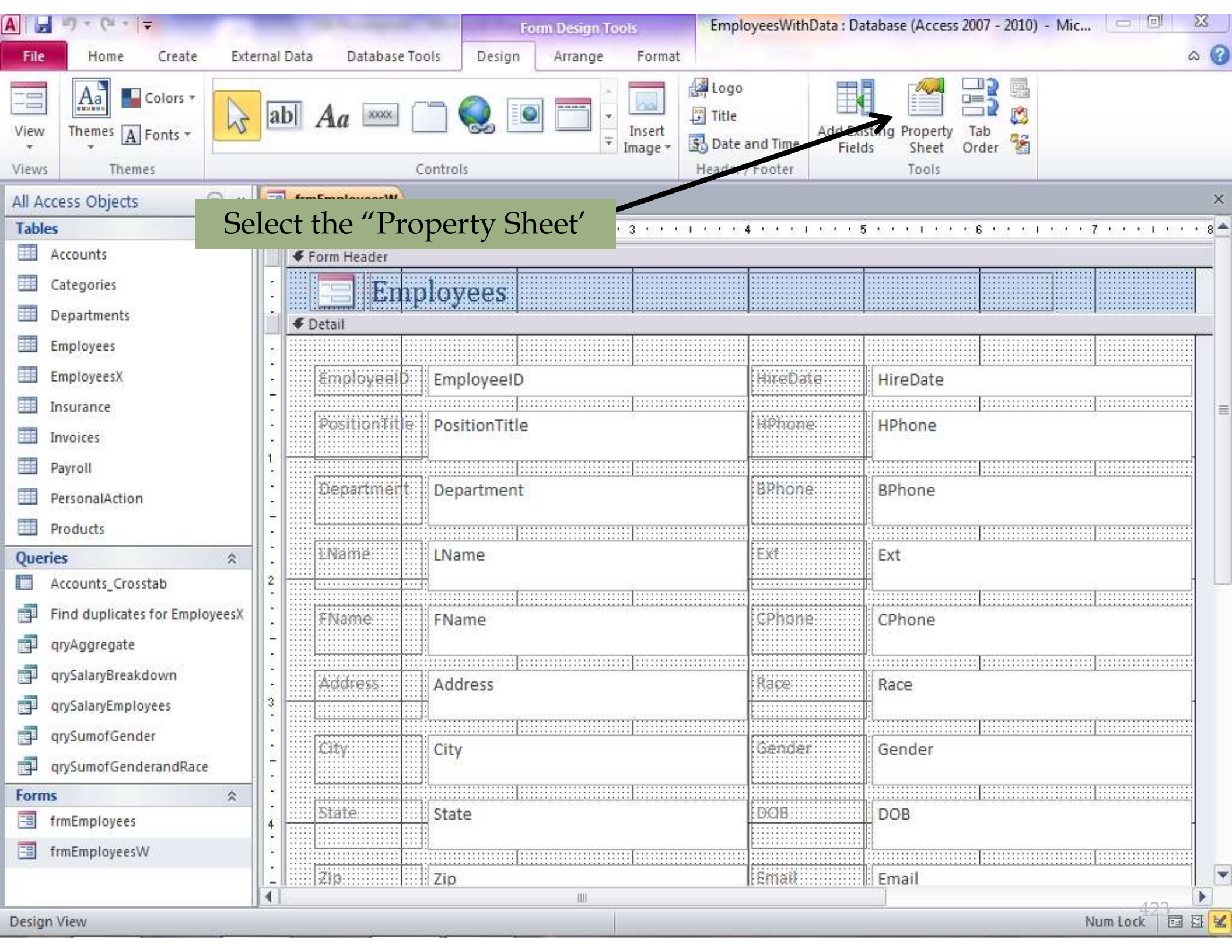
Select "Design View"

2

Right "Click" on "frmEmployeesW"

1

- Open
- Layout View
- Design View
- Export
- Rename
- Hide in this Group
- Delete
- Cut
- Copy
- Paste
- View Properties
- Check Web Compatibility



Select the "Property Sheet"

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW

Form Header			
Employees			
Detail			
EmployeeID	EmployeeID	HireDate	HireDate
PositionTitle	PositionTitle	HPhone	HPhone
Department	Department	BPhone	BPhone
LName	LName	Ext	Ext
FName	FName	CPhone	CPhone
Address	Address	Race	Race
City	City	Gender	Gender
State	State	DOB	DOB
Zip	Zip	Email	Email

Select the "Down Arrow" on the "Record Source"

Form Design Tools: Format, Data, Event, Other, All

Record Source: Employee

Accounts_Crosstab
Categories
Departments
Employees
EmployeesX
Find duplicates for EmployeesX
Insurance
Invoices
Payroll
PersonalAction
Products
qryAggregate
qrySalaryBreakdown
qrySalaryEmployees
qrySumofGender
qrySumofGenderandRace

1

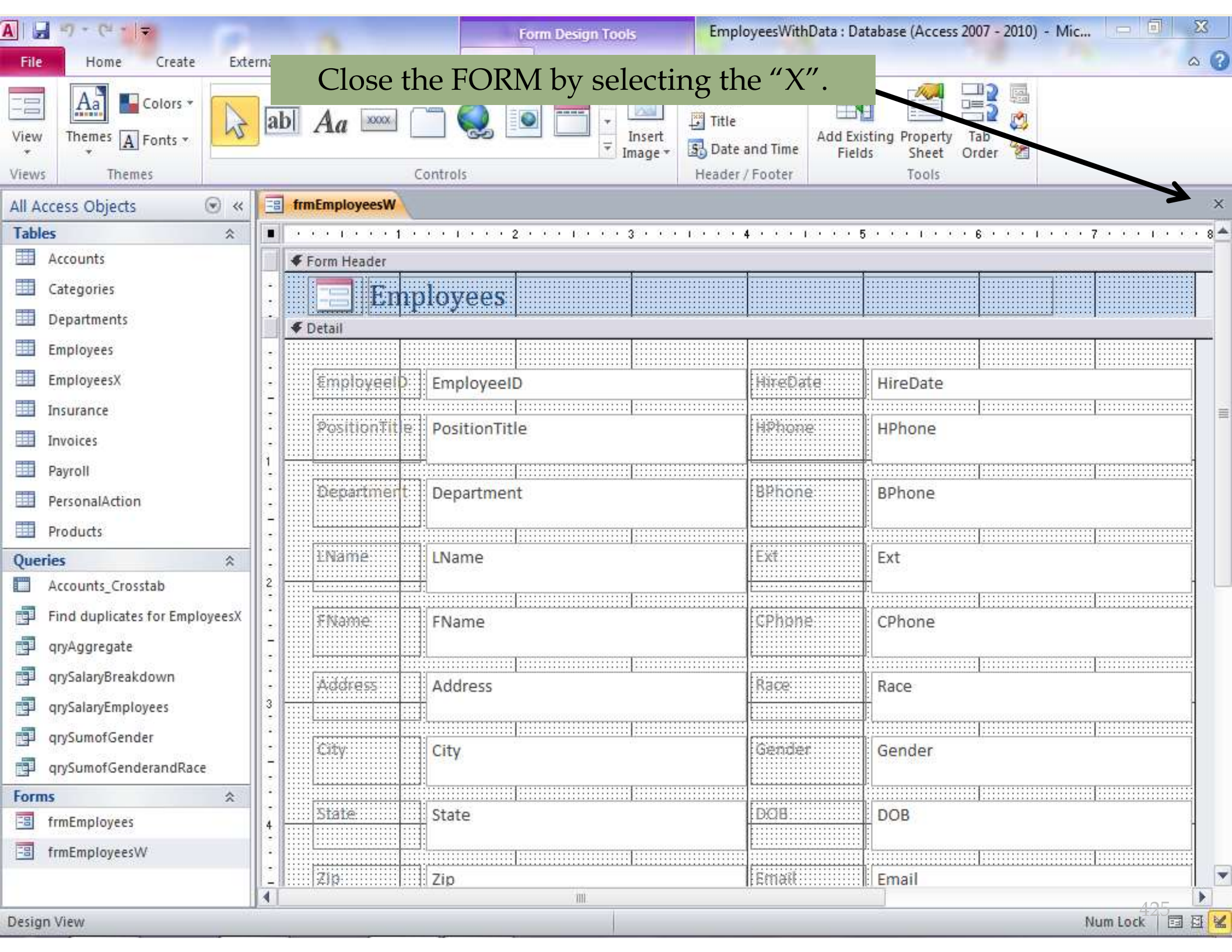
2

3

Select "qrySalaryEmployees"

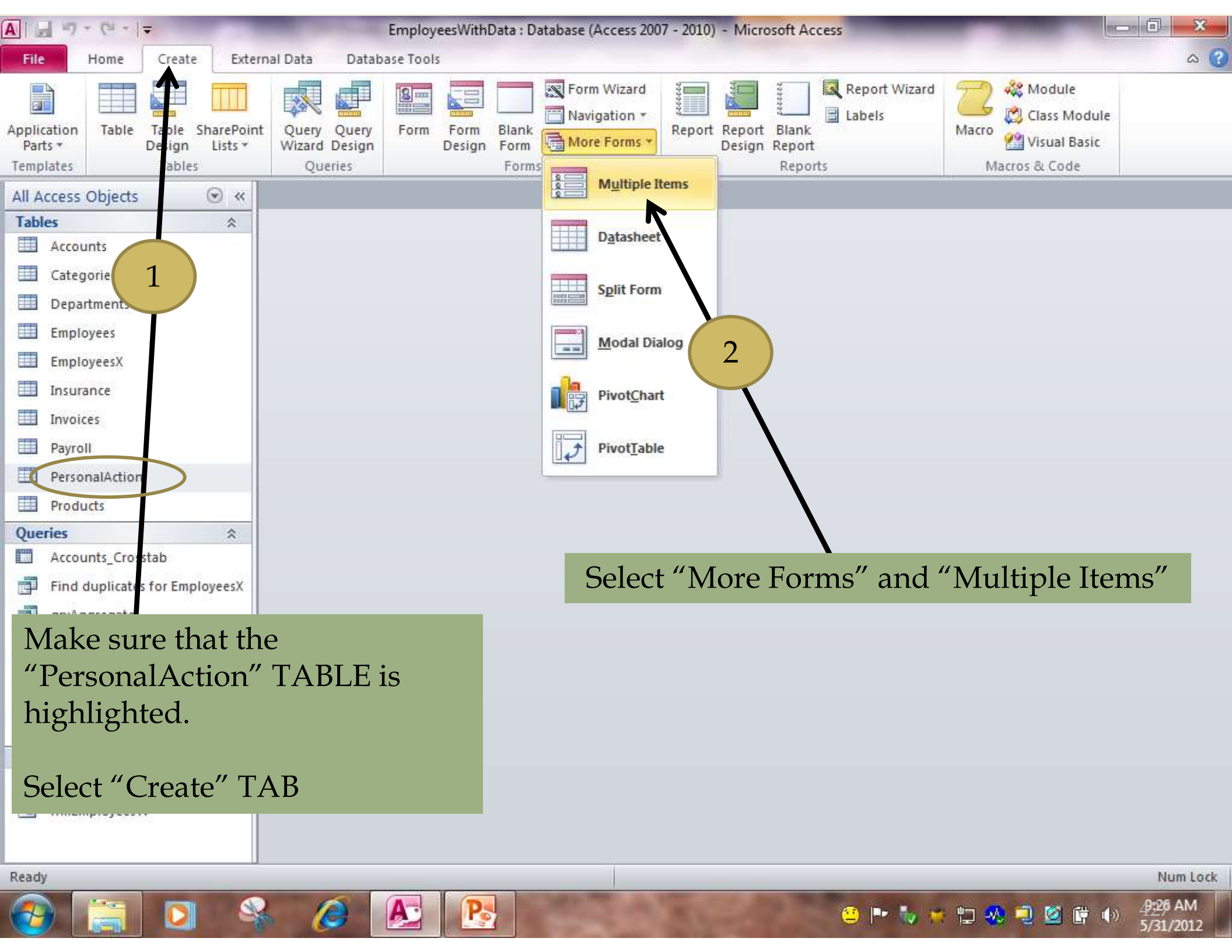
Select "X" to close the form

Close the FORM by selecting the "X".



Using the “**EmployeeWithData**” DATABASE.

5. Create a form based on the Personnel Action TABLE.
Name the form **frmPersonalAction**.



1

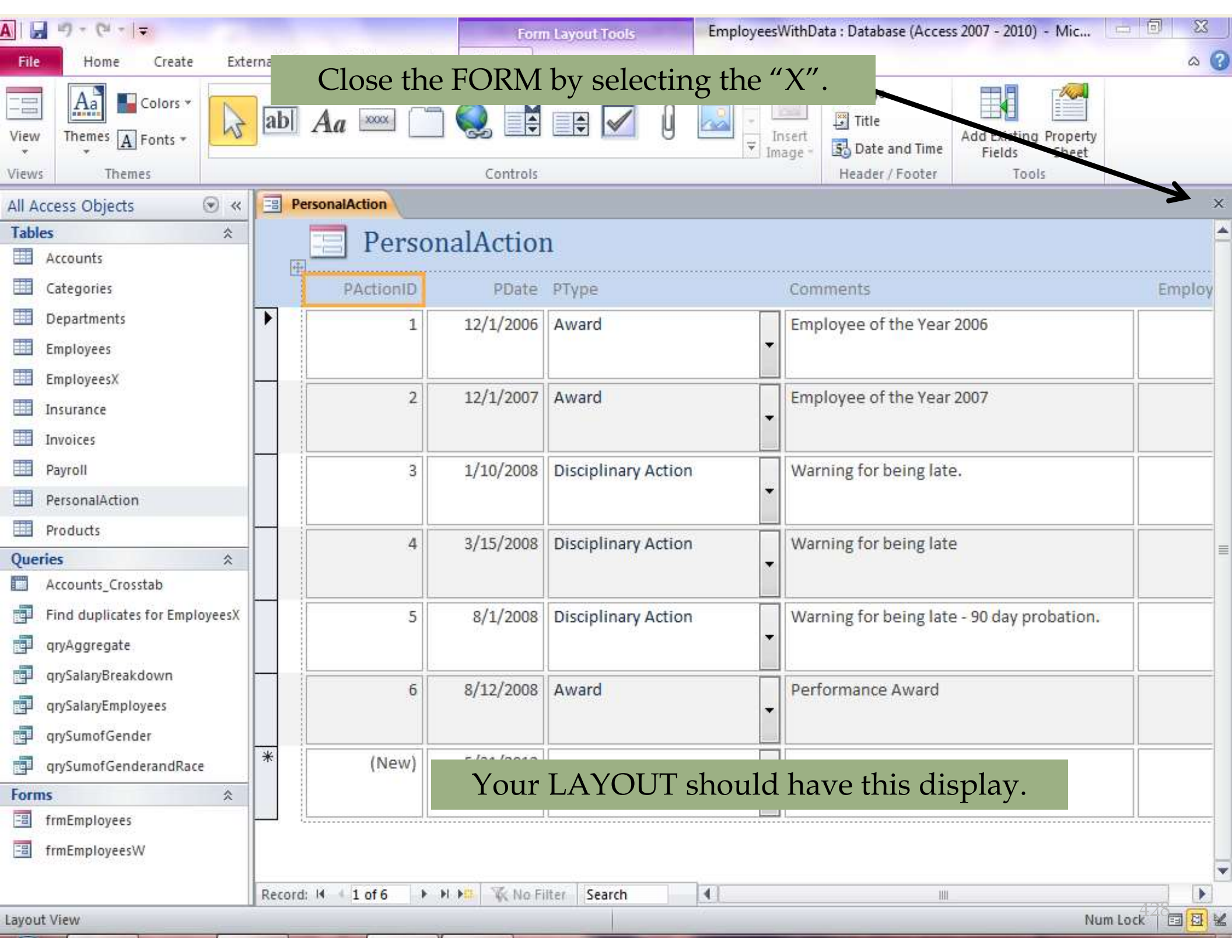
2

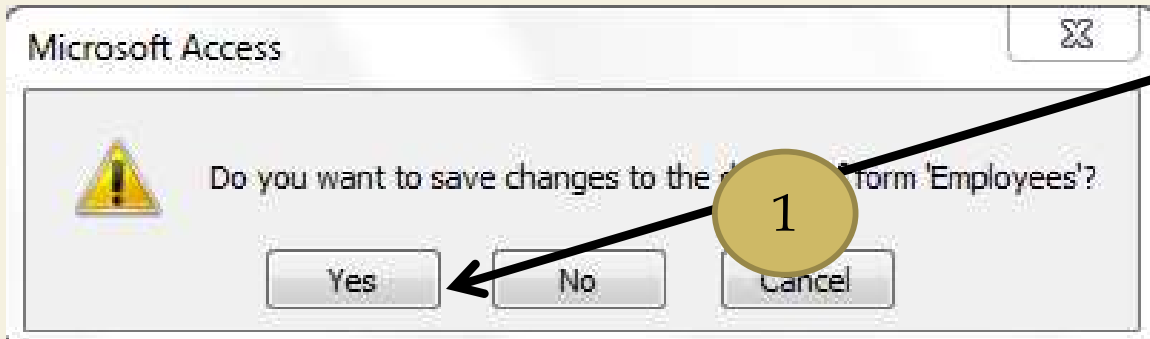
Select "More Forms" and "Multiple Items"

Make sure that the "PersonalAction" TABLE is highlighted.

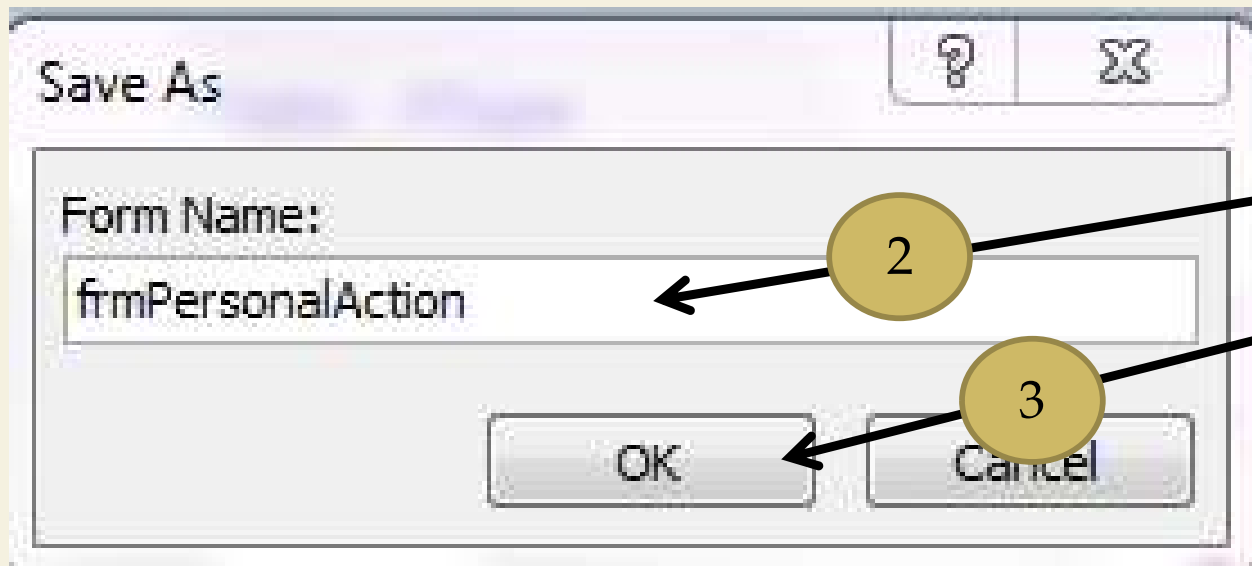
Select "Create" TAB

Close the FORM by selecting the "X".



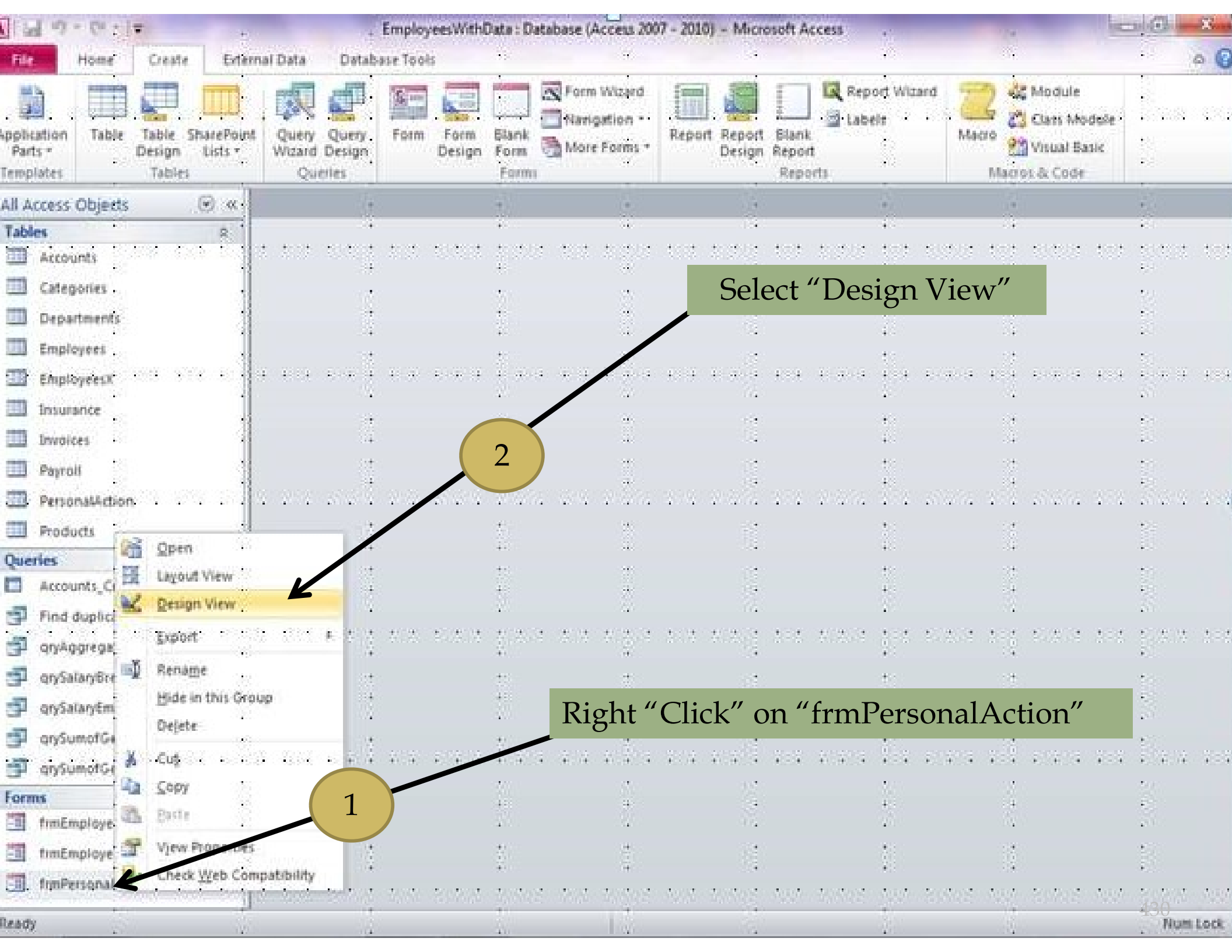


This warning will display.
Select "Yes"



Type
"frmPersonalAction"

Select "OK"

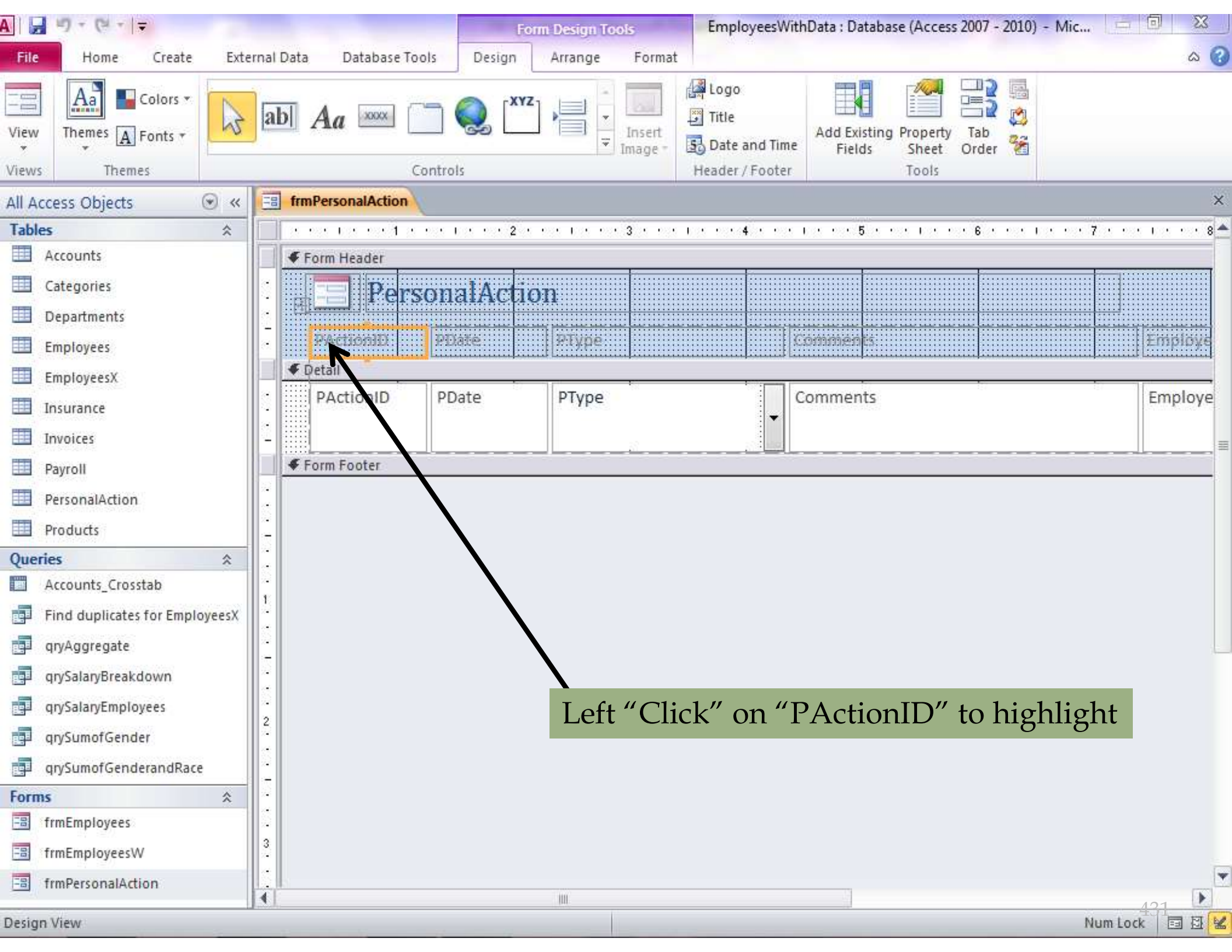


Select "Design View"

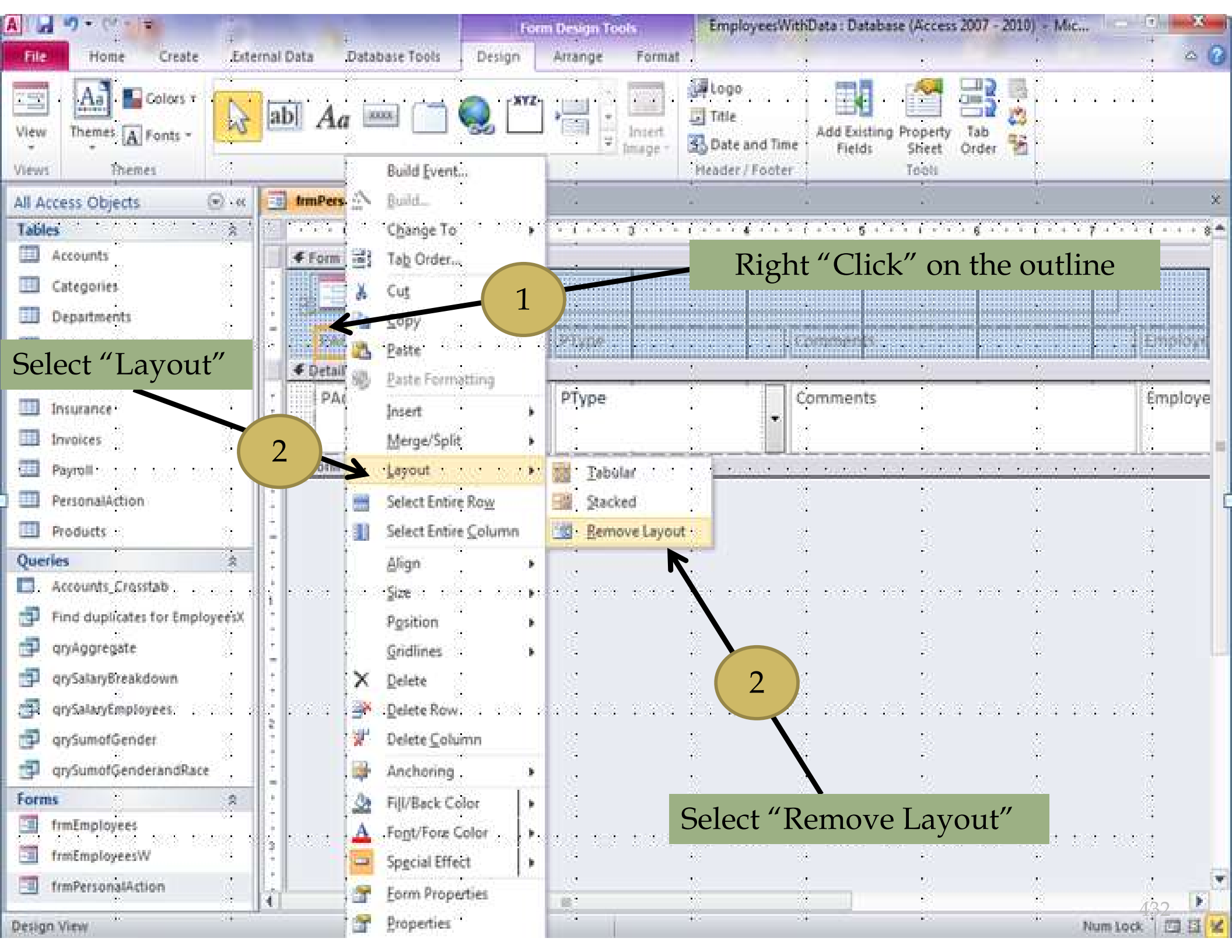
2

Right "Click" on "frmPersonalAction"

1



Left "Click" on "PActionID" to highlight



Right "Click" on the outline

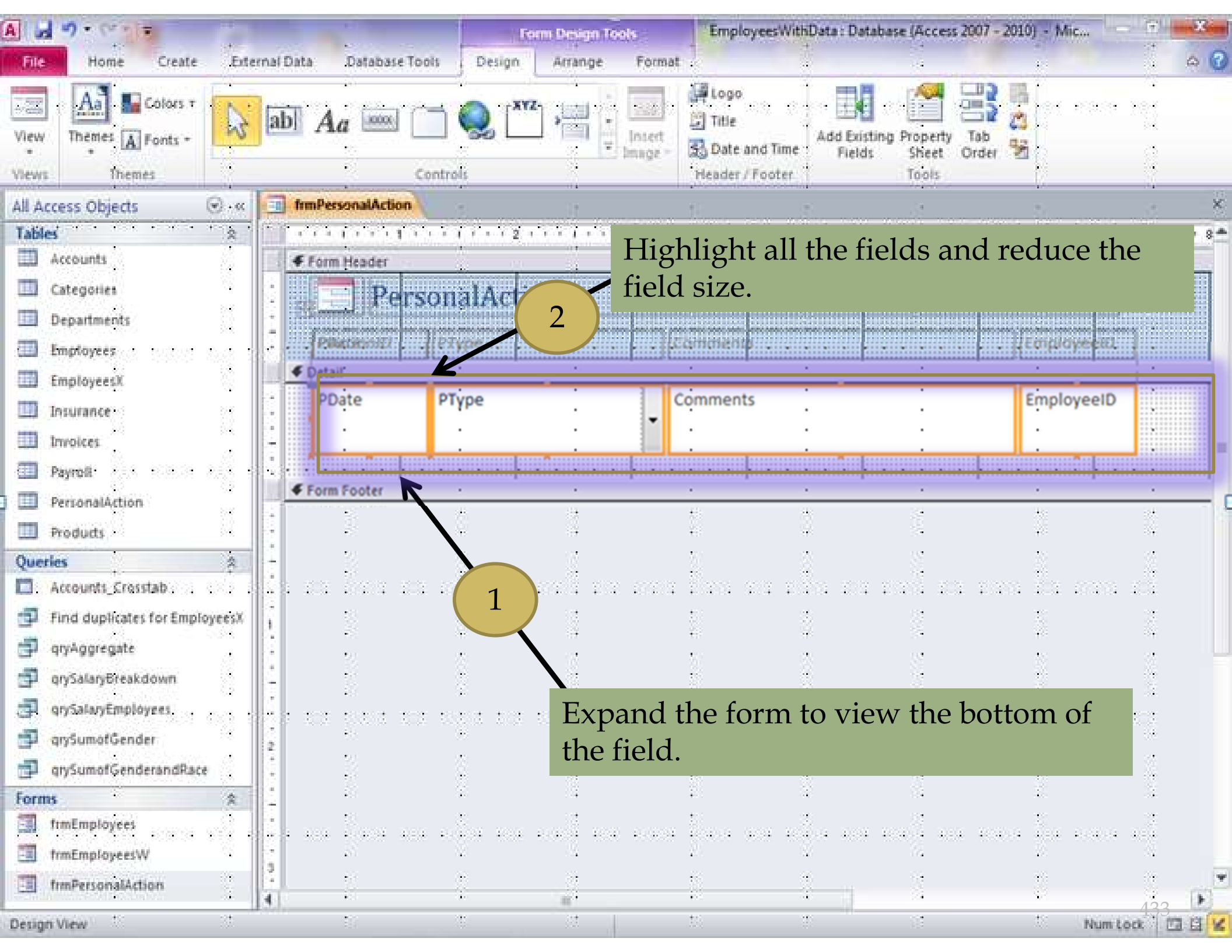
1

Select "Layout"

2

Select "Remove Layout"

2

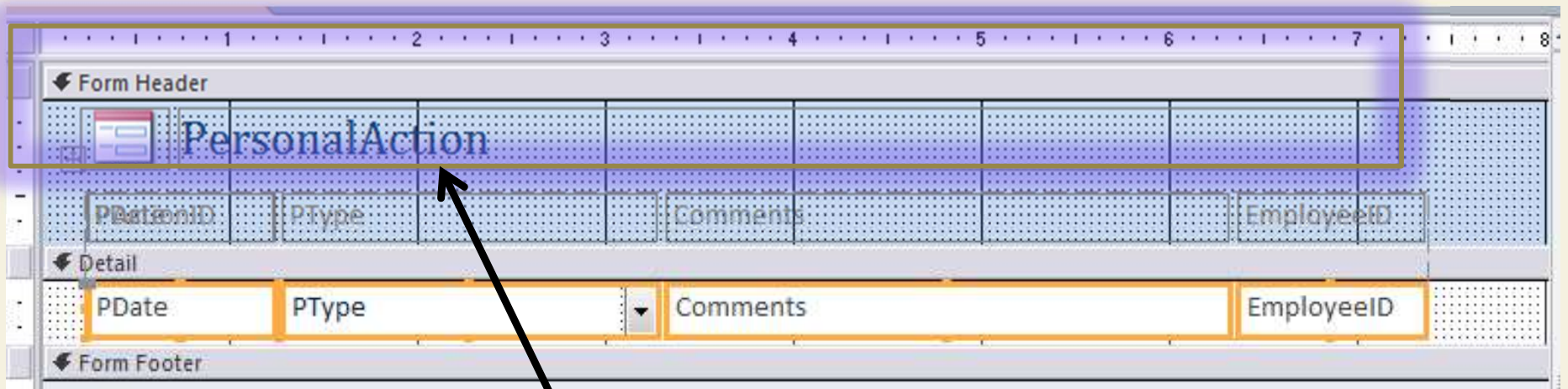


Highlight all the fields and reduce the field size.

2

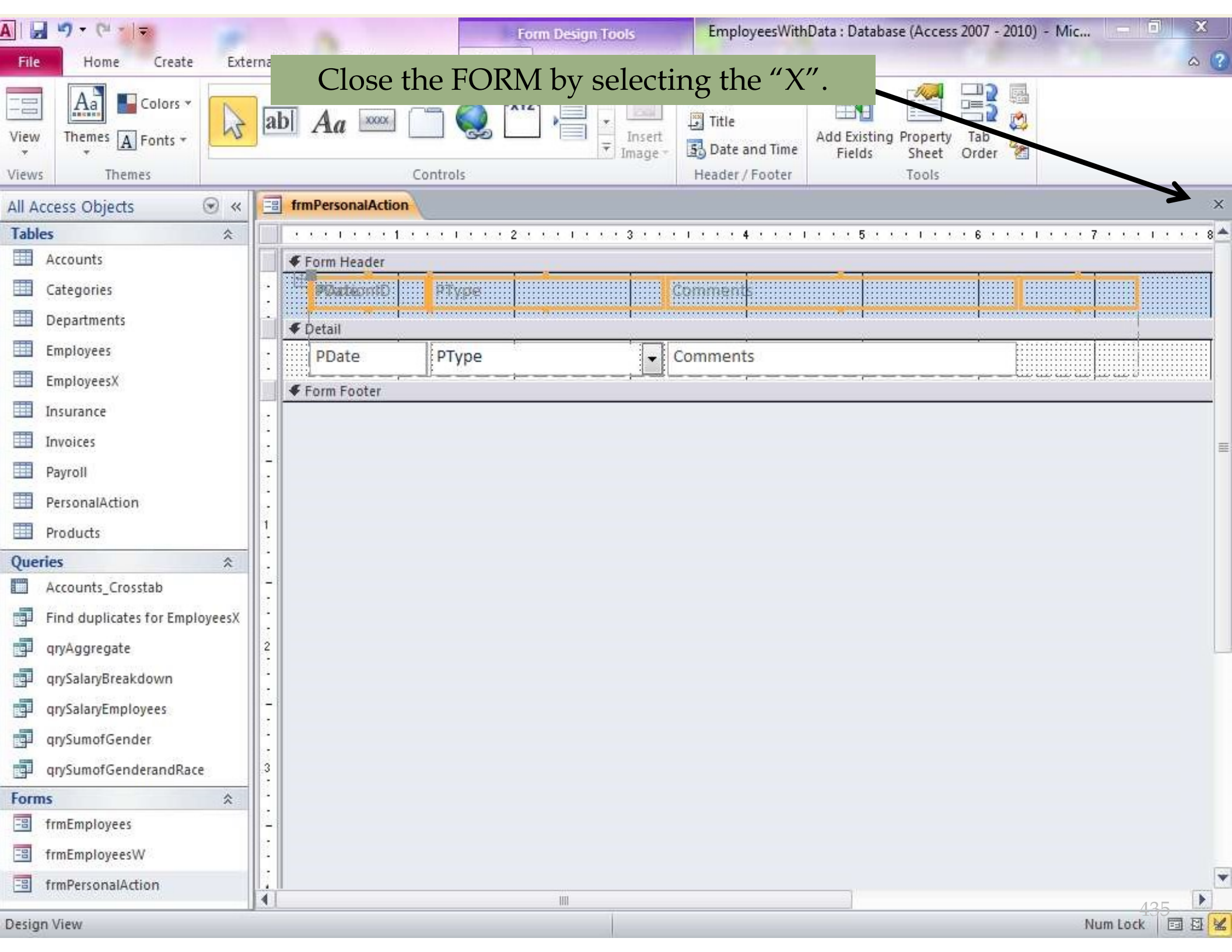
1

Expand the form to view the bottom of the field.



Remove the picture and Text and reduce the heading size by highlighting and hitting the “Delete” button on the keyboard.

Close the FORM by selecting the "X".



Close the FORM by selecting the "X".

2

All Access Objects

frmPersonalAction

PActionID Date PType Comments

PActionID	Date	PType	Comments
1		Award	Employee of the Year 2006
12/1/2007		Award	Employee of the Year 2007
1/10/2008		Disciplinary Action	Warning for being late.
3/15/2008		Disciplinary Action	Warning for being late
8/1/2008		Disciplinary Action	Warning for being late - 90 day probation.
8/12/2008		Award	Performance Award
* 5/31/2012			

"Double Click" on "frmPersonalAction" and view the records.

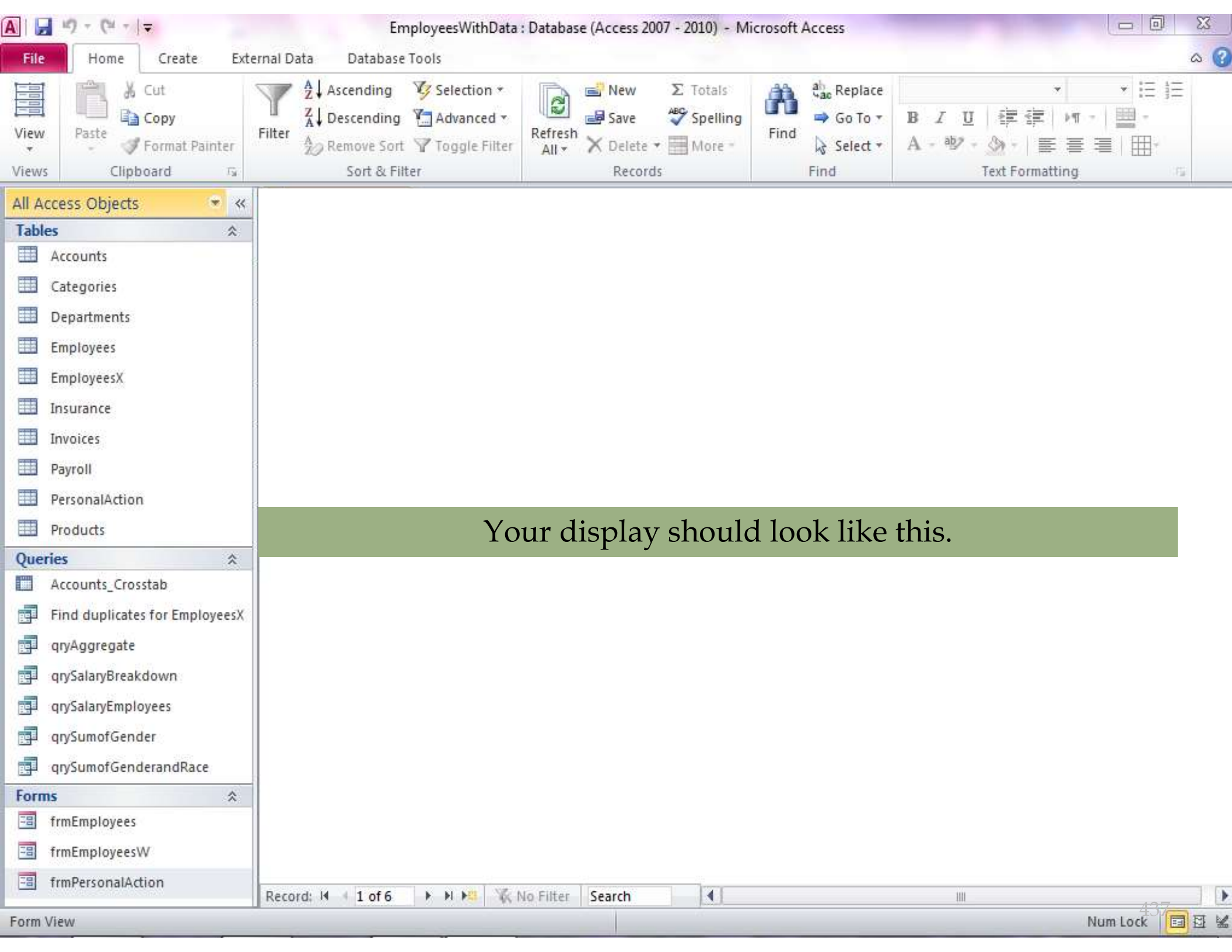
1

frmPersonalAction

Record: 1 of 6

No Filter

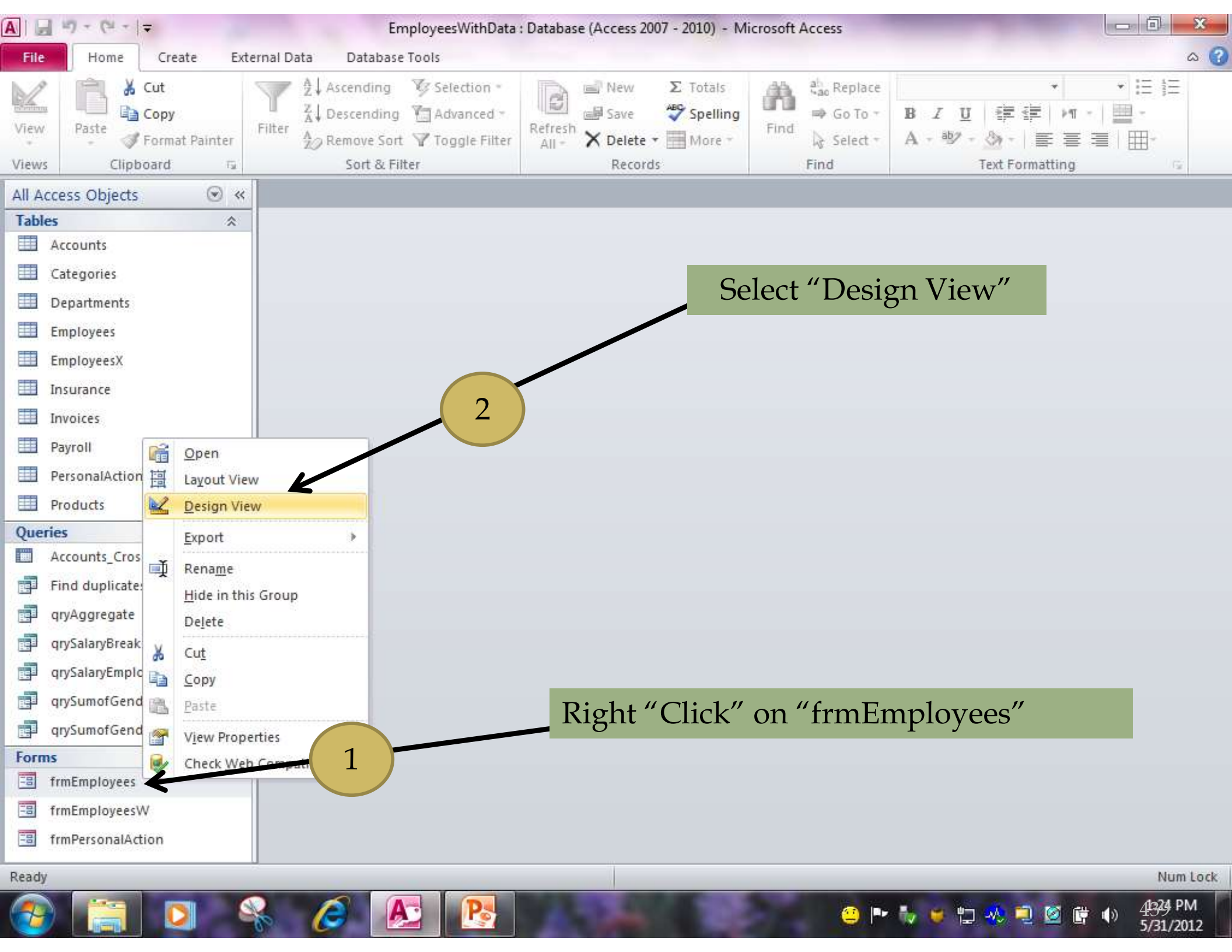
Search



Your display should look like this.

Using the “**EmployeeWithData**” DATABASE.

6. Embed the **frmPersonalAction** into the **frmEmployees** form. Look at the Master and Child fields. This matches up the **Employees** with their **Personal Actions**. Why doesn't any have matching records?



Clipboard: Cut, Copy, Paste, Format Painter

Sort & Filter: Filter, Ascending, Descending, Remove Sort, Selection, Advanced, Toggle Filter

Records: Refresh All, New, Save, Delete, Totals, Spelling, More

Find: Find, Go To, Select, Replace

Text Formatting: Bold, Italic, Underline, Text Color, Paragraph, Styles

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Cros
- Find duplicate
- qryAggregate
- qrySalaryBreak
- qrySalaryEmpl
- qrySumofGend
- qrySumofGend

Forms

- frmEmployees
- frmEmployeesW
- frmPersonalAction

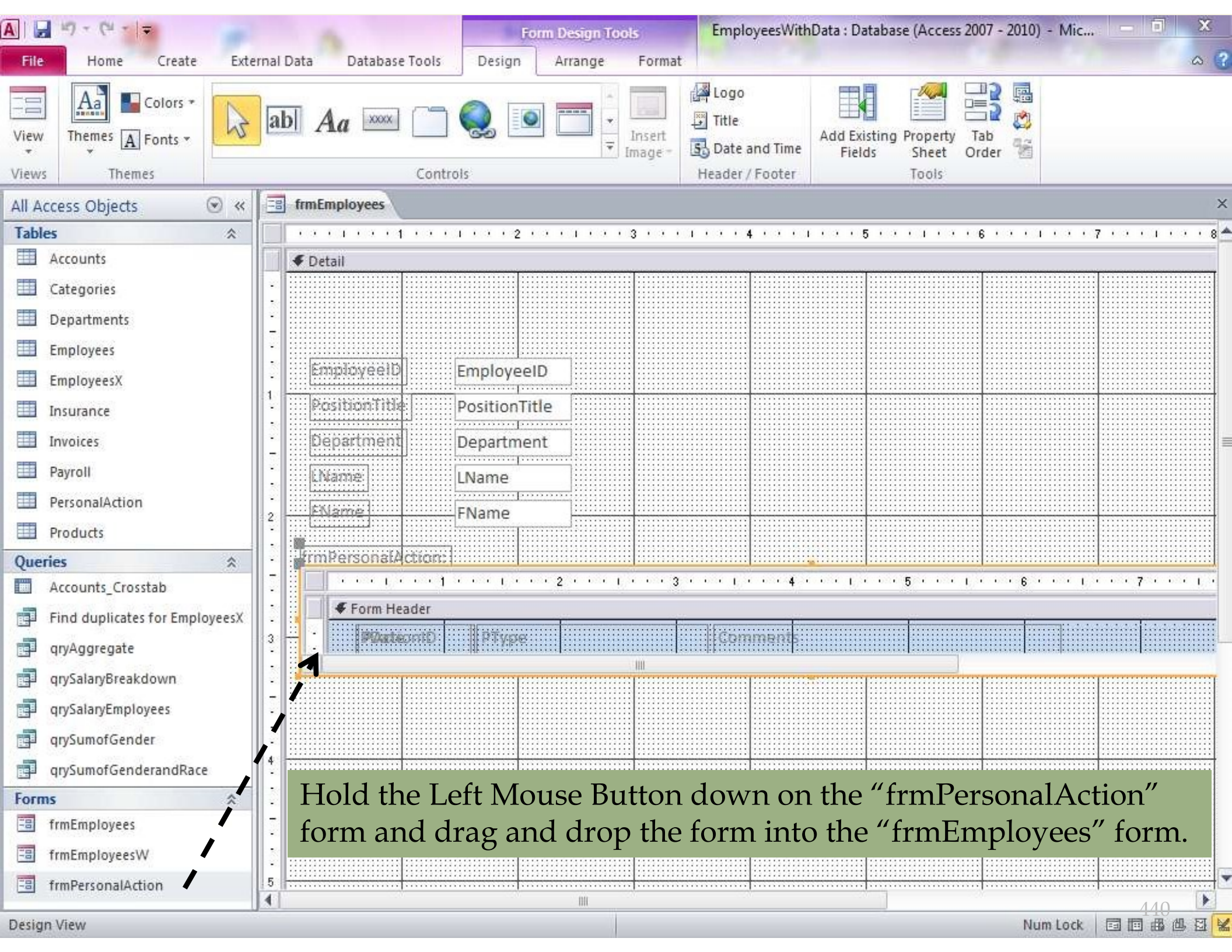
Select "Design View"

2

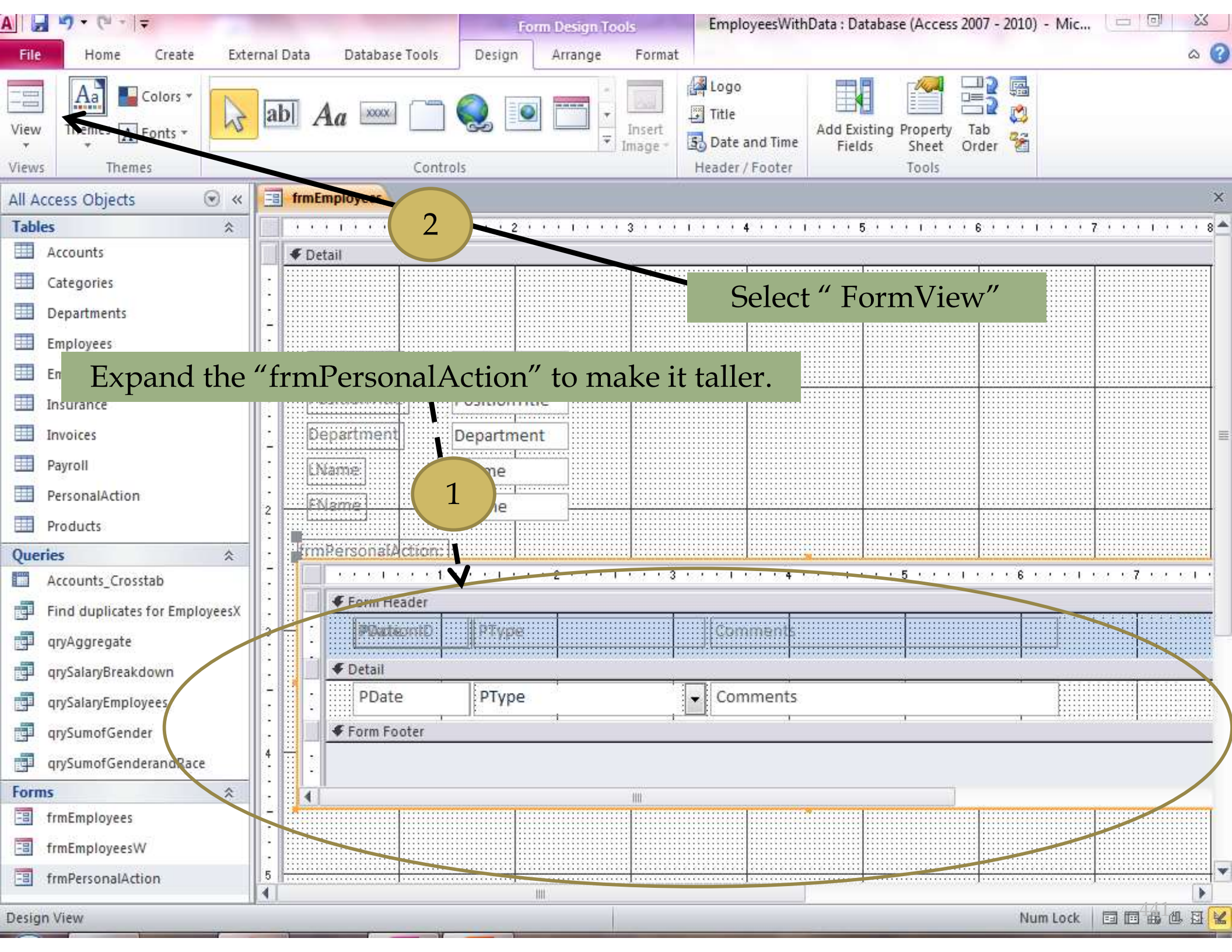
- Open
- Layout View
- Design View
- Export
- Rename
- Hide in this Group
- Delete
- Cut
- Copy
- Paste
- View Properties
- Check Web Compat

Right "Click" on "frmEmployees"

1

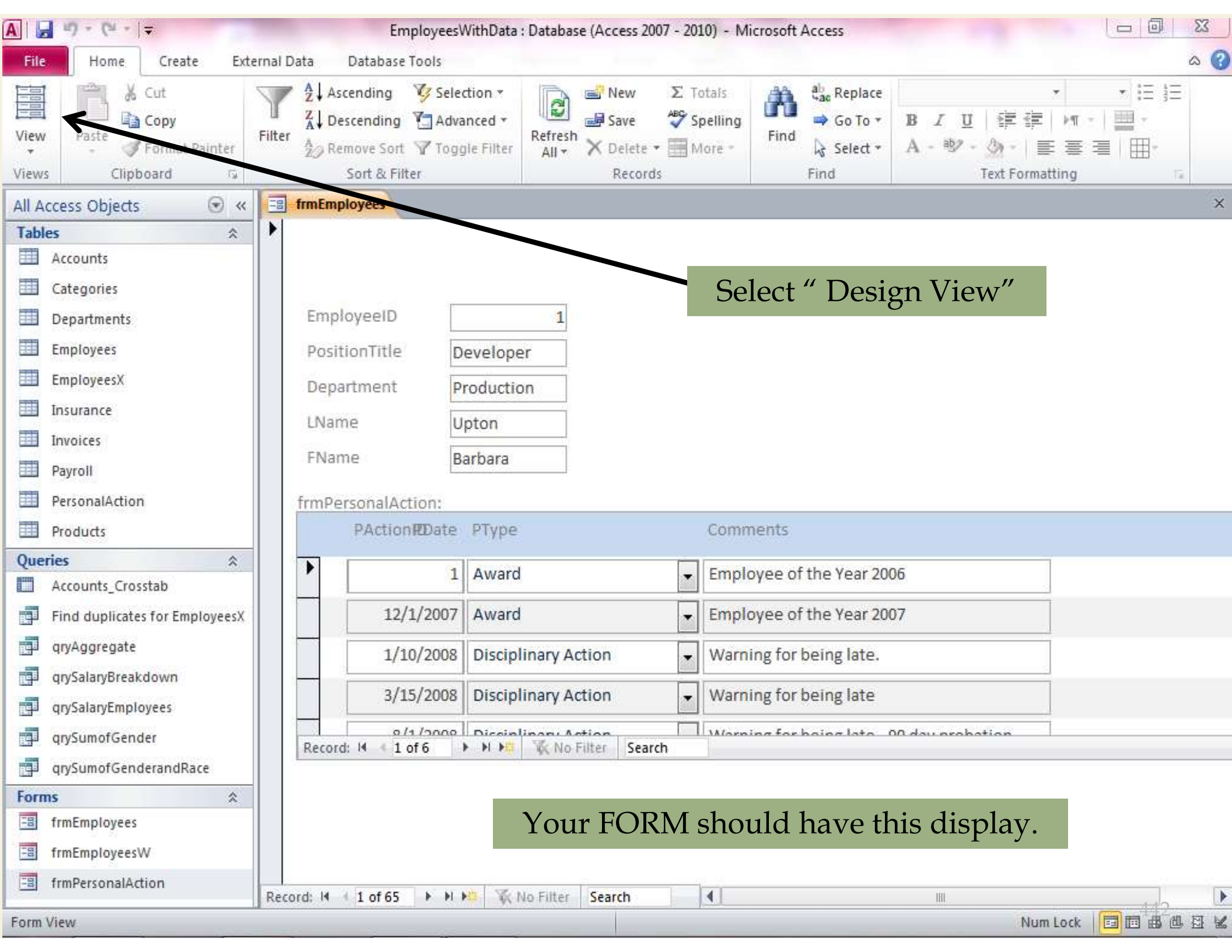


Hold the Left Mouse Button down on the "frmPersonalAction" form and drag and drop the form into the "frmEmployees" form.



Select " FormView"

Expand the " frmPersonalAction " to make it taller.



View Paste Cut Copy Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Delete More New Save Delete Spelling More Replace Go To Select Find Text Formatting

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW
- frmPersonalAction

frmEmployees

EmployeeID: 1
PositionTitle: Developer
Department: Production
LName: Upton
FName: Barbara

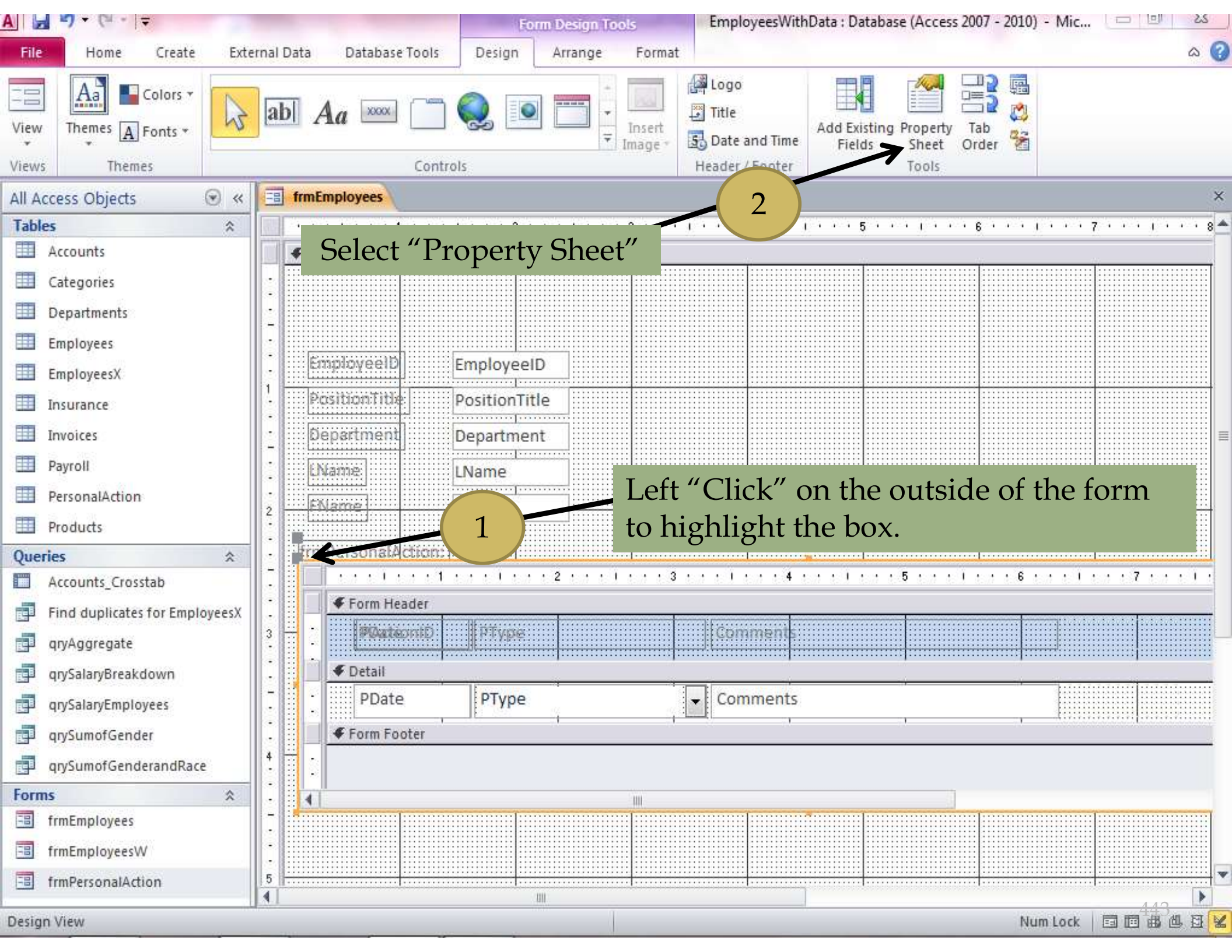
frmPersonalAction:

PActionID	PDate	PType	Comments
1		Award	Employee of the Year 2006
	12/1/2007	Award	Employee of the Year 2007
	1/10/2008	Disciplinary Action	Warning for being late.
	3/15/2008	Disciplinary Action	Warning for being late
	8/1/2008	Disciplinary Action	Warning for being late. 90 days probation

Record: 1 of 6

Select " Design View"

Your FORM should have this display.



Select "Property Sheet"

Left "Click" on the outside of the form to highlight the box.

2

1

Select inside the box.

"Click" the "3 Dots"

The image shows a screenshot of a 'Property Sheet' window in a software application. The window title is 'Property Sheet' and the object name is 'frmPersonalAction'. The window has a tabbed interface with tabs for 'Format', 'Data', 'Events', 'Other', and 'All'. The 'Format' tab is currently selected. The property list includes:

Name	frmPersonalAction
Visible	Yes
Source Object	frmPersonalAction
Link Master Fields	
Link Child Fields	
Width	8.8333"
Height	2.0417"
Top	2.4167"
Left	0.125"
Border Style	Solid
Border Width	Hairline
Border Color	Background 1, Darker 35%
Special Effect	Flat
Gridline Style Top	Transparent
Gridline Style Bottom	Transparent
Gridline Style Left	Transparent
Gridline Style Right	Transparent
Gridline Width Top	1 pt
Gridline Width Bottom	1 pt
Gridline Width Left	1 pt
Gridline Width Right	1 pt
Top Padding	0.0208"
Bottom Padding	0.0208"
Left Padding	0.0208"
Right Padding	0.0208"

Two annotations are present: a yellow circle with the number '1' and an arrow pointing to the 'Source Object' property, and another yellow circle with the number '2' and an arrow pointing to a '3 Dots' menu icon in the right margin of the property list.

Select "OK"

Subform Field Linker

Master Fields: EmployeeID

Child Fields: EmployeeID

Result: Show PersonalAction for each record in <SQL Statement> using EmployeeID

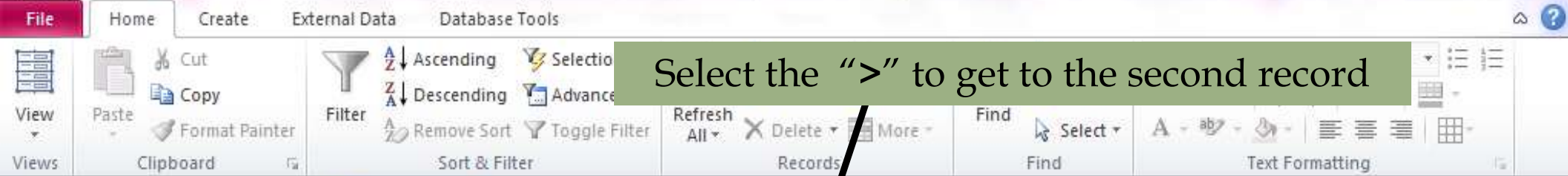
OK

Cancel

Suggest...

If the fields are the same in both FORMS then they will populate automatically

Select the ">" to get to the second record



- All Access Objects
- Tables
 - Accounts
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
- Queries
 - Accounts_Crosstab
 - Find duplicates for EmployeesX
 - qryAggregate
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace
- Forms
 - frmEmployees
 - frmEmployeesW
 - frmPersonalAction

frmEmployees

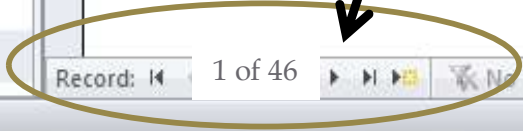
EmployeeID: 1
PositionTitle: Developer
Department: Production
LName: Upton
FName: Barbara

frmPersonalAction:

PActionID	Date	PType	Comments
(New)			

Record: 1 of 1 No Filter Search

Record: 1 of 46 No Filter Search



Close the FORM by selecting the "X".

The screenshot displays the Microsoft Access interface with the 'frmEmployees' form open. The form contains several text boxes for data entry:

- EmployeeID: 2
- PositionTitle: Production Wo
- Department: Production
- LName: Rollo
- FName: Deborah

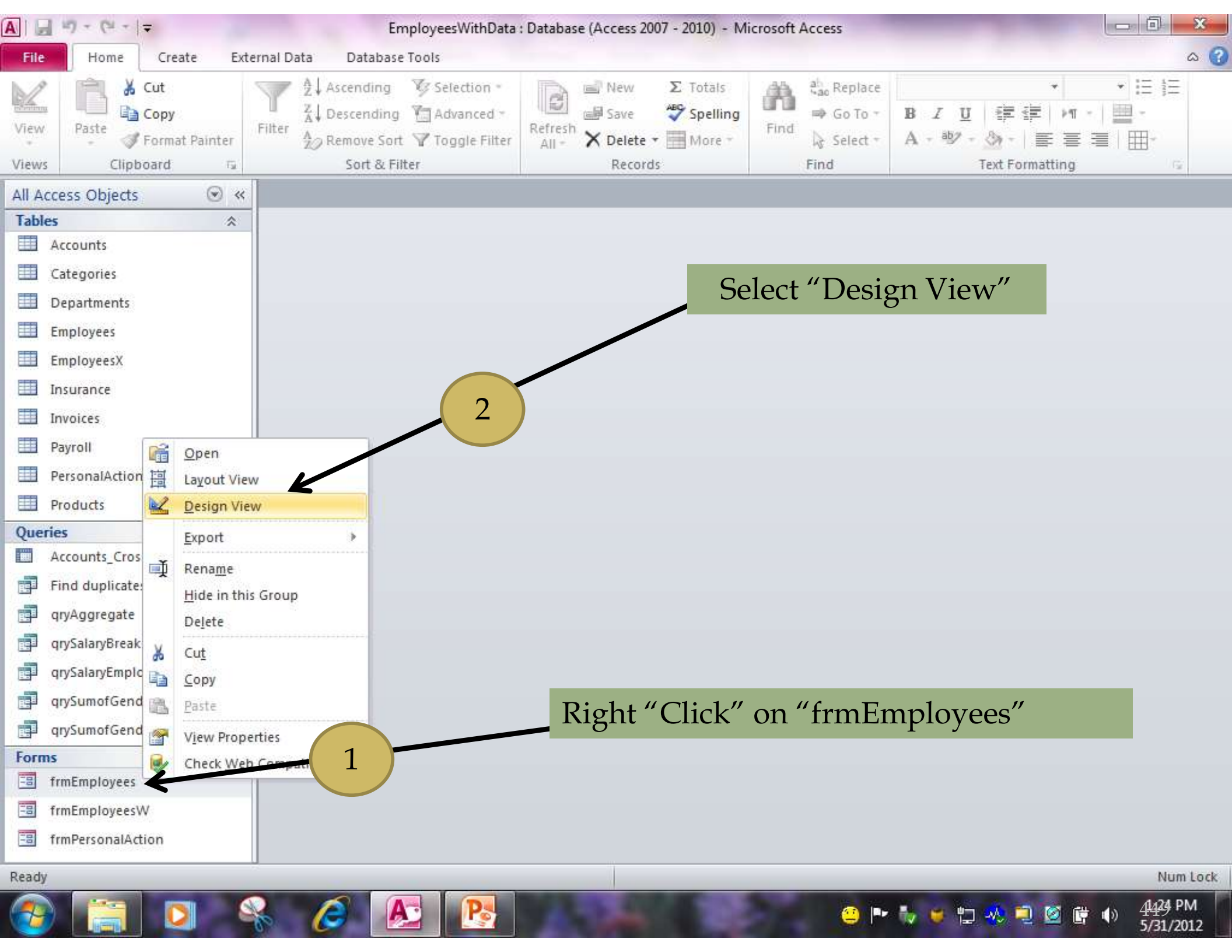
Below these fields is a table titled 'frmPersonalAction' with the following data:

PActionID	Date	PType	Comments
1		Award	Employee of the Year 2006
	12/1/2007	Award	Employee of the Year 2007
*	5/31/2012		

The status bar at the bottom indicates 'Record: 2 of 65'.

Using the “**EmployeeWithData**” DATABASE.

7. Create a combo lookup field to find Employees.



File Home Create External Data Database Tools

View Paste Copy Format Painter Filter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All New Save Delete Records Find Go To Select Find Replace Go To Select Text Formatting

- All Access Objects
- Tables
 - Accounts
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
 - Queries
 - Accounts_Cros
 - Find duplicate
 - qryAggregate
 - qrySalaryBreak
 - qrySalaryEmpl
 - qrySumofGend
 - qrySumofGend
 - Forms
 - frmEmployees
 - frmEmployeesW
 - frmPersonalAction

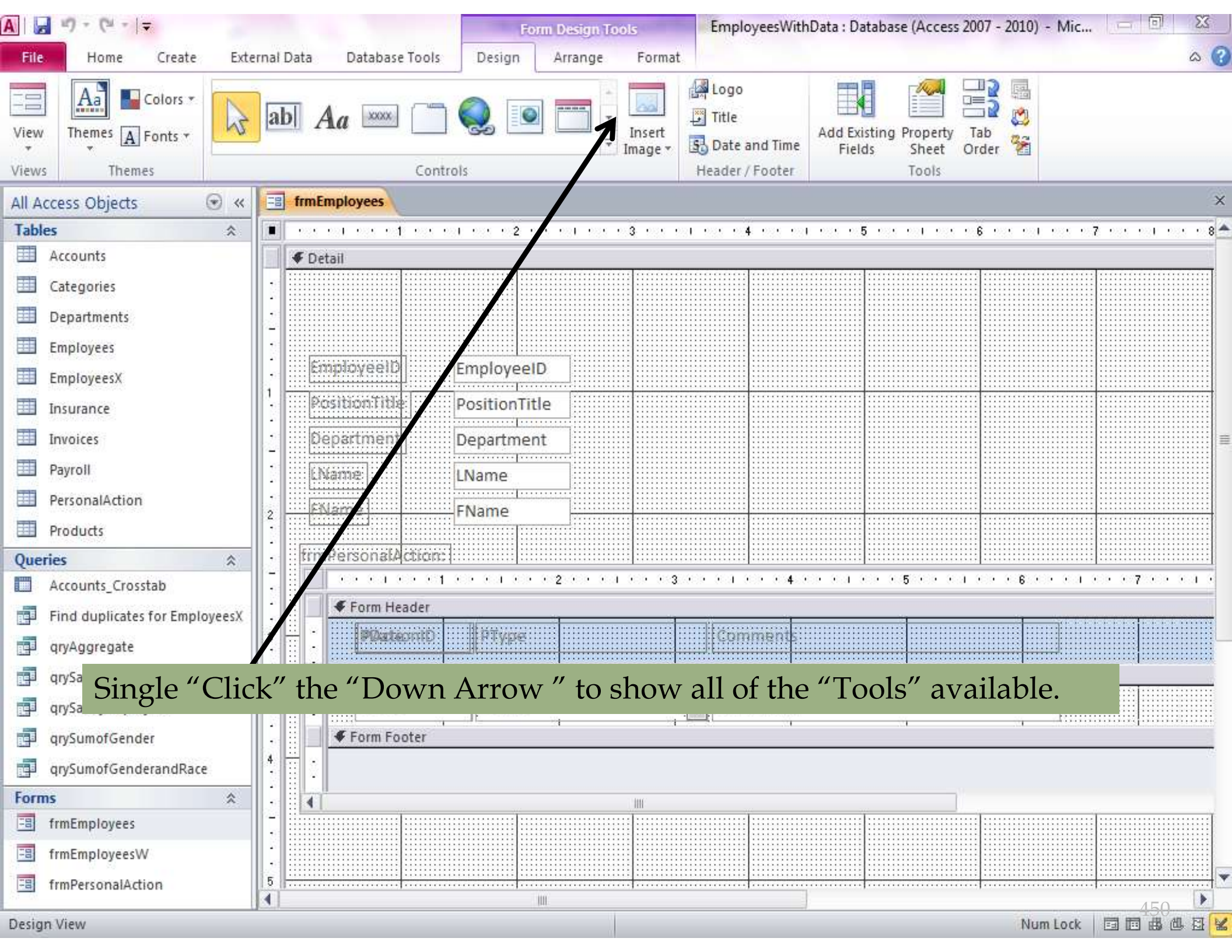
Select "Design View"

2

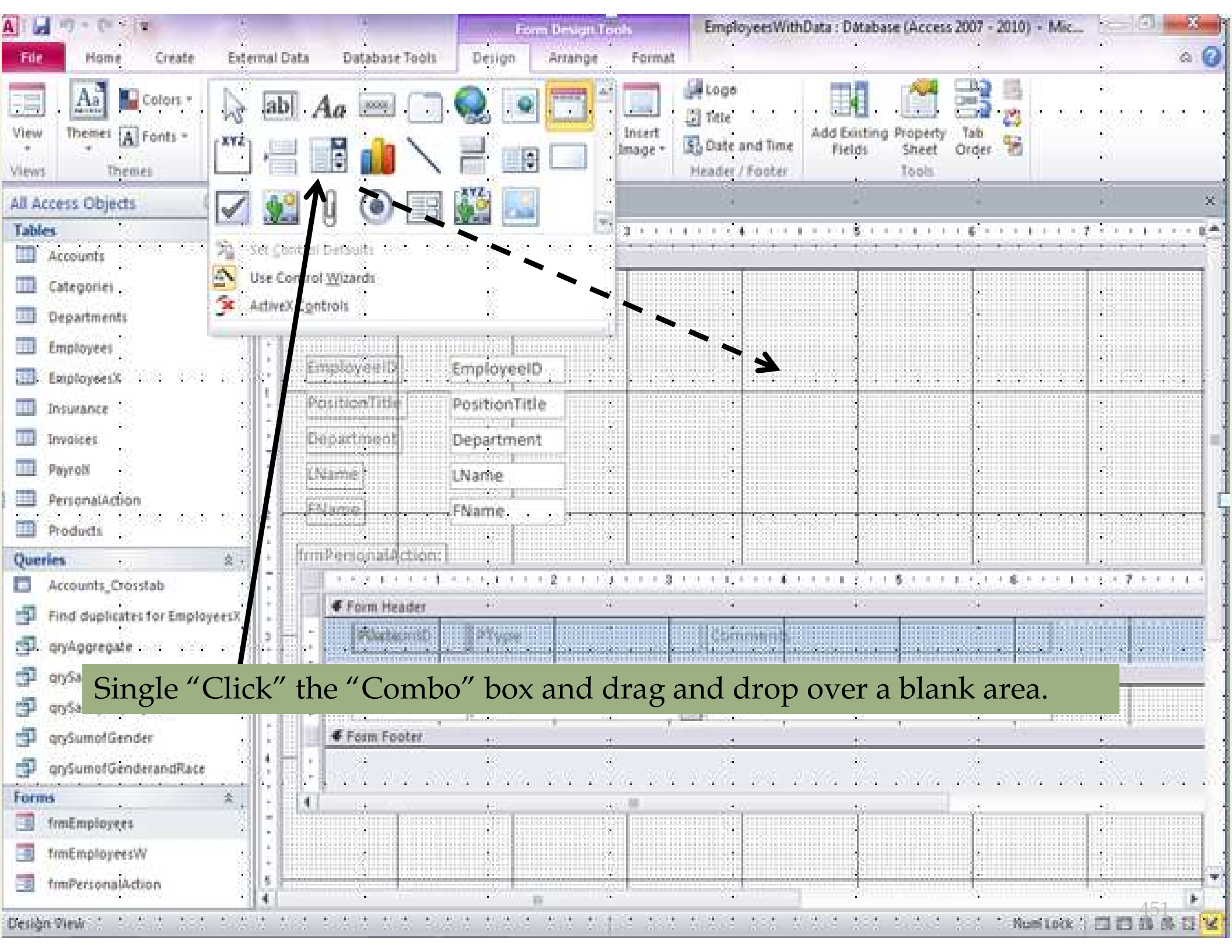
- Open
- Layout View
- Design View
- Export
- Rename
- Hide in this Group
- Delete
- Cut
- Copy
- Paste
- View Properties
- Check Web Compat

Right "Click" on "frmEmployees"

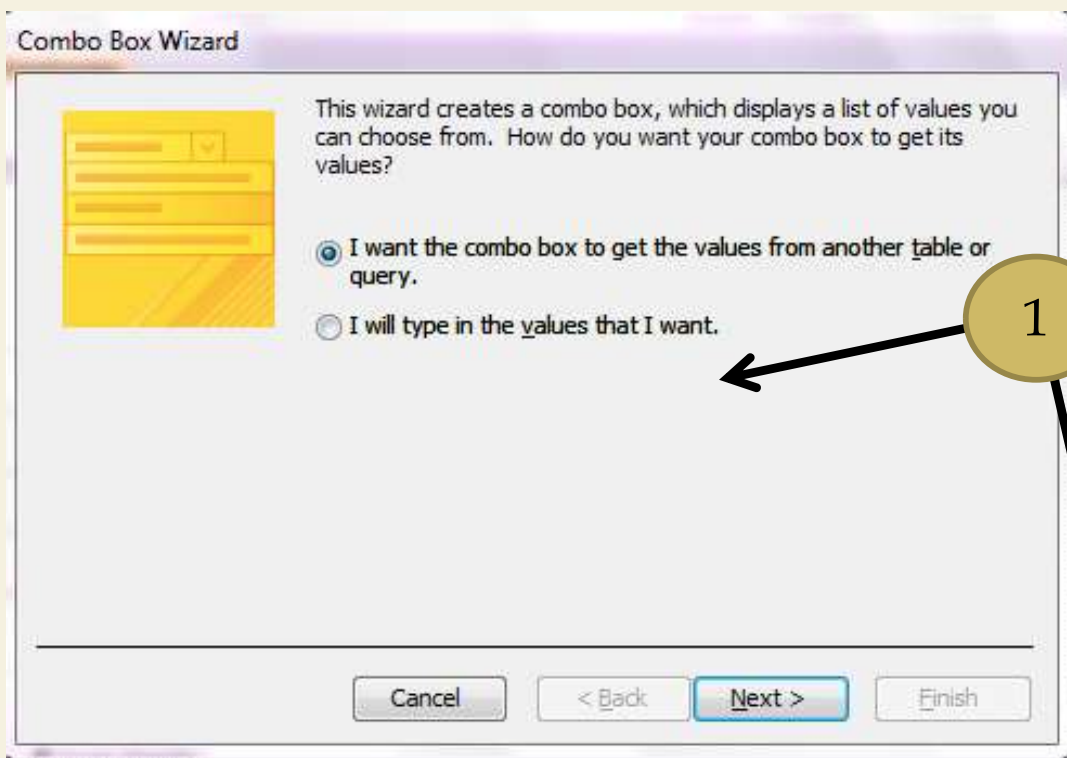
1



Single "Click" the "Down Arrow" to show all of the "Tools" available.



Single "Click" the "Combo" box and drag and drop over a blank area.

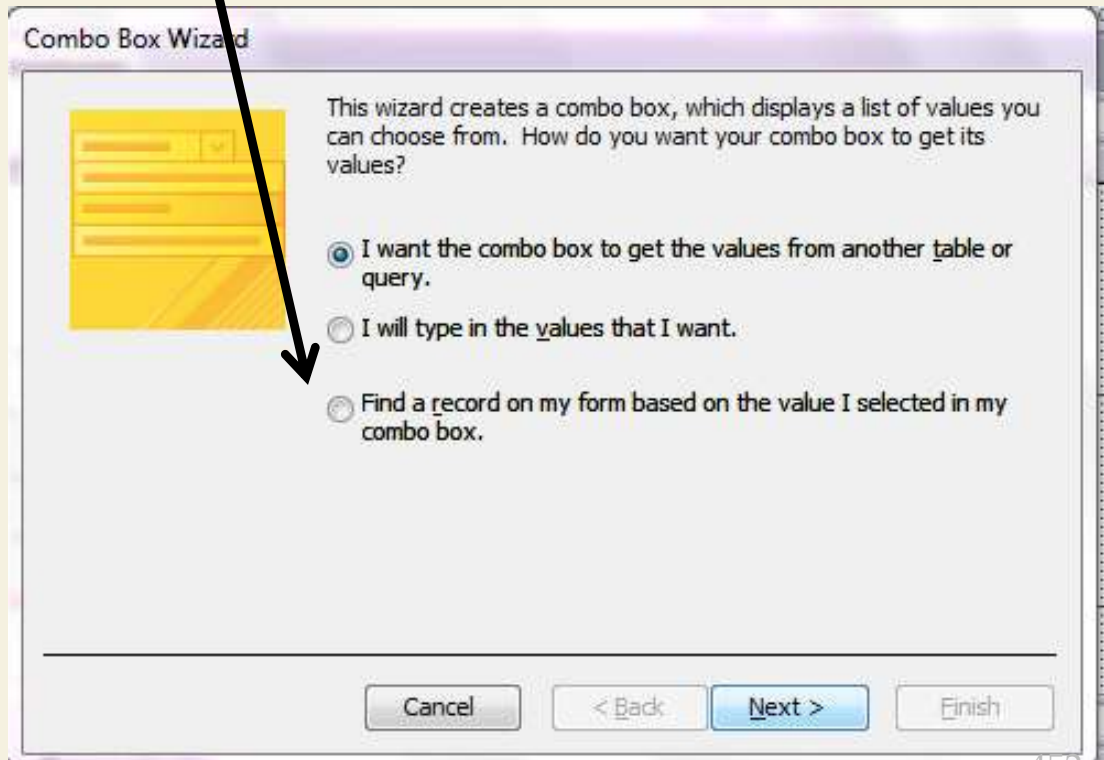


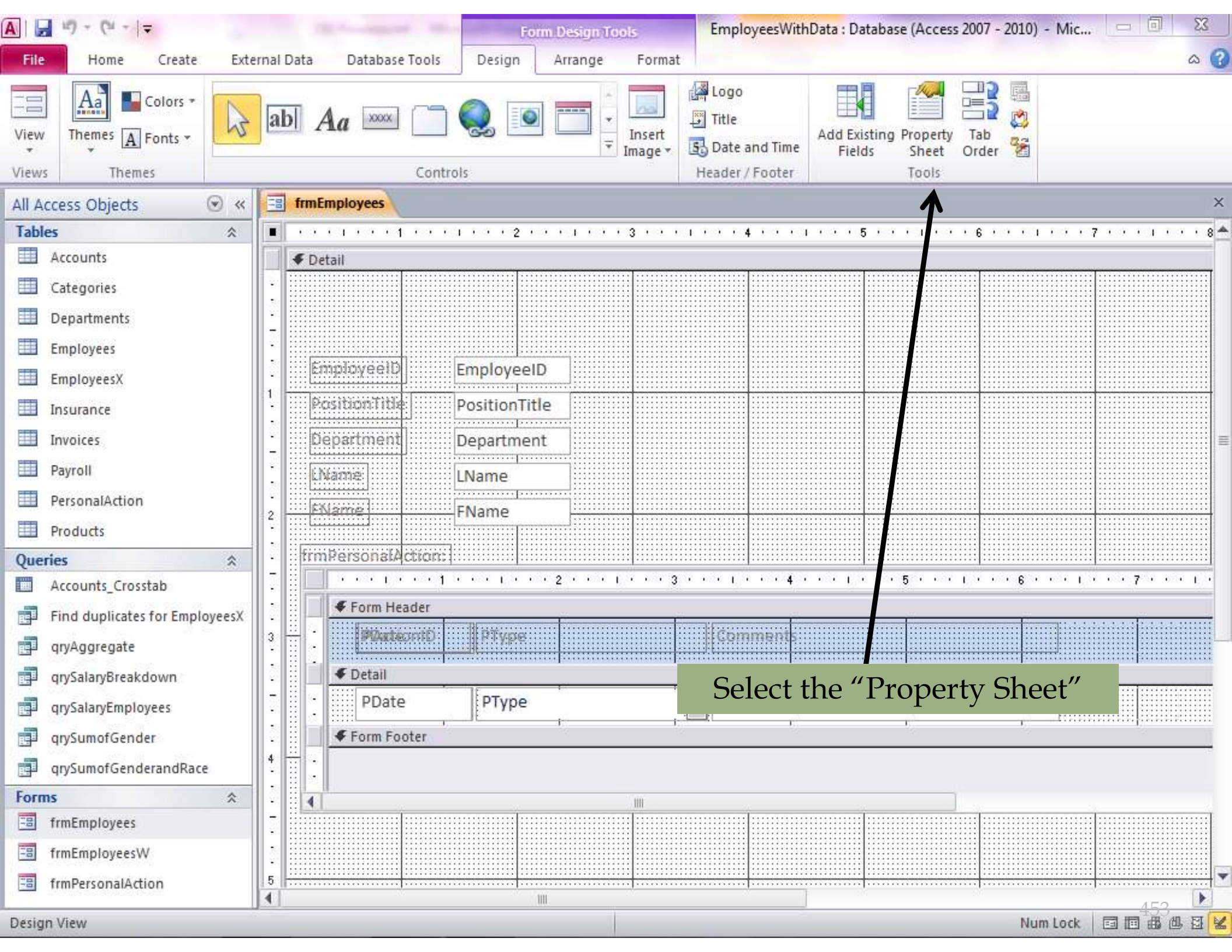
This COMBO box is missing a feature to find a record. The one below has that extra feature. Why does this not display the extra feature?

1

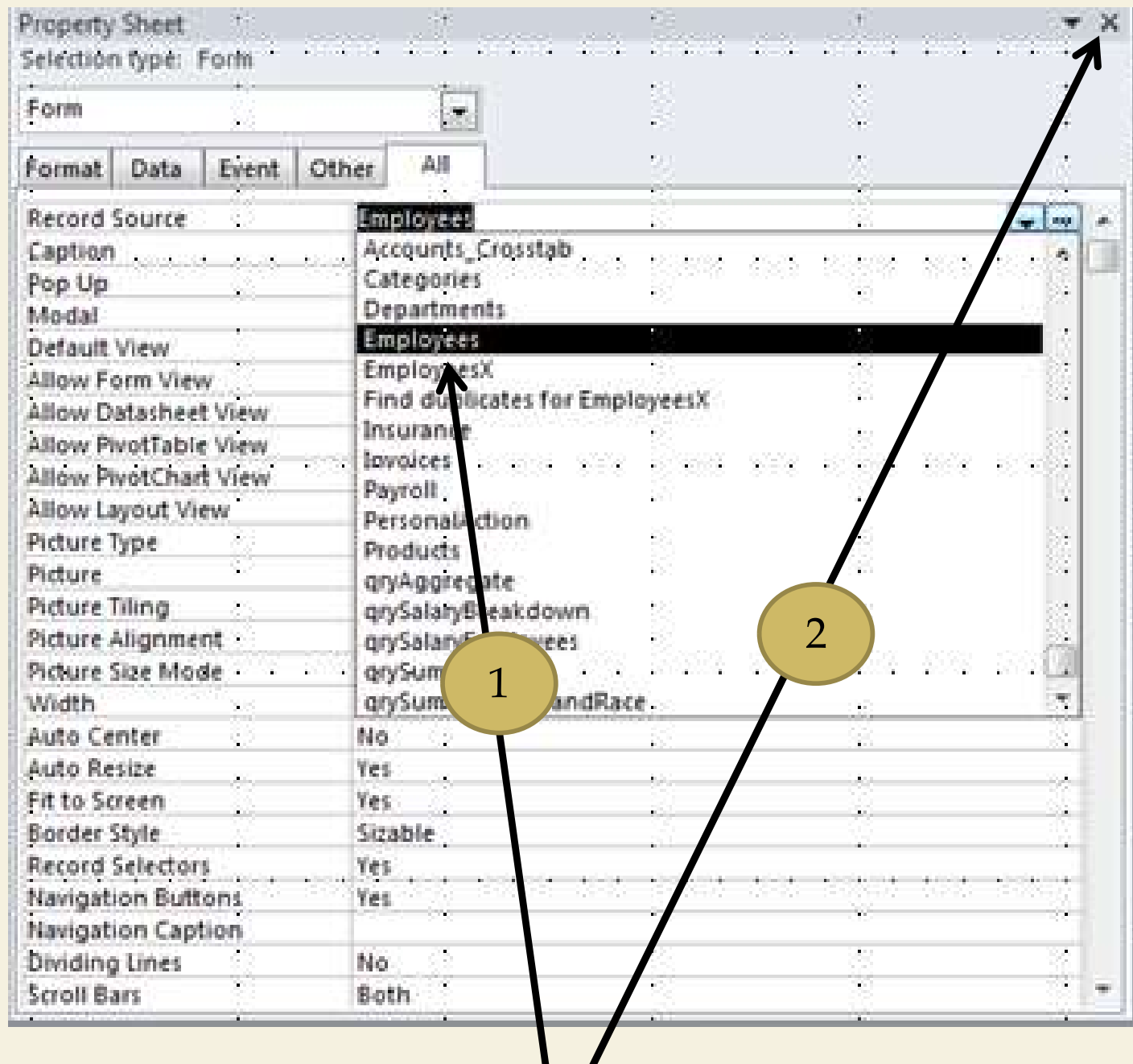
2

Select "Cancel"

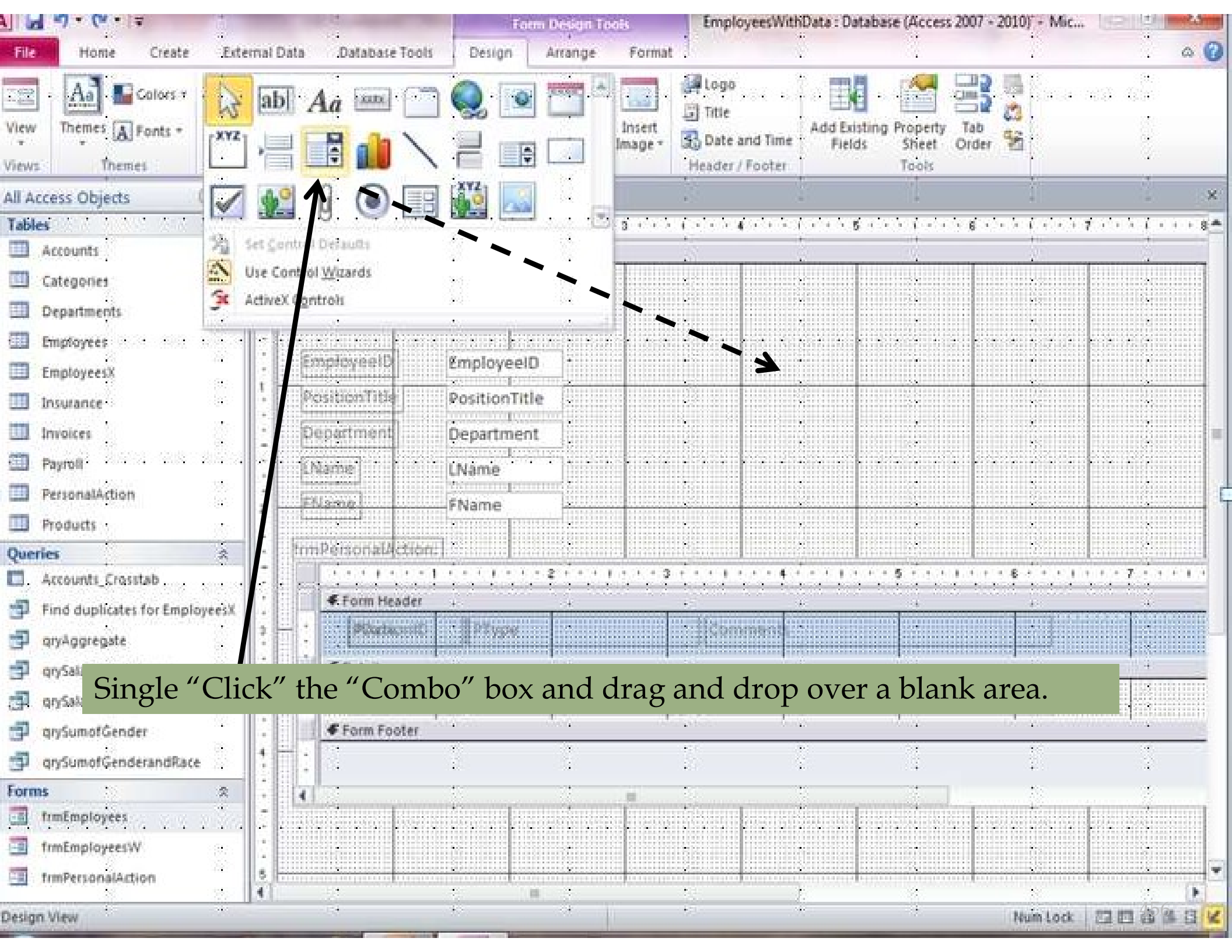




Select the "Property Sheet"



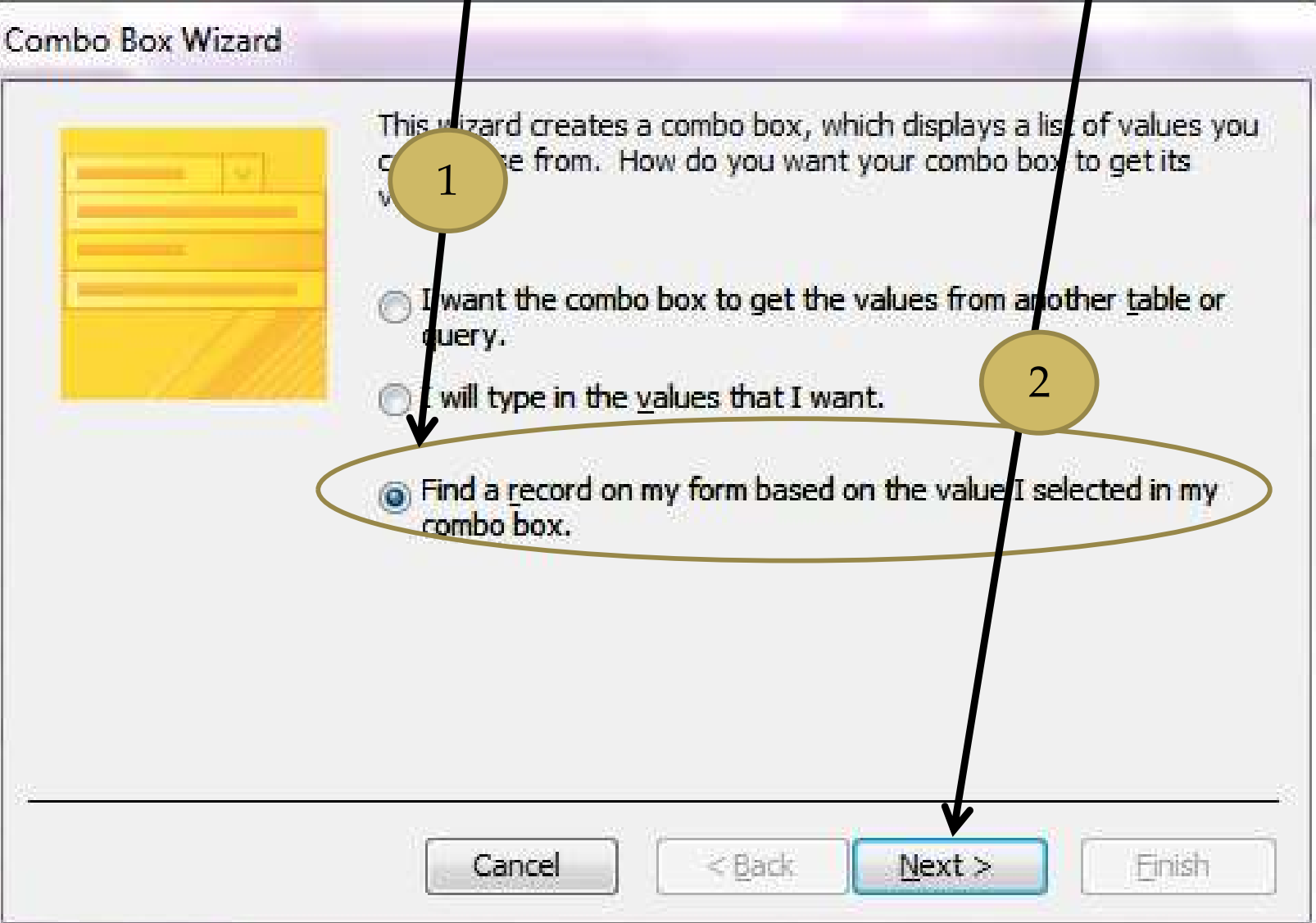
Select the "Employees" TABLE and Select the "X"



Single "Click" the "Combo" box and drag and drop over a blank area.

Select the "Find a record on my form...." Select "Next".

Combo Box Wizard



This wizard creates a combo box, which displays a list of values you choose from. How do you want your combo box to get its values?

- I want the combo box to get the values from another table or query.
- I will type in the values that I want.
- Find a record on my form based on the value I selected in my combo box.

Cancel < Back Next > Finish

Move the "EmployeeID", "LName", and "FName" to the right by selecting the field and the ">". Select "Next".

COMBO BOX Wizard

Which fields of Employees contain the values you want included in your combo box? The fields you select become columns in your combo box.

Available Fields:

- PositionTitle
- Department
- Address
- City
- State
- Zip
- Status
- HireDate

Selected Fields:

- EmployeeID
- LName
- FName

Buttons: Cancel, < Back, Next >, Finish

Select "Next"

Combo Box Wizard

How wide would you like the columns in your combo box?

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Hide key column (recommended)

LName	FName		
Upton	Barbara		
Rollo	Deborah		
Strunk	Deena		
Swanson	Deidra		
Taylor	DeKeisha		
Teel	Delonia		
Tener	Delonia		

Cancel < Back **Next >** Finish

Change the LABEL to "Select Employee". Select "Finish"

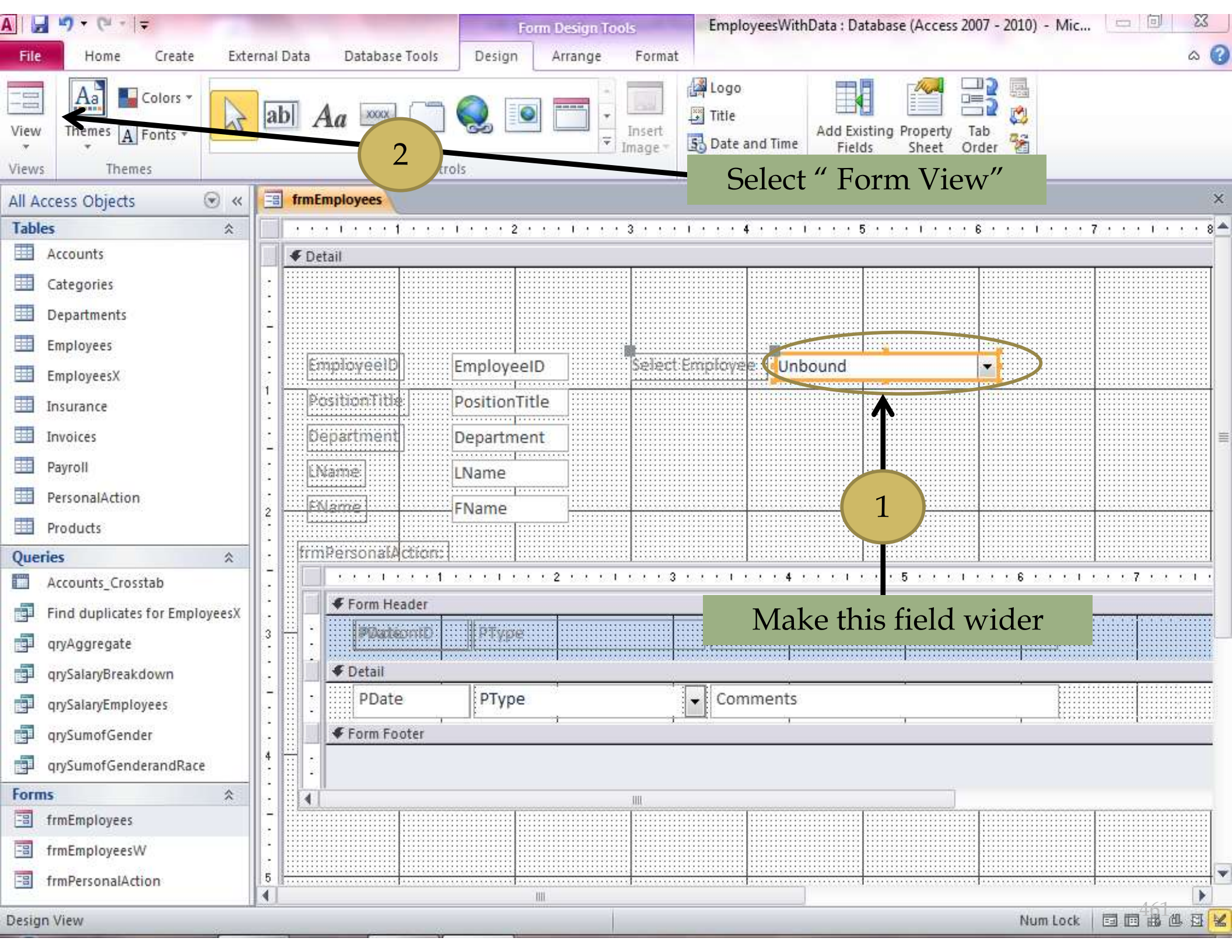
Combo Box Wizard

What label would you like for your combo box?

Select Employee

Those are all the answers the wizard needs to create your combo box.

Cancel < Back Next > Finish

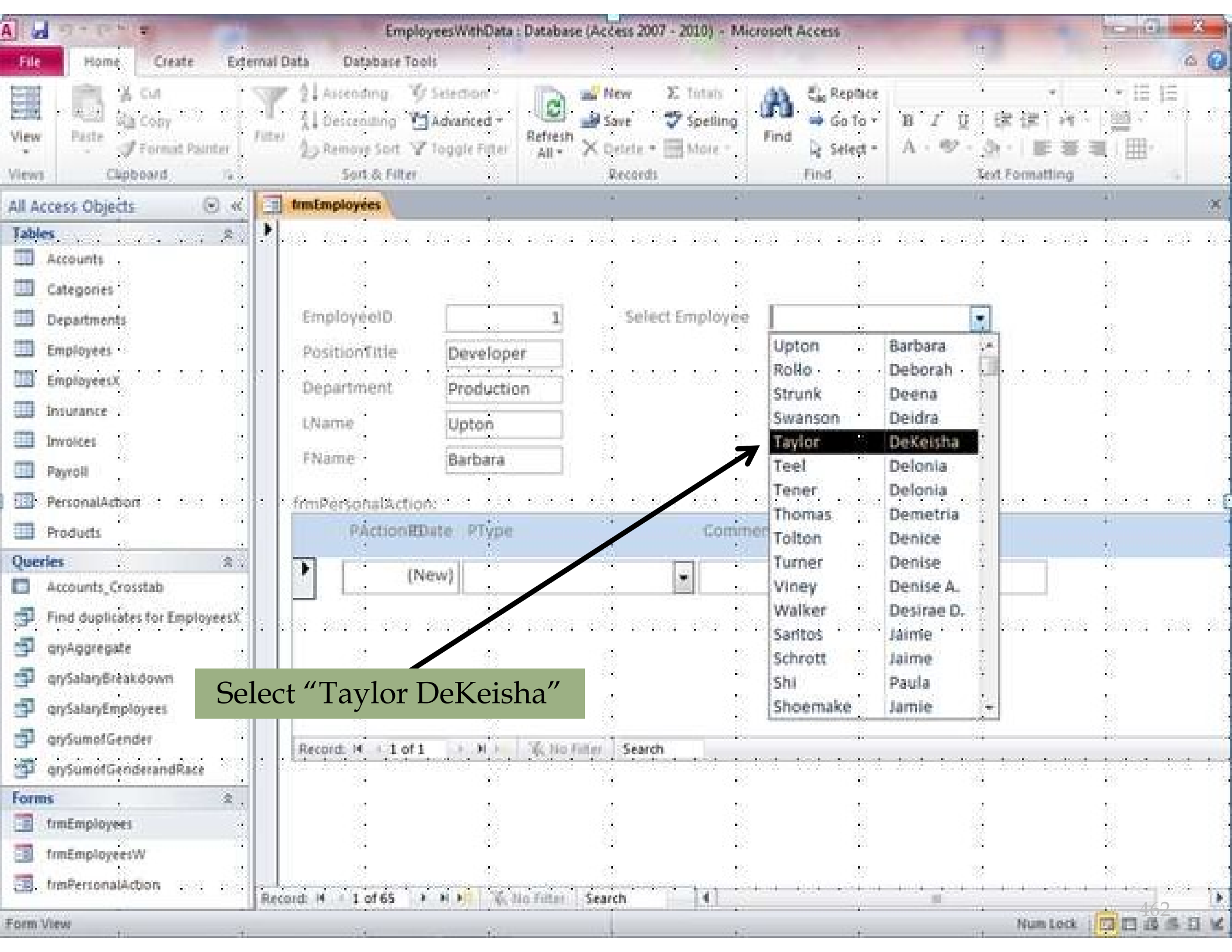


Select "Form View"

2

1

Make this field wider



Select "Taylor DeKeisha"

- | | |
|---------------|-----------------|
| Upton | Barbara |
| Rollo | Deborah |
| Strunk | Deena |
| Swanson | Deidra |
| Taylor | DeKeisha |
| Teel | Delonia |
| Tener | Delonia |
| Thomas | Demetria |
| Tolton | Denice |
| Turner | Denise |
| Viney | Denise A. |
| Walker | Desirae D. |
| Santos | Jaimie |
| Schrott | Jaime |
| Shi | Paula |
| Shoemake | Jamie |

File Home Create External Data Database Tools

View Paste Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Delete More Records New Save Delete Find Go To Select Replace Go To Text Formatting

- All Access Objects
- Tables
 - Accounts
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
 - Queries
 - Accounts_Crosstab
 - Find duplicates for EmployeesX
 - qryAggregate
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace
 - Forms
 - frmEmployees
 - frmEmployeesW
 - frmPersonalAction

frmEmployees

EmployeeID: 5 Select Employee: Taylor

PositionTitle: Production Wo

Department: Production

LName: Taylor

FName: DeKeisha

frmPersonalAction:

	PActionID	Date	PType	Comments
▶		6	Award	Performance Award
*		6/1/2012		

Record: 1 of 1

Your FORM should have this display.

Using the “**EmployeeWithData**” DATABASE.

8. Change the combo box to look up by Last Name in Ascending order. Hide the EmployeeID field.

File Home Create External Data Database Tools

View Paste Copy Format Painter Filter Filter Ascending Descending Selection Advanced Refresh All Delete More Records Find Replace Go To Select Text Formatting

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for EmployeesX
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW
- frmPersonalAction

frmEmployees

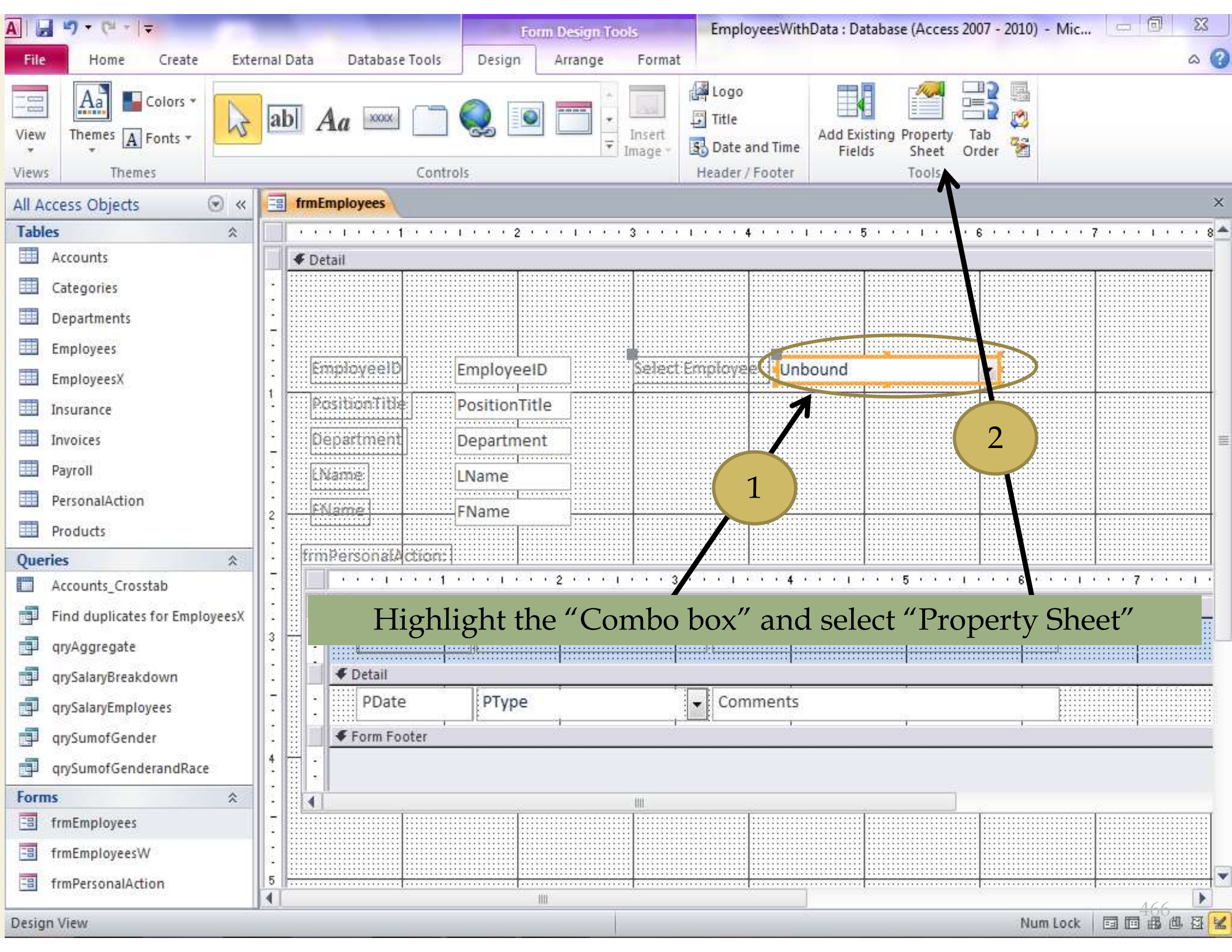
EmployeeID: 5
PositionTitle: Production Wo
Department: Production
LName: Taylor
FName: DeKeisha

frmPersonalAction:

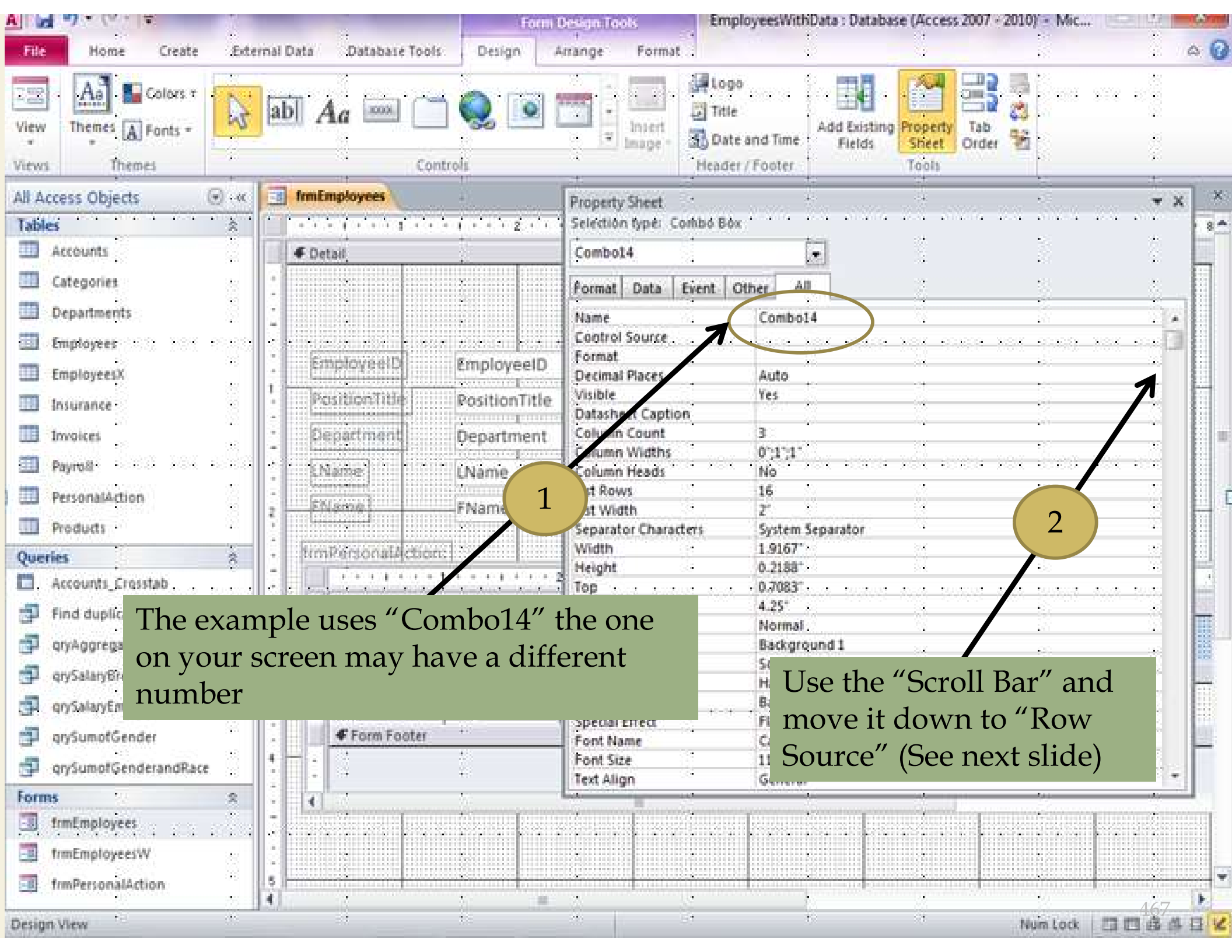
	PActionID	Date	PType	Comments
▶		6	Award	Performance Award
*		6/1/2012		

Record: 1 of 1 No Filter Search

Select "Design View"



Highlight the "Combo box" and select "Property Sheet"



The example uses "Combo14" the one on your screen may have a different number

Use the "Scroll Bar" and move it down to "Row Source" (See next slide)

Property Sheet

Selection type: Combo Box

Combo14

Format | Data | Event | Other | All

Vertical Anchor	Top
Can Grow	No
Can Shrink	No
Display When	Always
Reading Order	Context
Scroll Bar Align	System
Numeral Shapes	System
Keyboard Language	System
Row Source	SELECT [Employees].[EmployeeID], [Employees].[LName], [Em] ...
Row Source Type	Table/Query
Bound Column	1
Limit To List	Yes
Allow Value List Edits	Yes
List Items Edit Form	
Inherit Value List	Yes
Show Only Row Selected	No
Input Mask	
Default Value	
Enabled	Yes
Locked	No
Auto Expand	Yes
On Click	
Before Update	

1

2

Select the "3 dots" that appeared.

"Click" into the "Row Source" row

Close the QUERY by selecting the "X".

2

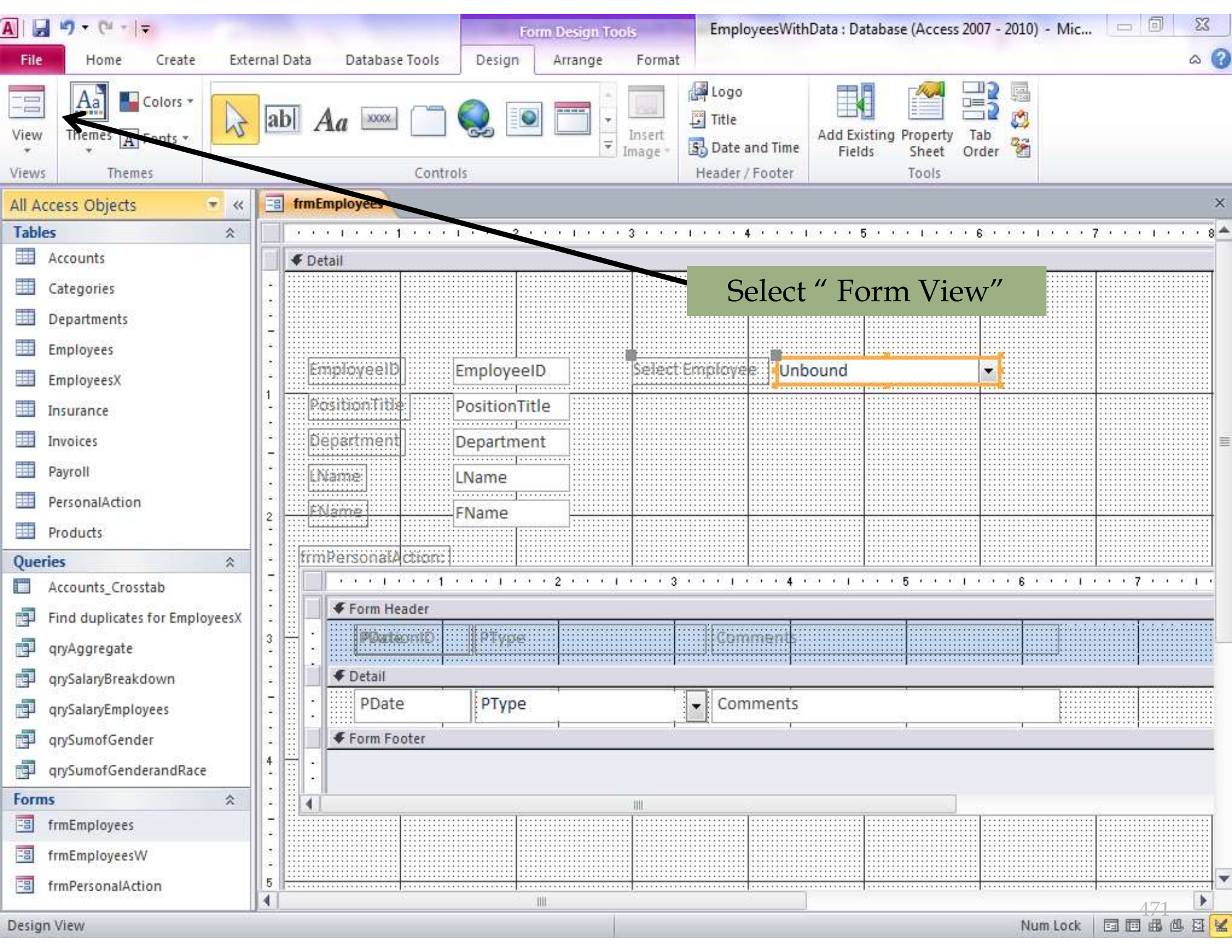
Change the "LName" and "FName" "Sort" row to "Ascending"

1

Field:	EmployeeID	LName	FName						
Table:	Employees	Employees	Employees						
Sort:		Ascending	Ascending						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Criteria:									
oc:									

This warning will display.
Select "Yes"





Select "Form View"

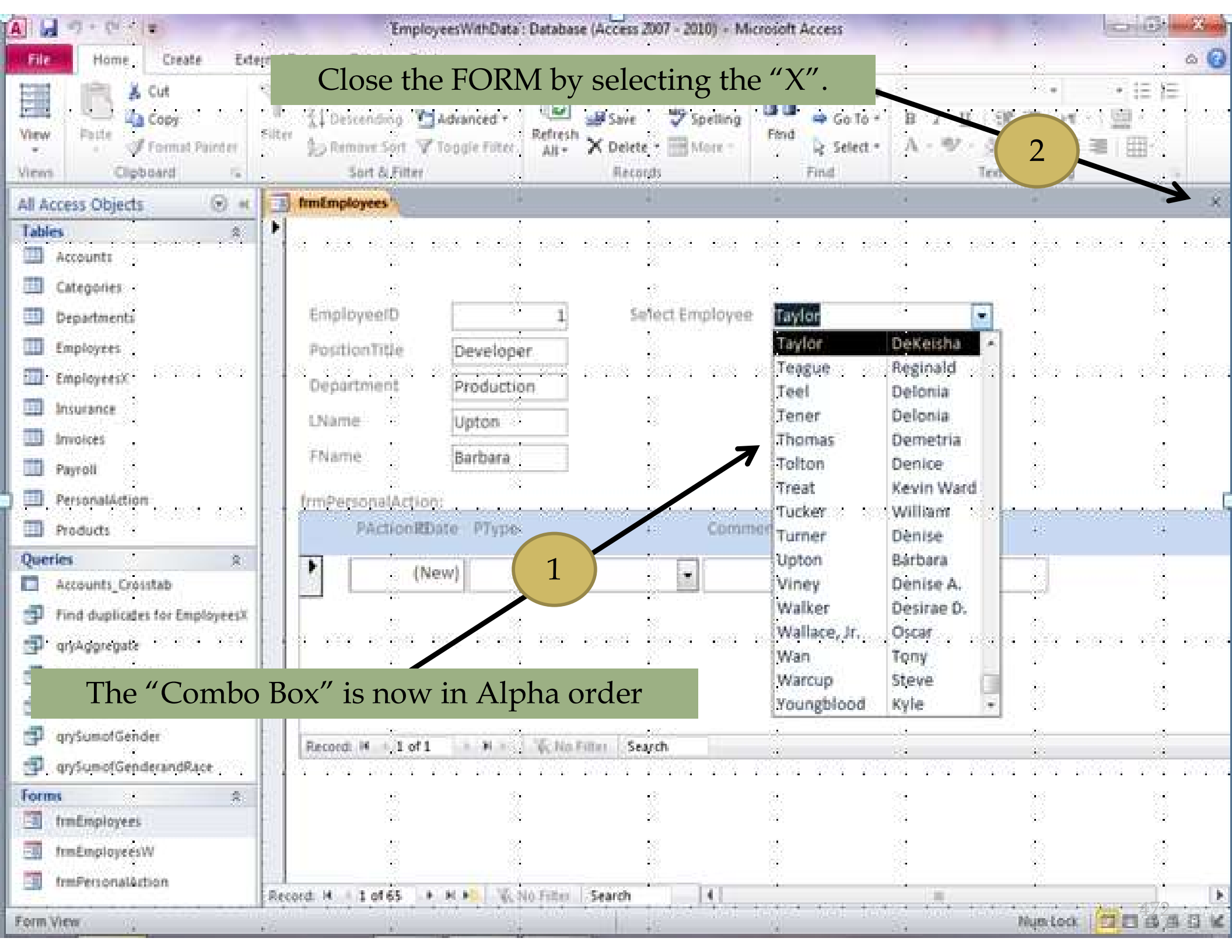
Select Employee Unbound

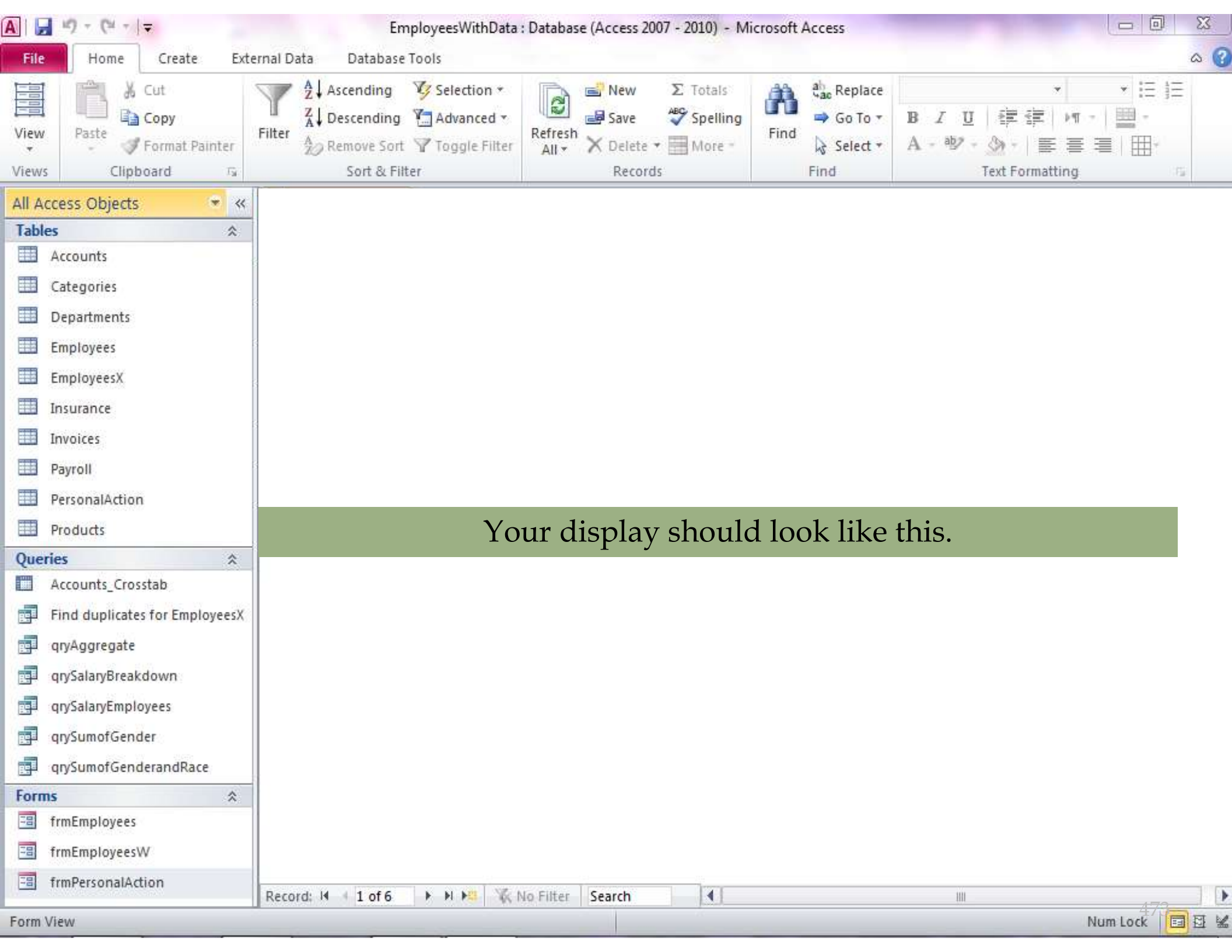
Close the FORM by selecting the "X".

2

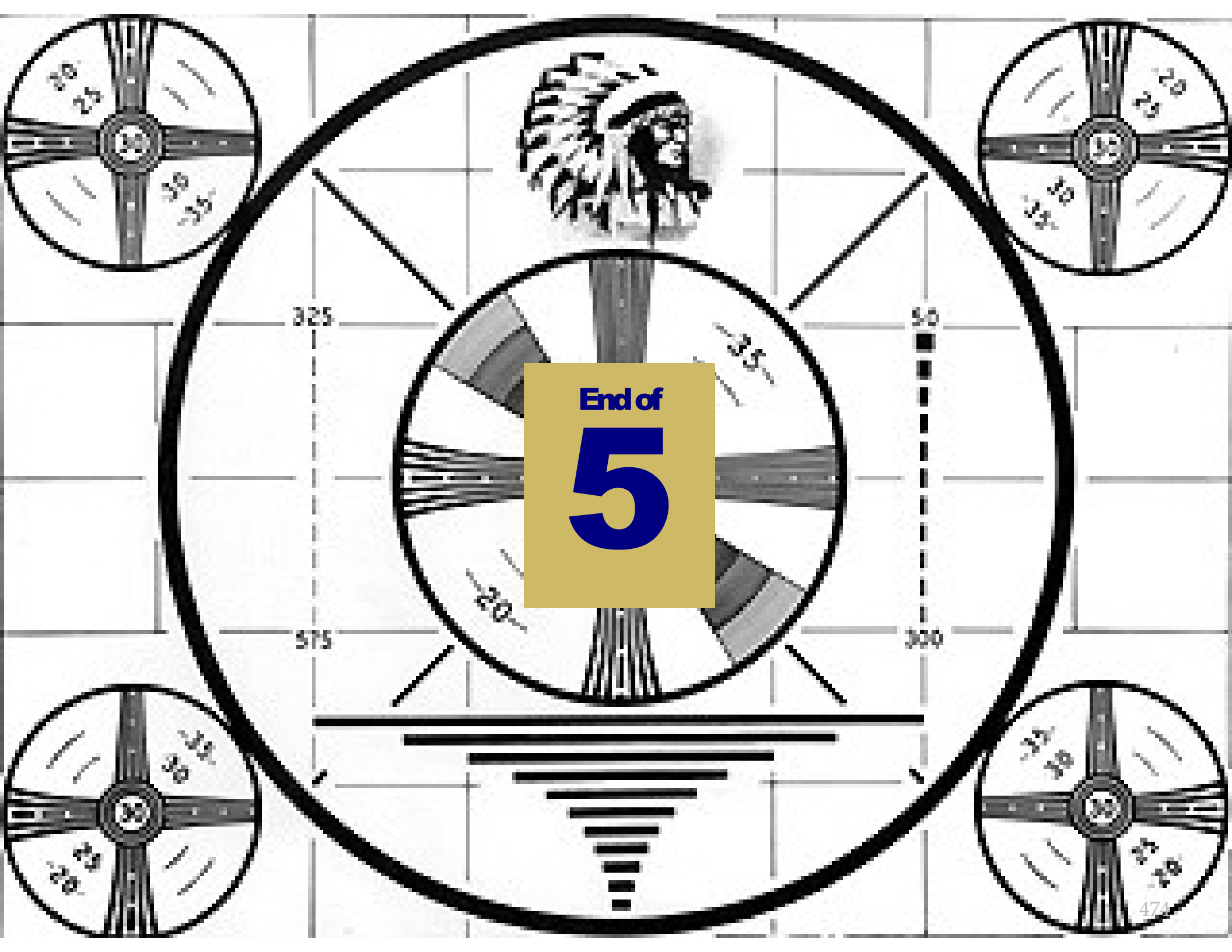
1

The "Combo Box" is now in Alpha order





Your display should look like this.



End of
5

CENTRAL STATES AIR RESOURCE AGENCIES
150 CenSARA – Student Workbook



Hands On

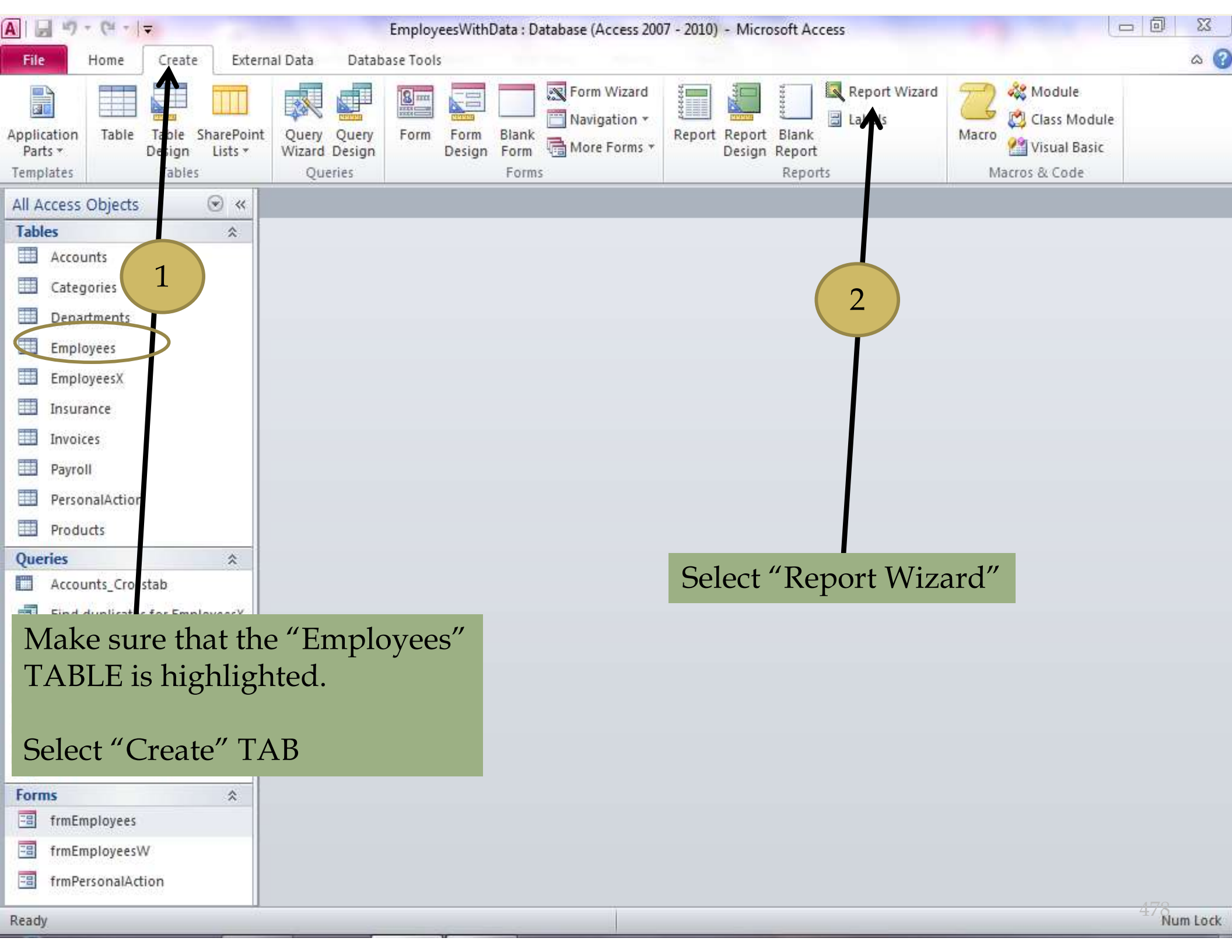
6

Using the “**EmployeeWithData**” DATABASE.

1. Create a report using the Wizard on the Employees TABLE. Select the EmployeeID, PositionTitle, Department, LName, and FName. Group the employees by Department. Sort by LName & FName. Save and name the report **rptEmployeesW**.
2. Create a report using the “Design View”. Select EmployeeID, PositionTitle, Department, LName, and FName from the Employees TABLE. Group the employees by Department. Save and name the report **rptEmployees**.
3. Modify the qrySalaryEmployees and add the PayRate field into the query. Close and save. Create a report using the Report Wizard. Make sure that **qrySalaryEmployees** is **high-lighted**. Select LName, FName, PayRate and Department. Group on Department. Sort on PayRate in Ascending order. **Sum** on the PayRate. Save and name the report **rptSalaryEmployees..**
4. Create a report based on the Personnel Action TABLE using the Report Wizard. Remove the Report header. Name the report **rptPersonnelAction**.
5. Embed the **rptPersonnelAction** into the **rptEmployees** report. Link the Master and Child fields. Look up Kenneth Sheets.

Using the “**EmployeeWithData**” DATABASE.

1. Create a report using the Wizard on the Employees TABLE. Select the EmployeeID, PositionTitle, Department, LName, and FName. Group the employees by Department. Sort by LName & FName. Save and name the report **rptEmployeesW**.



1

2

Select "Report Wizard"

Make sure that the "Employees" TABLE is highlighted.

Select "Create" TAB

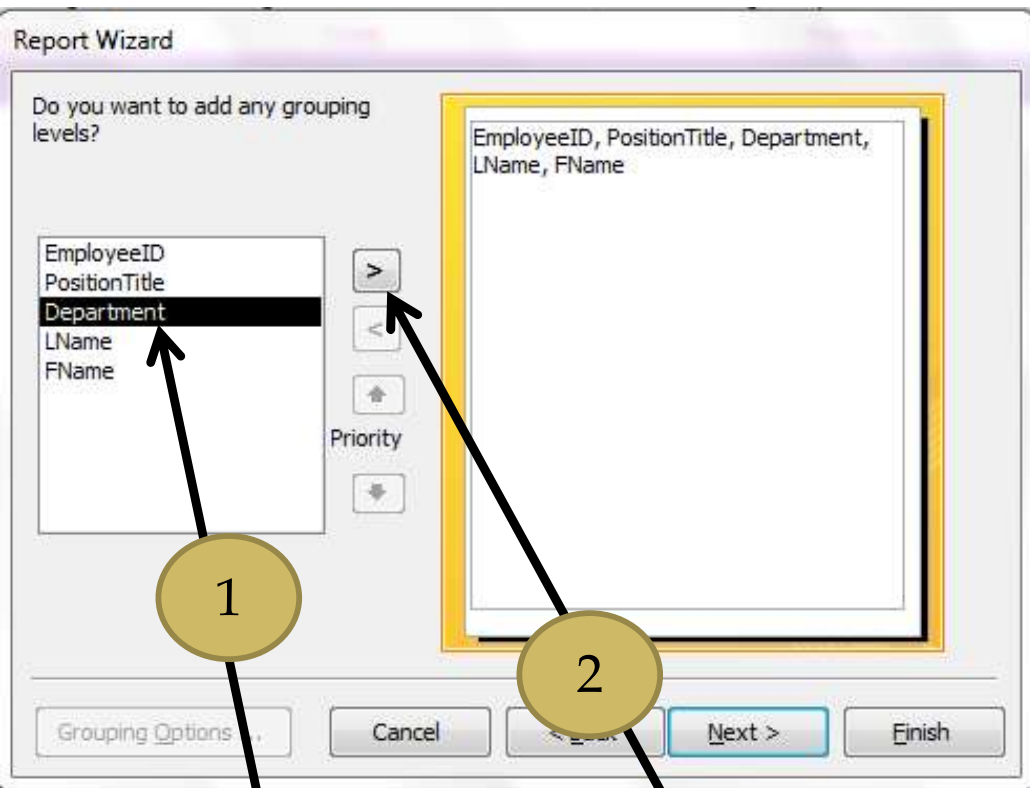
Select "EmployeeID", "PositionTitle", "Department", "LName", and "FName" and move them to the right using the ">"

The screenshot shows a report wizard dialog box with the following elements:

- Title:** Which fields do you want on your report?
- Subtitle:** You can choose from more than one table or query.
- Tables/Queries:** A dropdown menu showing "Table: Employees".
- Available Fields:** A list of fields including Address, City, State, Zip, Status, HireDate, HPhone, and BPhone.
- Selected Fields:** A list of fields including EmployeeID, PositionTitle, Department, LName, and FName.
- Navigation:** Buttons for Cancel, < Back, Next >, and Finish.

Annotations in the image include:

- A yellow circle with the number "1" pointing to the right arrow button between the Available Fields and Selected Fields lists.
- A yellow circle with the number "2" pointing to the "Next >" button.
- A green callout box with the text "Select 'Next'" pointing to the "Next >" button.



Notice the "Department" is in "Blue"

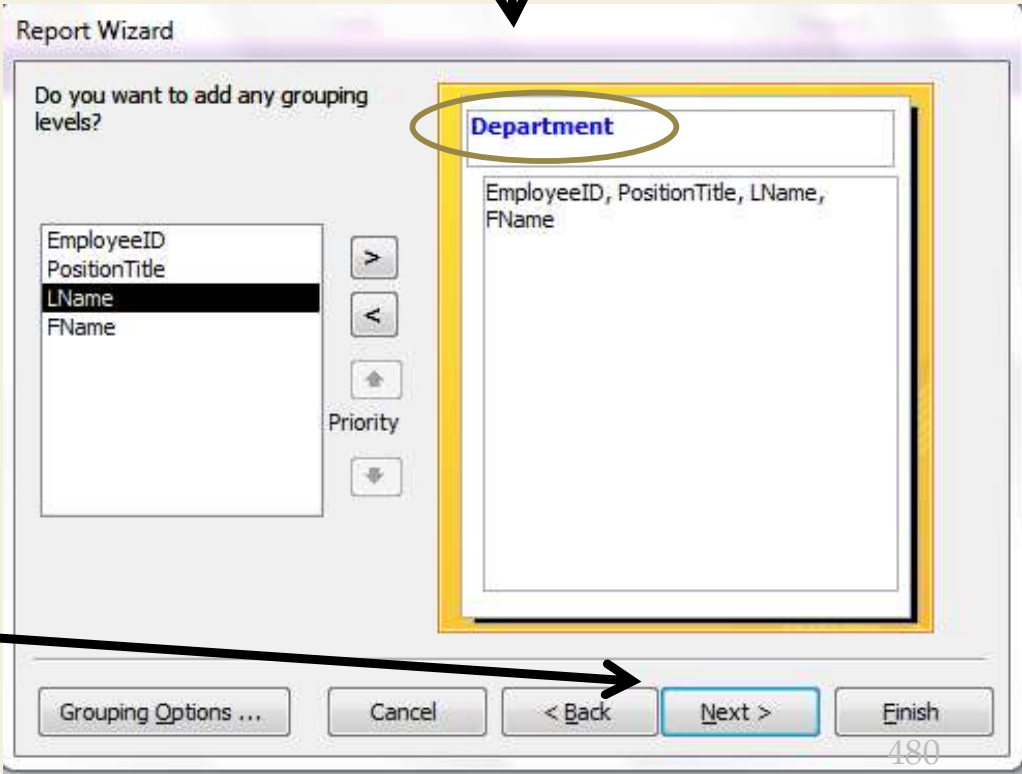
3

Highlight "Department"

Select ">"

Select "Next"

4



Sort by "LName" and "FName"

Report Wizard

What sort order do you want for detail records?

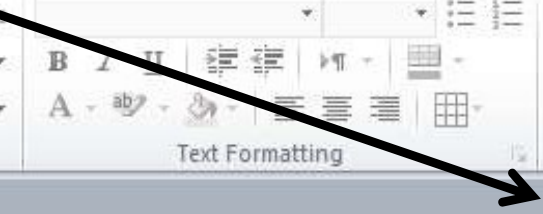
You can sort records by up to four fields, in either ascending or descending order.

1	LName	Ascending
2	FName	Ascending
3	(None) EmployeeID PositionTitle	Ascending
4	LName FName	Ascending

Cancel < Back Next > Finish

Select "Finish"

Close the REPORT by selecting the "X".



File Home Create External

View Paste Copy Cut Format Painter

Views Clipboard

Filter Filter

Sort & Filter Descending Advanced Remove Sort Toggle Filter

Records Save Spelling Refresh All Delete More

Find Go To Select

Text Formatting

B I U L

A - ab

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

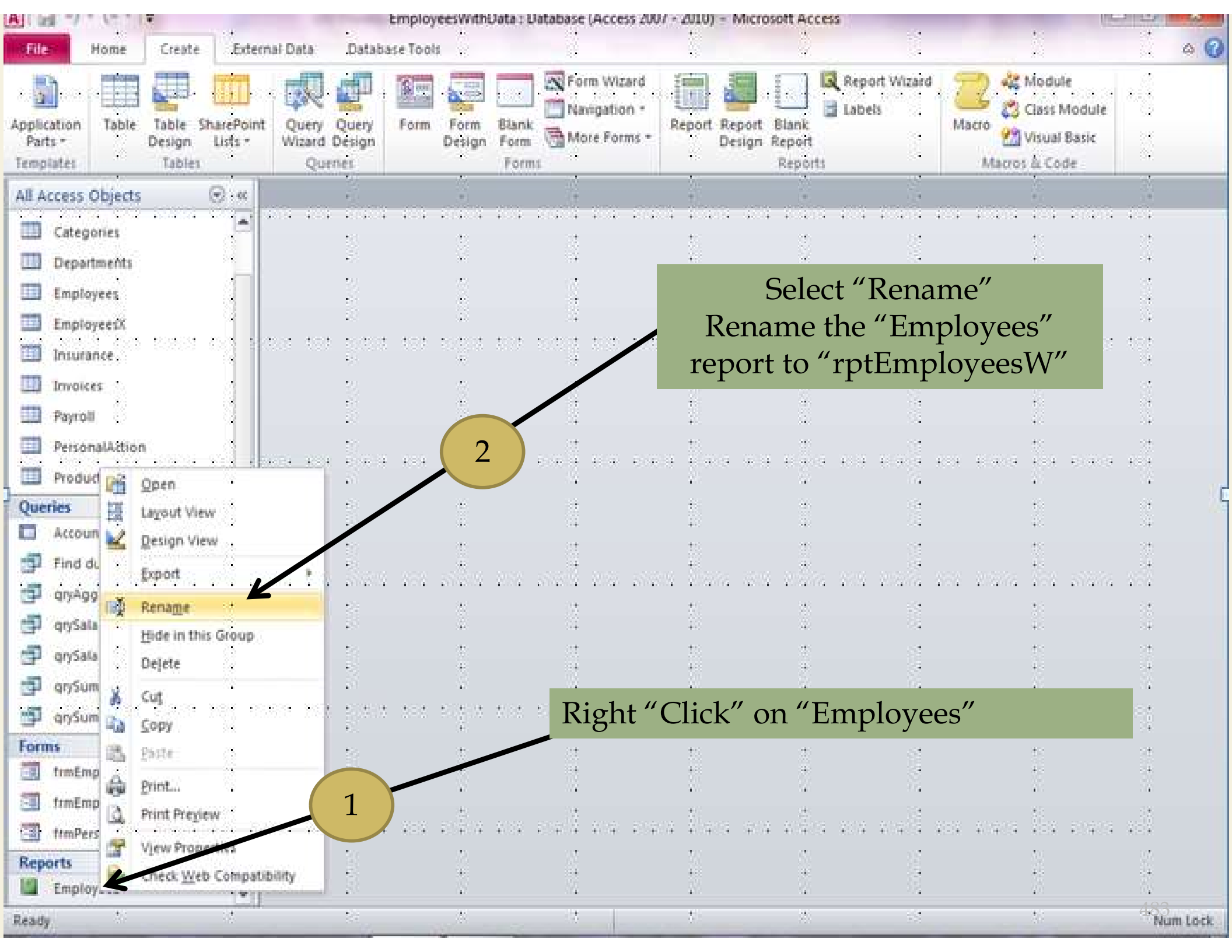
- Accounts_Crosstab
- Find duplicates for Emplo...
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW
- frmPersonalAction

Employees

Department	LName	FName	EmployeeID	PositionTitle
Accounting	Craig	Warren	59	Accountant
	Newton	Wakjira	58	Accountant
	Rhodes	William	60	Accountant (Senior)
	Shryock	Tyler	57	Chief Financial Officer
	Sligar	Jamie	17	Accounting Clerk
Administration	Akoneto	Adrienne	65	Vice President Sales
	Clark	Robert H.	43	Manager of Governmental
	Cox	Timothy	51	President
	Divilio, III	Marcus	26	Mailroom Clerk I
	Draper	Marcus	27	Mailroom Clerk I
	Gould	John	56	Chief Operating Officer
	House	Michael	28	Mailroom Manager
	Johnson	Michael	29	Contract Manager
	Richardson	Scott	46	Oversees Development M
	Santos	Jaime	13	Secretary

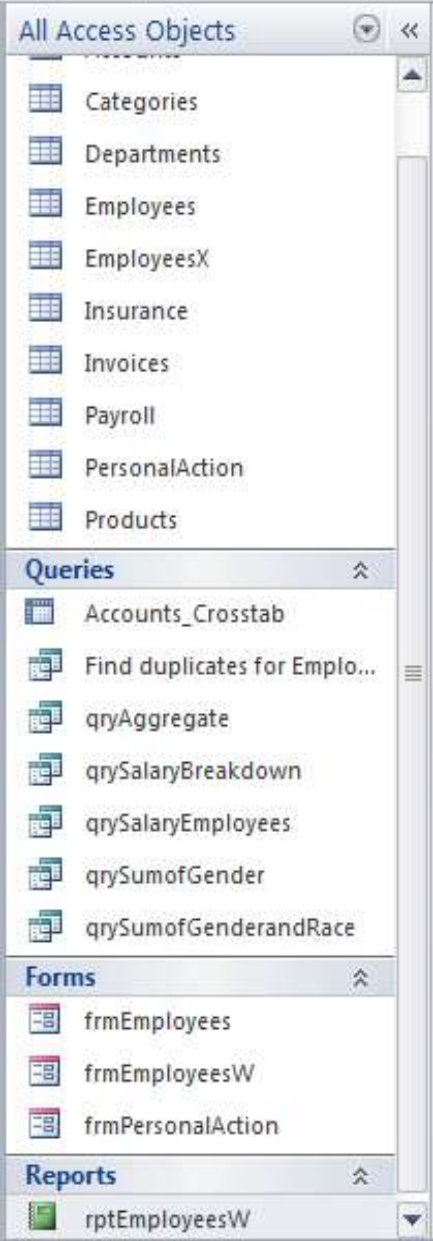
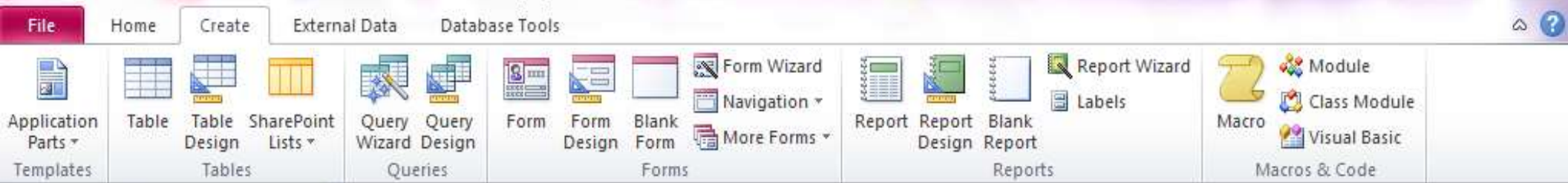


Select "Rename"
Rename the "Employees"
report to "rptEmployeesW"

2

Right "Click" on "Employees"

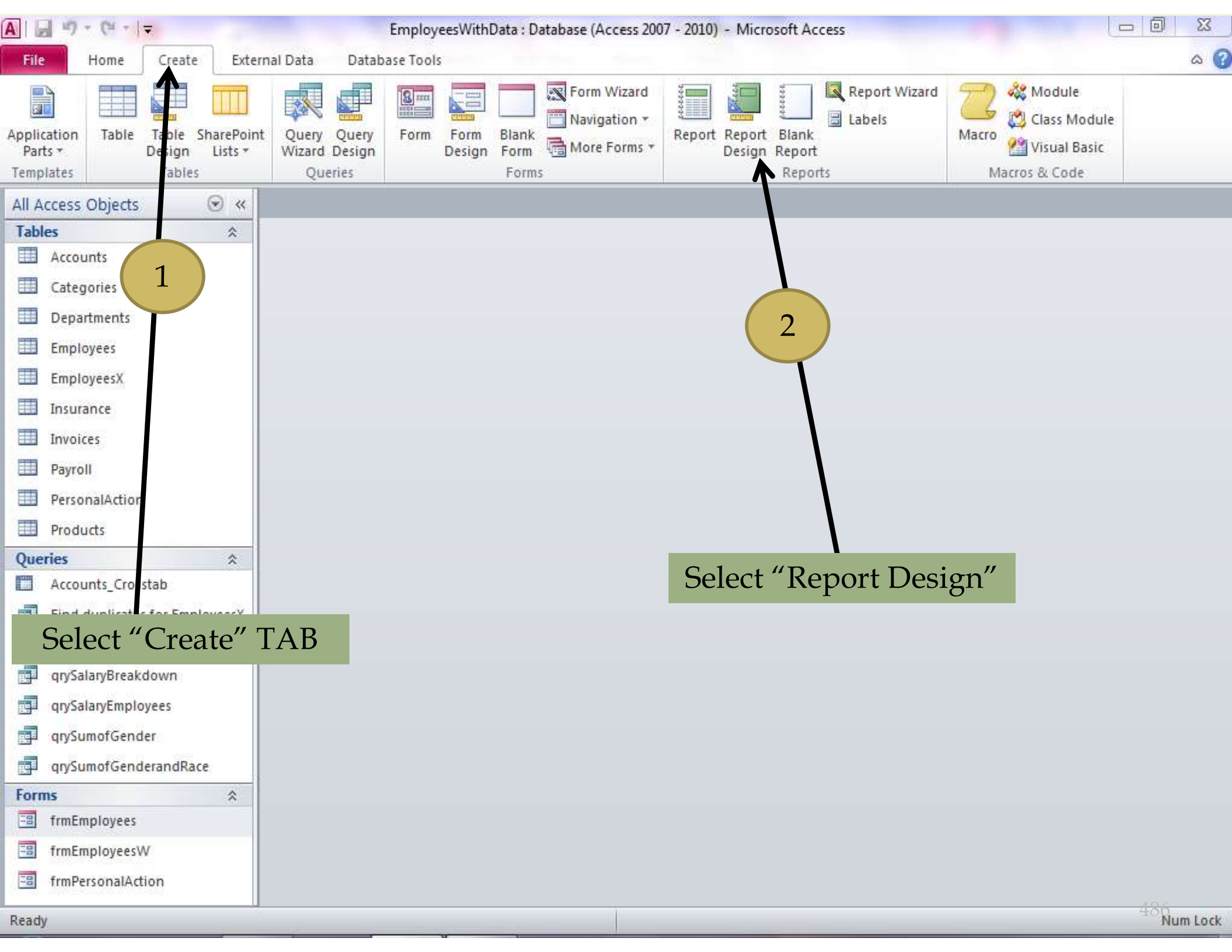
1



Your Database should have this display.

Using the “**EmployeeWithData**” DATABASE.

2. Create a report using the “Design View”. Select EmployeeID, PositionTitle, Department, LName, and FName from the Employees TABLE. Group the employees by Department. Save and name the report **rptEmployees**.

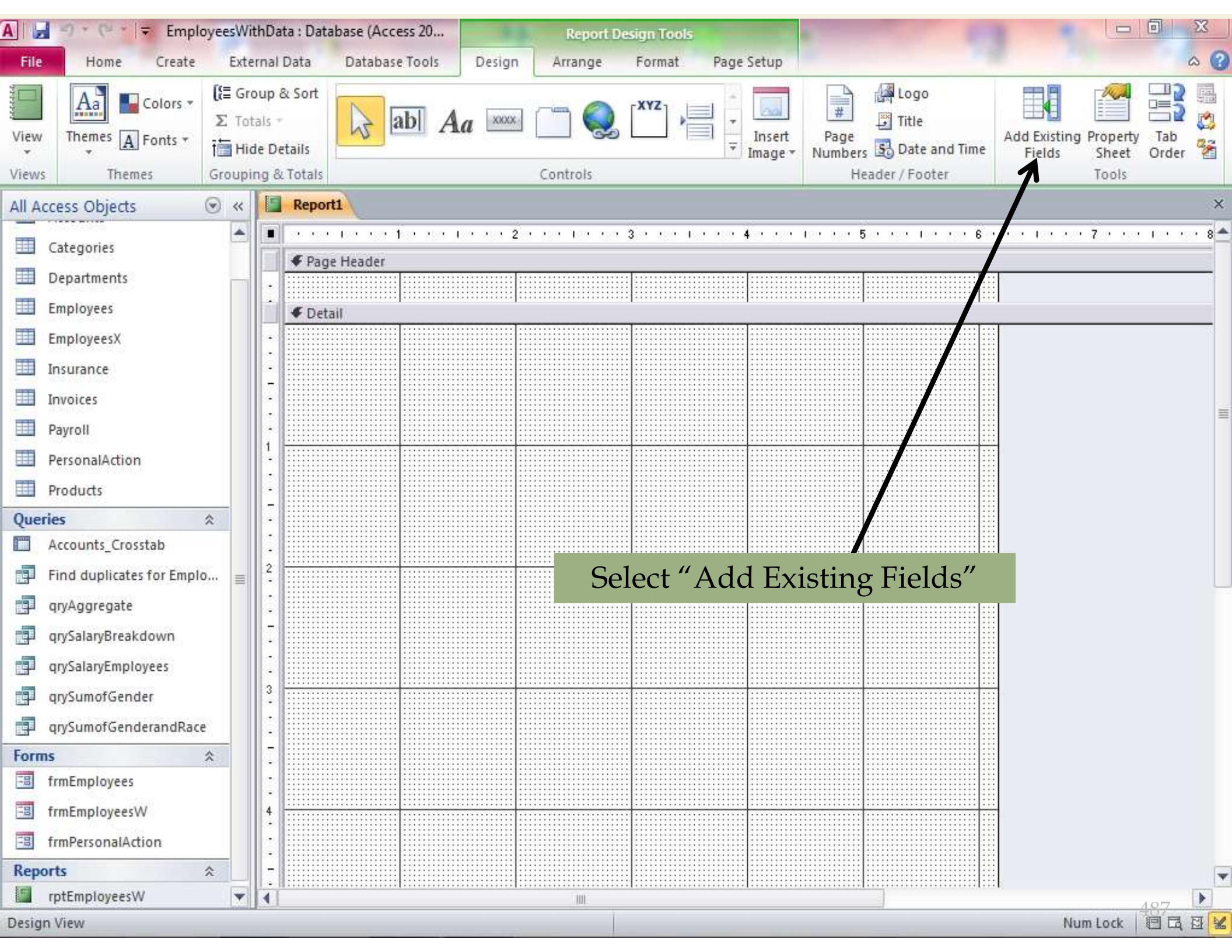


1

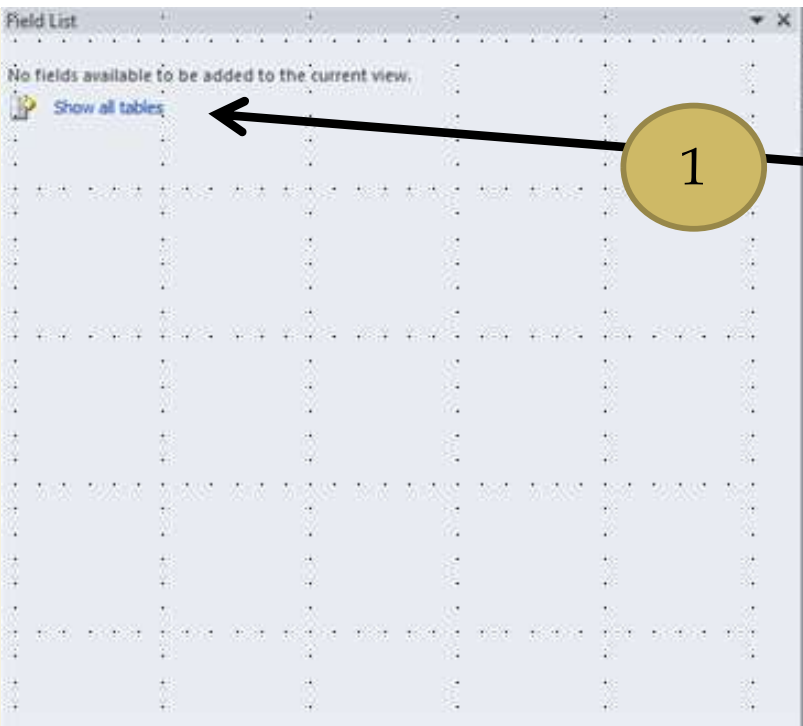
2

Select "Create" TAB

Select "Report Design"



Select "Add Existing Fields"

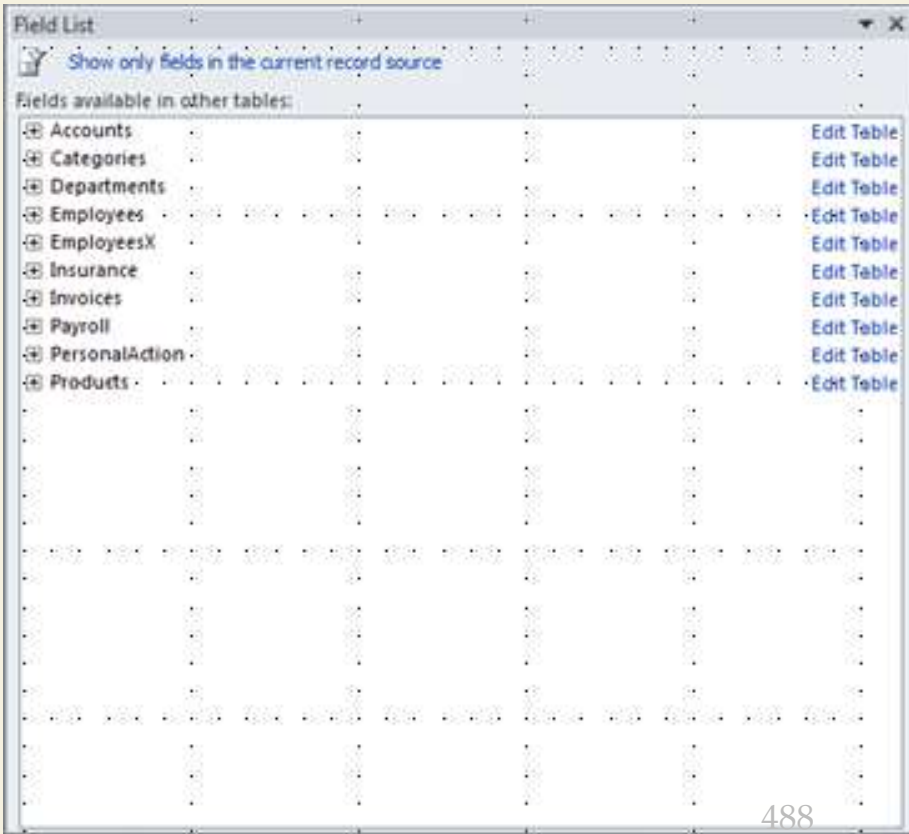


1

Select "Show all tables"

Select the "+" on the "Employees" TABLE

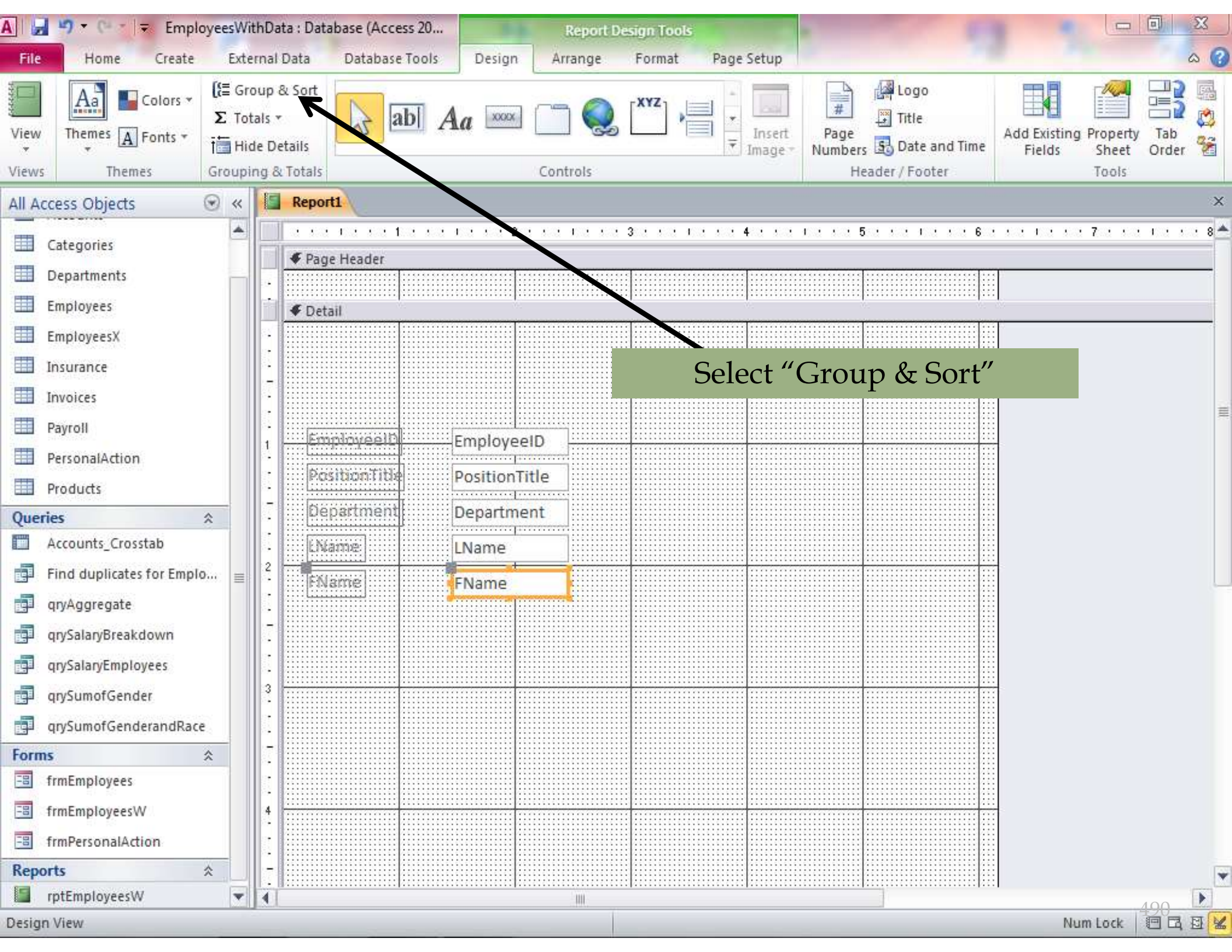
2



“Double Click” on “EmployeeID”, “PositionTitle”, “Department”, “LName”, and “FName”

The screenshot shows the Microsoft Access interface in Design View for a report named 'Report1'. On the left, the 'All Access Objects' pane lists various database objects. The central area displays the report design grid with fields 'EmployeeID', 'PositionTitle', 'Department', 'LName', and 'FName' placed in the 'Detail' section. On the right, the 'Field List' task pane is open, showing fields from the 'Employees' table. The 'FName' field is highlighted in orange. A yellow circle with the number '1' is positioned above the grid, with an arrow pointing to the 'FName' field. Another yellow circle with the number '2' is positioned to the right of the field list, with an arrow pointing to the 'X' button in the top right corner of the field list window. A green callout box at the bottom right contains the text 'Select “X” to close the box'.

Select “X” to close the box



Select "Group & Sort"

Page Header

Detail

EmployeeID

EmployeeID

PositionTitle

PositionTitle

Department

Department

LName

LName

FName

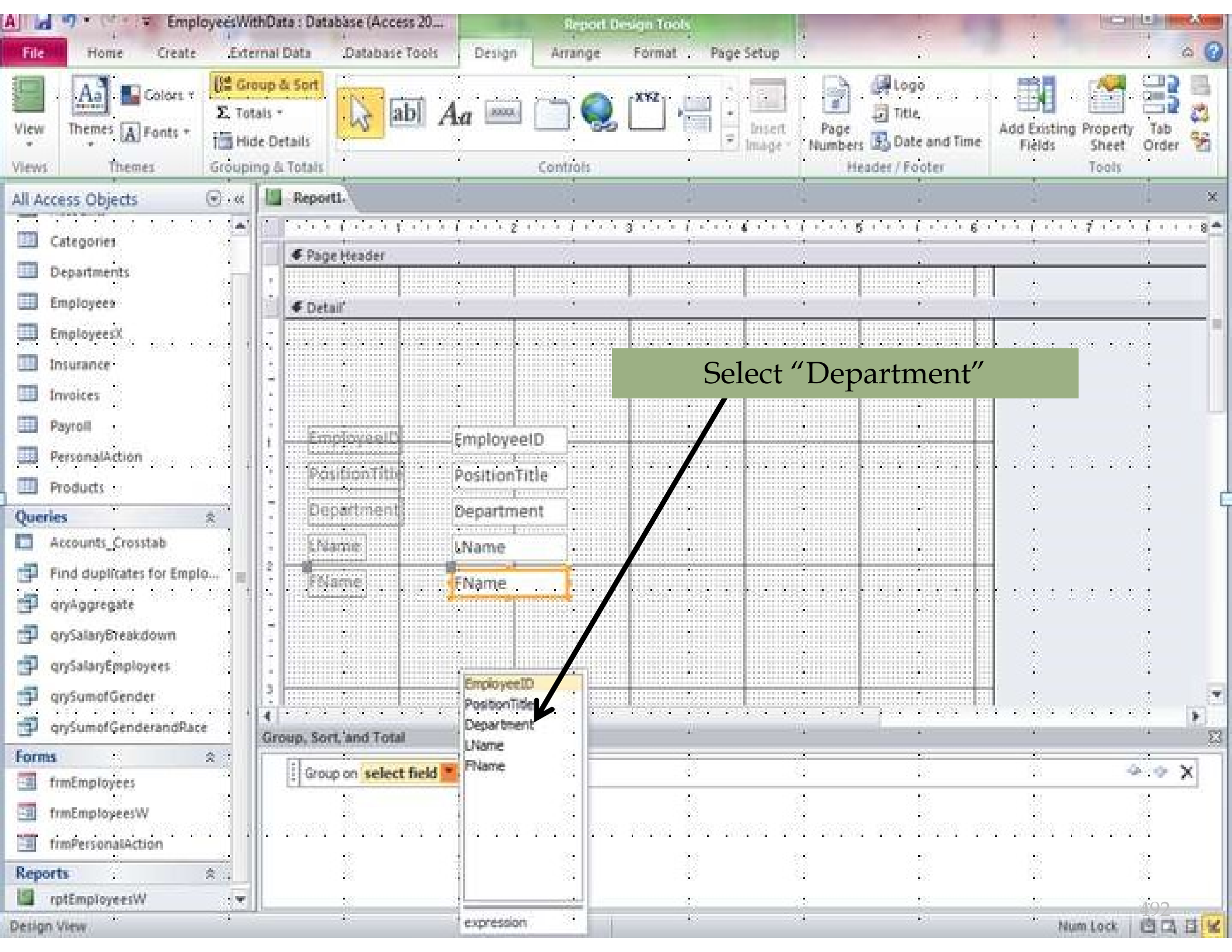
FName

Select "Add a group"

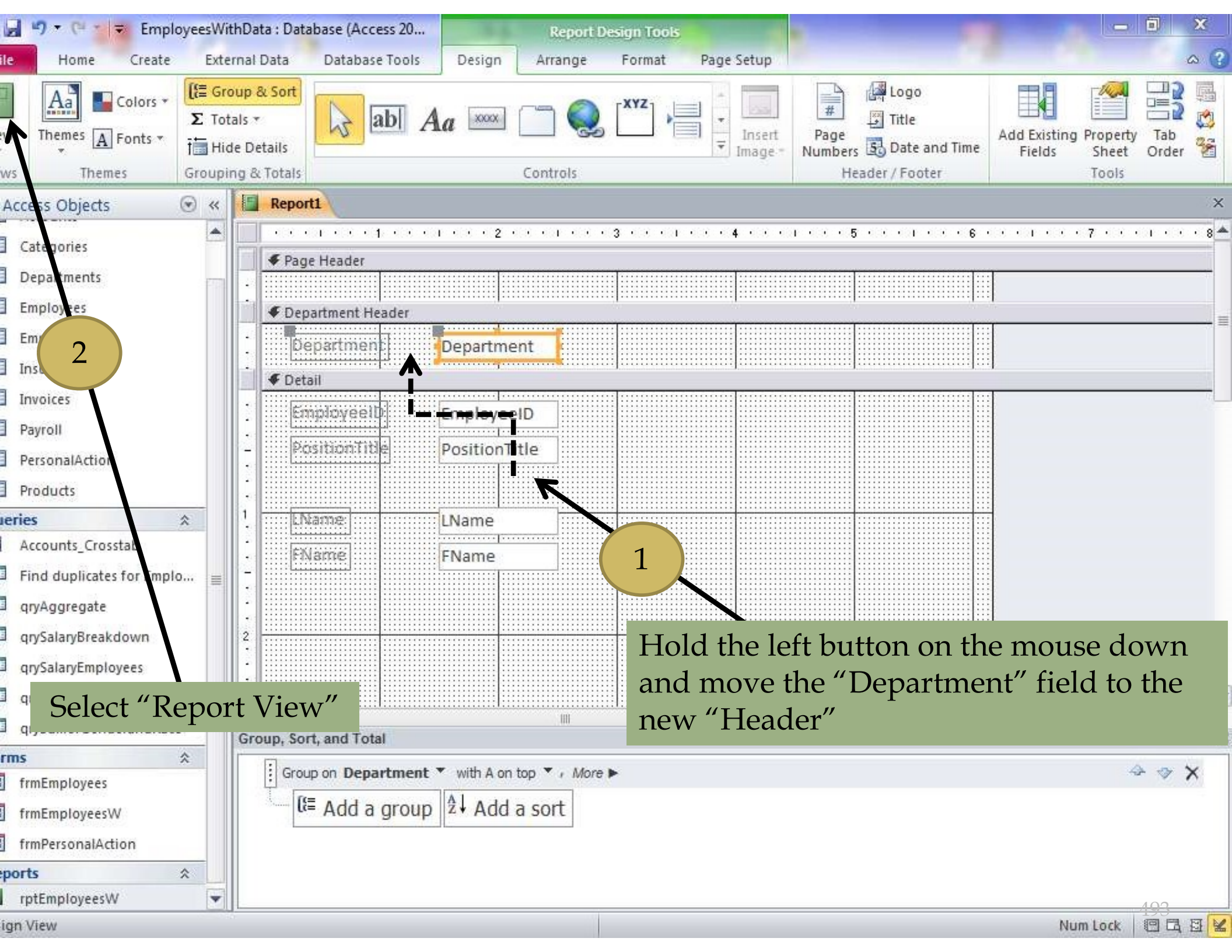
☰ Add a group

⬇ Add a sort

Group, Sort, and Total



Select "Department"



Select "Report View"

Hold the left button on the mouse down and move the "Department" field to the new "Header"

Close the REPORT by selecting the "X".

The screenshot shows the Microsoft Access interface with a report form open. The report form contains the following fields and values:

Department	Accounting
EmployeeID	17
PositionTitle	Accounting Cle
LName	Sligar
FName	Jamie

The left-hand pane shows the 'All Access Objects' list with the following items:

- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Below the 'All Access Objects' list are sections for 'Queries' and 'Forms':

Queries

- Accounts_Crosstab
- Find duplicates for Emplo...
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

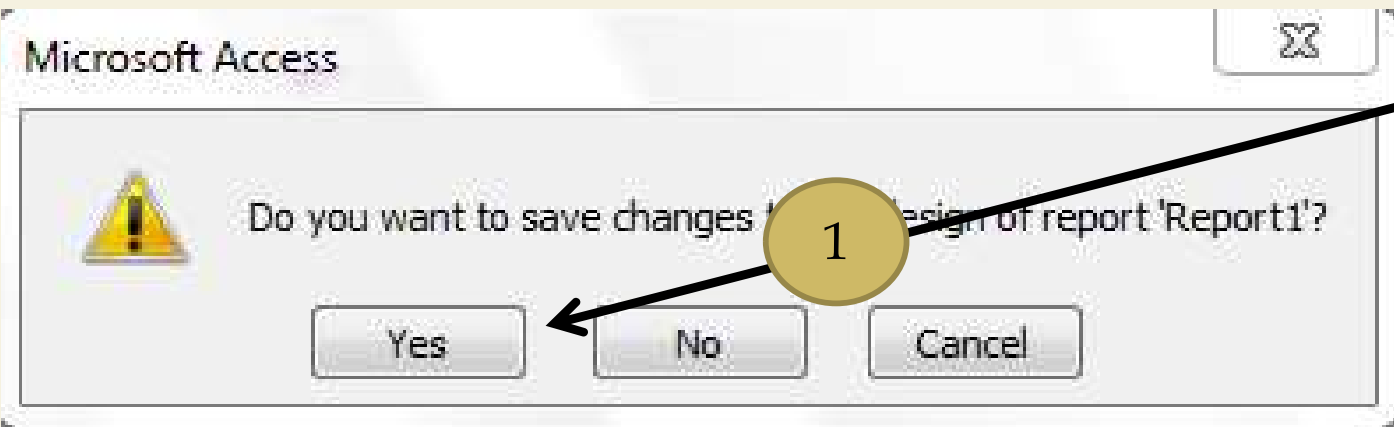
- frmEmployees
- frmEmployeesW
- frmPersonalAction

At the bottom of the left-hand pane is the 'Reports' section:

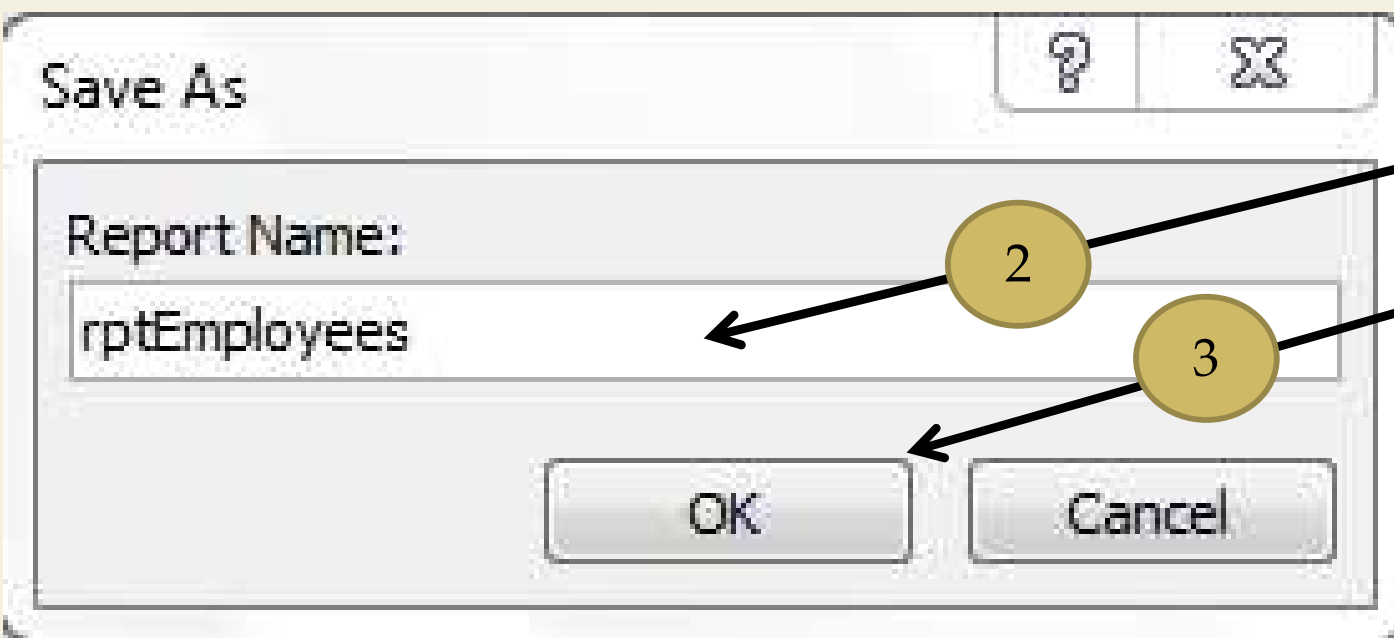
- rptEmployeesW

The status bar at the bottom left indicates 'Report View'. The system tray at the bottom right shows 'Num Lock' and a clock displaying '10:4'.

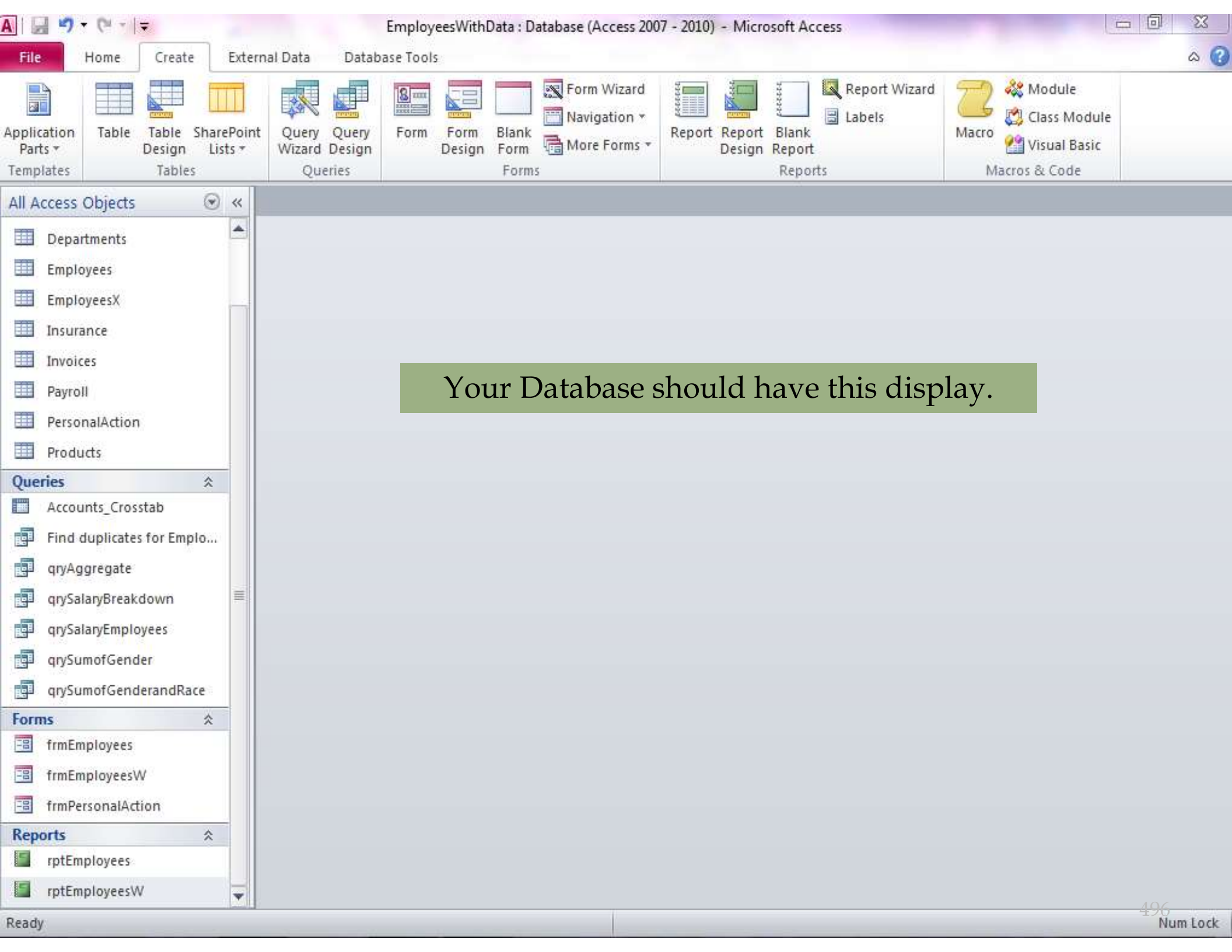
Your Report should have this display.



This warning will display.
Select "Yes"



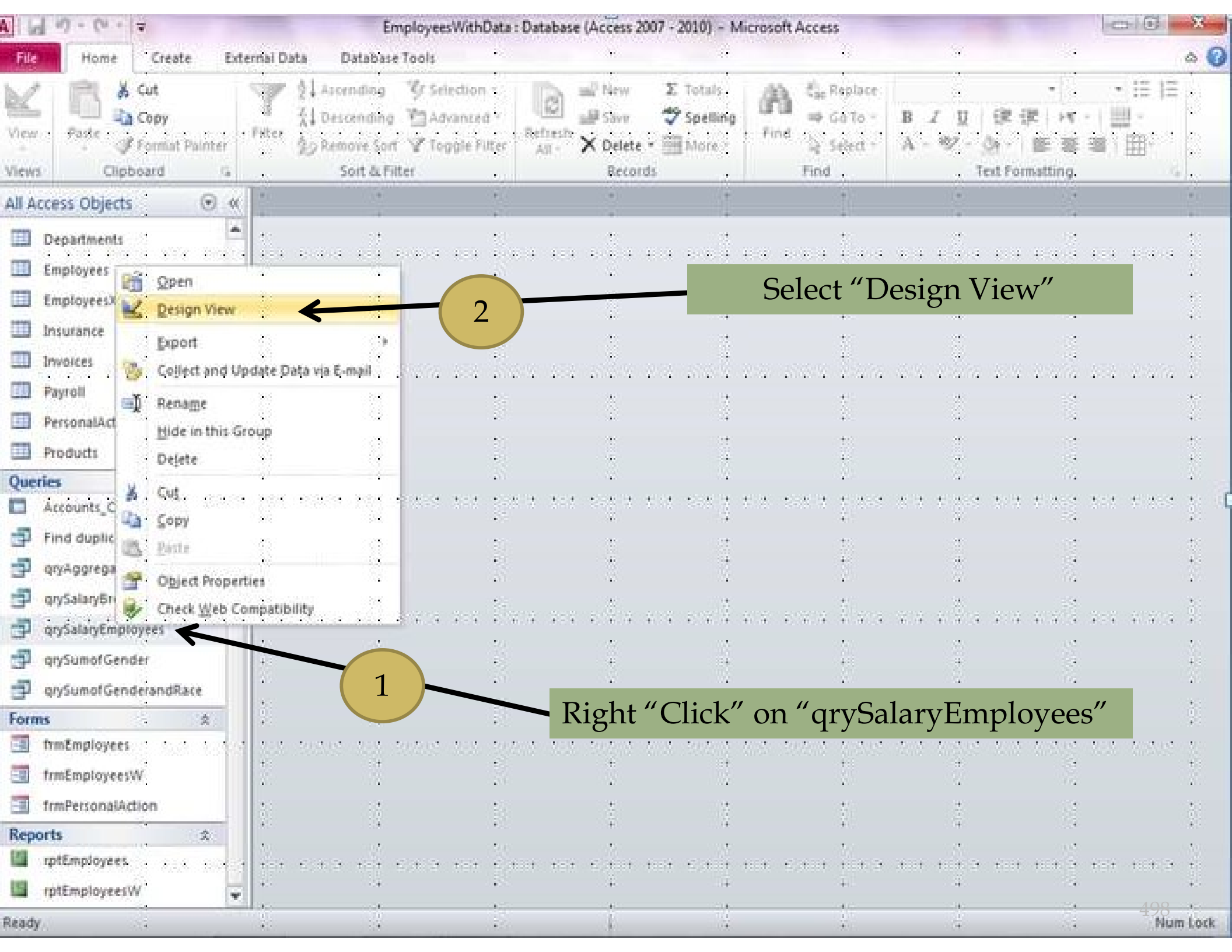
Type "rptEmployees"
Select "OK"



Your Database should have this display.

Using the “**EmployeeWithData**” DATABASE.

3. Modify the qrySalaryEmployees and add the PayRate field into the query. Close and save. Create a report using the Report Wizard. Make sure that **qrySalaryEmployees is high-lighted**. Select LName, FName, PayRate and Department. Group on Department. Sort on PayRate in Ascending order. **Sum** on the PayRate. Save and name the report **rptSalaryEmployees**.



- All Access Objects
 - Departments
 - Employees
 - EmployeesW
 - Insurance
 - Invoices
 - Payroll
 - PersonalAct
 - Products
- Queries
 - Accounts_C
 - Find duplic
 - qryAggrega
 - qrySalaryEn
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace
- Forms
 - frmEmployees
 - frmEmployeesW
 - frmPersonalAction
- Reports
 - rptEmployees
 - rptEmployeesW

Select "Design View"

2

1

Right "Click" on "qrySalaryEmployees"

Close the QUERY by selecting the "X".

Employees

- * EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address

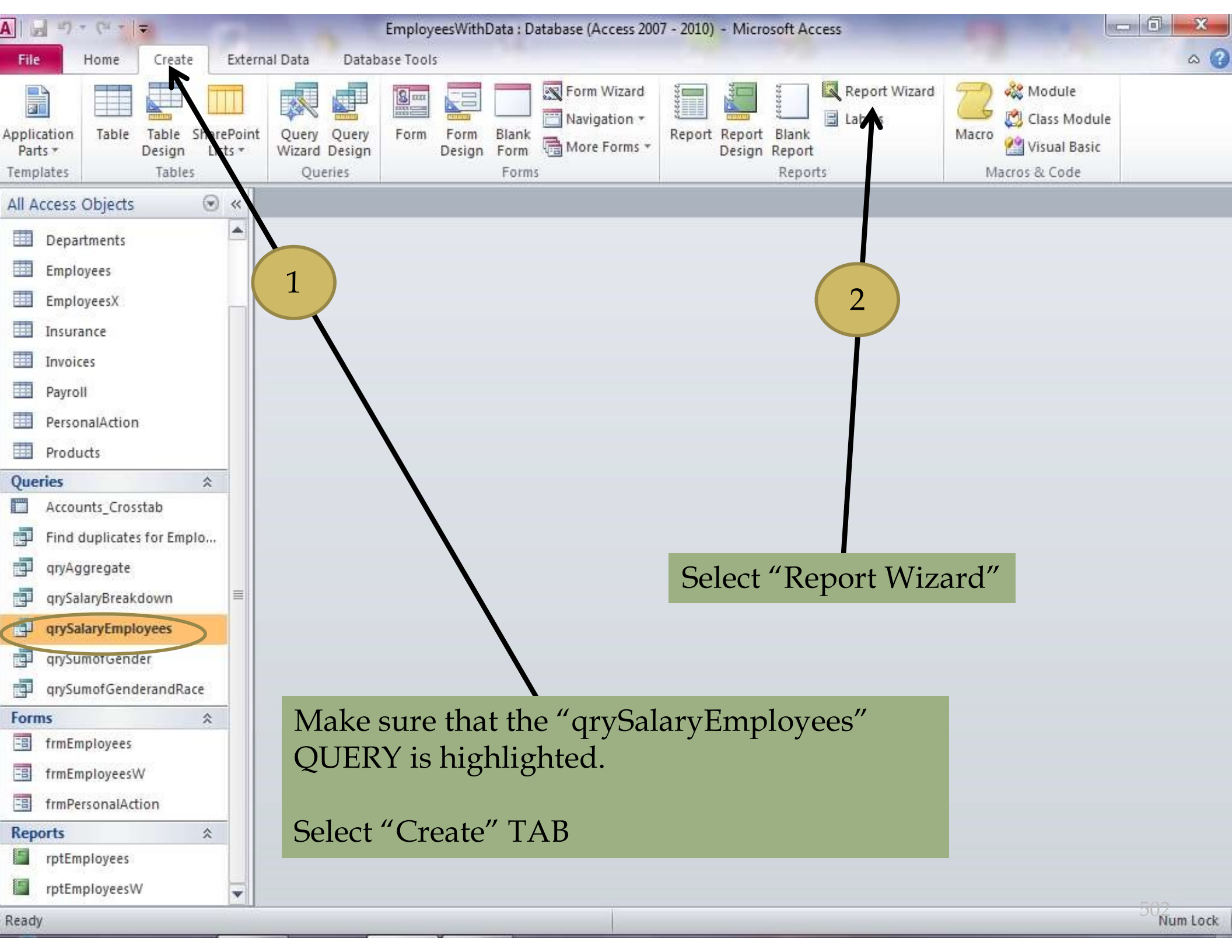
SalaryID

- * SalaryID
- FLSA
- PayRate
- PType
- PositionDate
- EmployeeID

Field:	EmployeeID	PositionTitle	PayRate	PType	Department	LName	FName
Table:	Employees	Employees	Payroll	Payroll	Employees	Employees	Employ
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:				"Salary"			
or:							

Select "Yes"





1

2

Select "Report Wizard"

Make sure that the "qrySalaryEmployees" QUERY is highlighted.

Select "Create" TAB

Report Wizard

Select "LName", "FName", "PayRate" and "Department" and move them to the right using the ">"

You can choose from more than one table or query.

Tables/Queries

Query: qrySalaryEmploy

Available Fields:

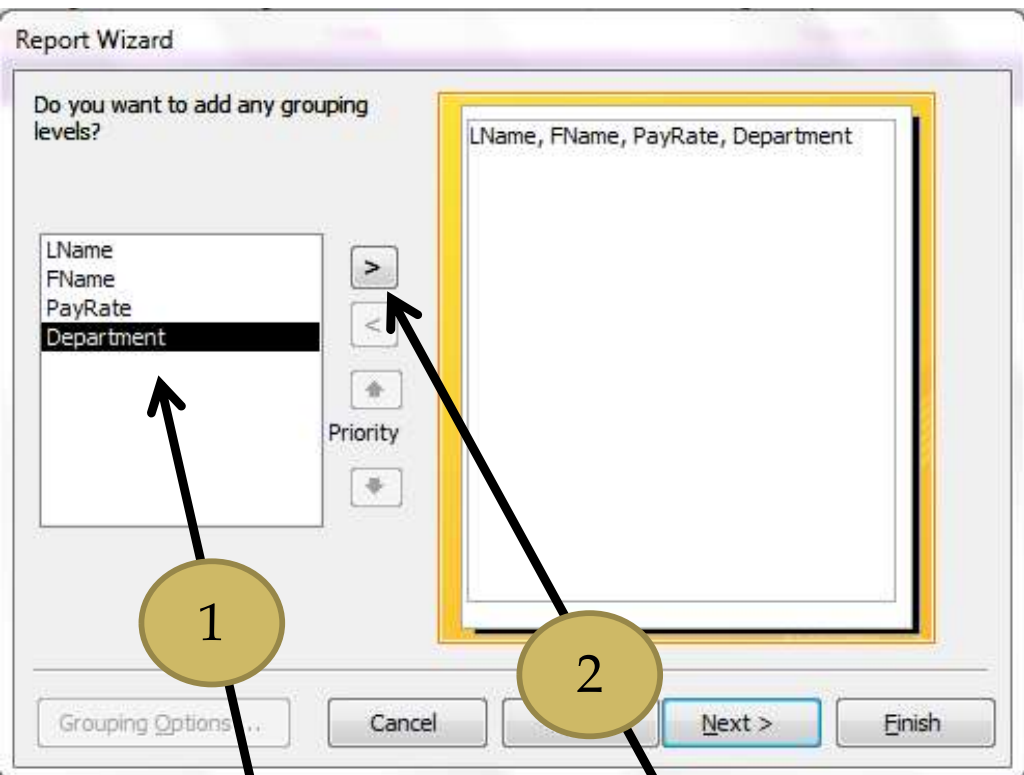
EmployeeID
PositionTitle
PType
Address
City
State
Zip
Status

Selected Fields:

LName
FName
PayRate
Department

Cancel < Back Next > Finish

Select "Next"

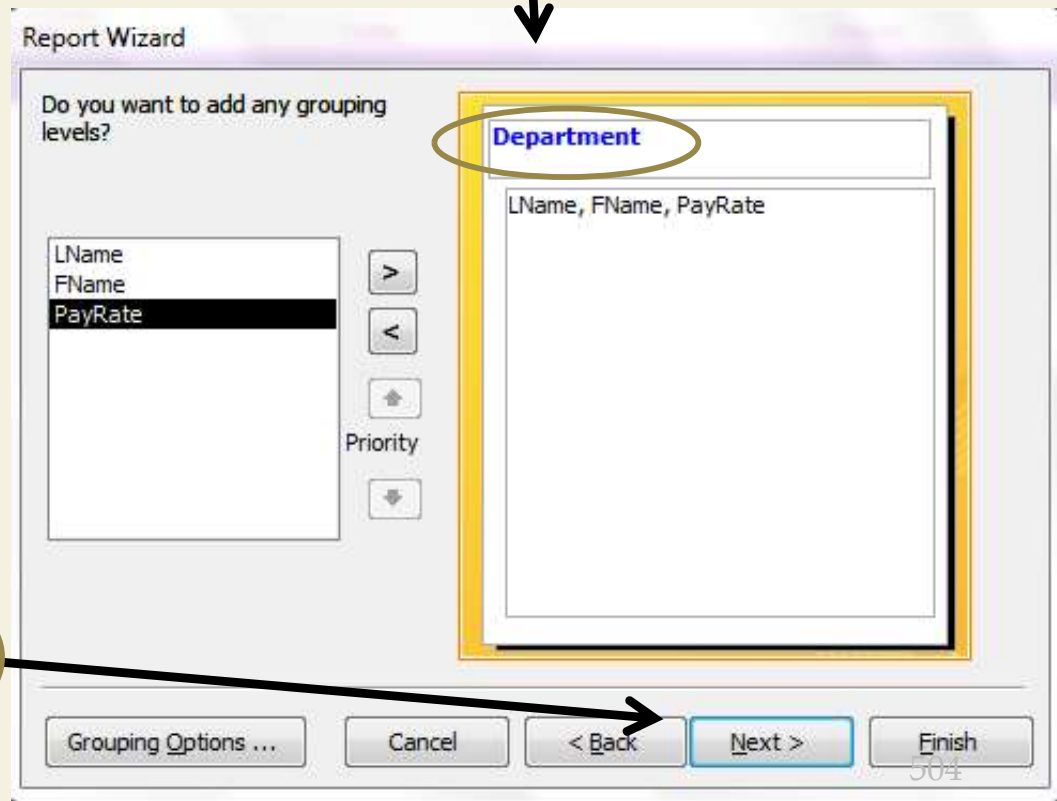


Notice the "Department" is in "Blue"

Highlight "Department"

Select ">"

Select "Next"



Report Wizard

What sort order and summary information do you want for detail records?

You can sort records by up to four fields, in either ascending or descending order.

1	PayRate	Ascending
2		Ascending
3		Ascending
4		Ascending

Summary Options ...

Cancel < Back Next > Finish

Select "PayRate"

1

Check "Sum"

3

Select "Summary Options"

2

Summary Options

What summary values would you like calculated?

Field	Sum	Avg	Min	Max
PayRate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Show

- Detail and Summary
- Summary Only

Calculate percent of total for sums

OK Cancel

Select "OK"

4

Report Wizard

What sort order and summary information do you want for detail records?

You can sort records by up to four fields, in either ascending or descending order.

1	PayRate	Ascending
2		Ascending
3		Ascending
4		Ascending

Summary Options ...

Cancel < Back **Next >** Finish

Select "Next"

1

Report Wizard

How would you like to lay out your report?

Layout

- Stepped
- Block
- Outline

Orientation

- Portrait
- Landscape

Adjust the field width so all fields fit on a page.

Cancel < Back **Next >** Finish

Select "Next"

2

Report Wizard

What title do you want for your report?

qrySalaryEmployees

That's all the information the **1** needs to create your report.

Do you want to preview the report or modify the report's design?

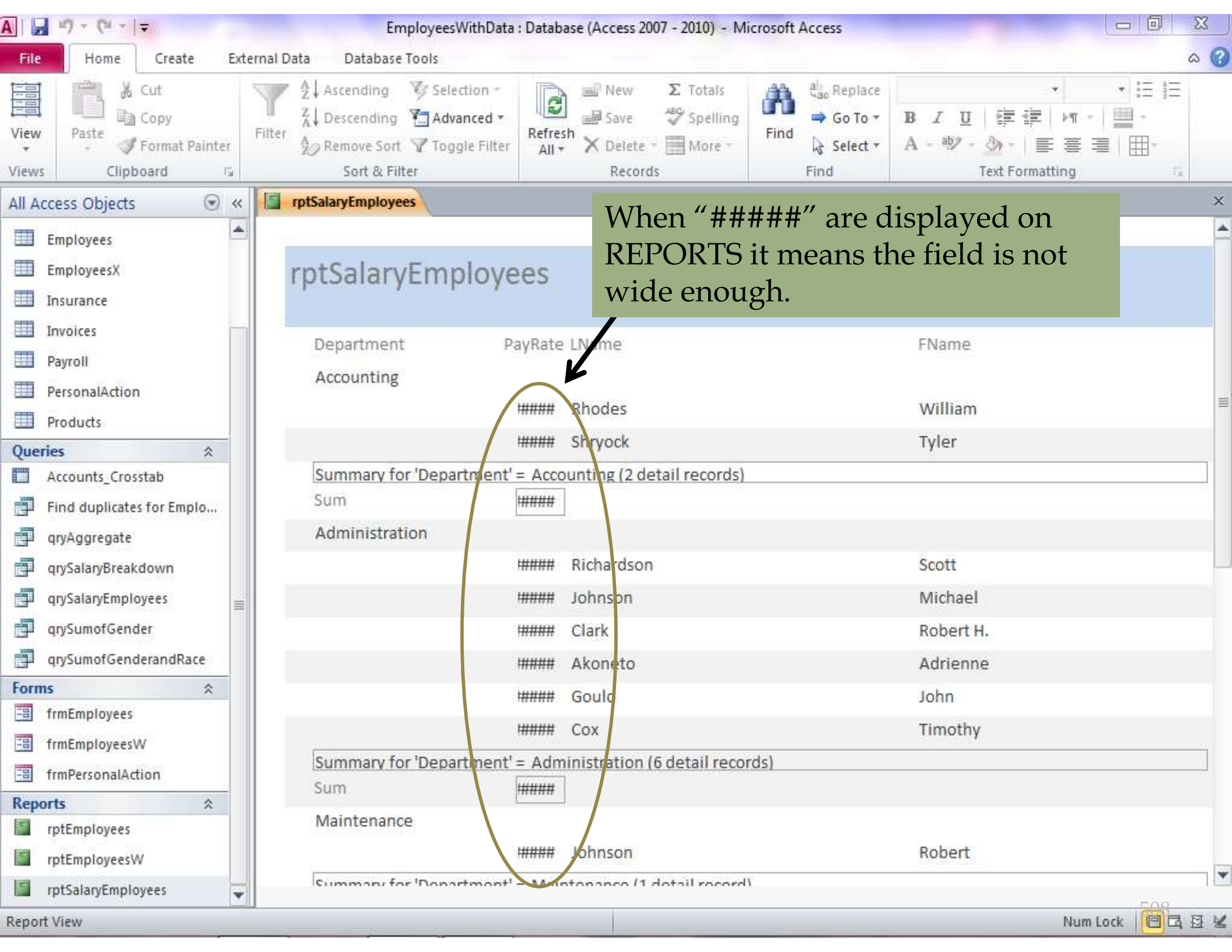
- Preview the report.
- Modify the report's design.

Change the "qrySalaryEmployees" to "rptSalaryEmployees"

Cancel < Back Next > Finish

2

Select "Finish"

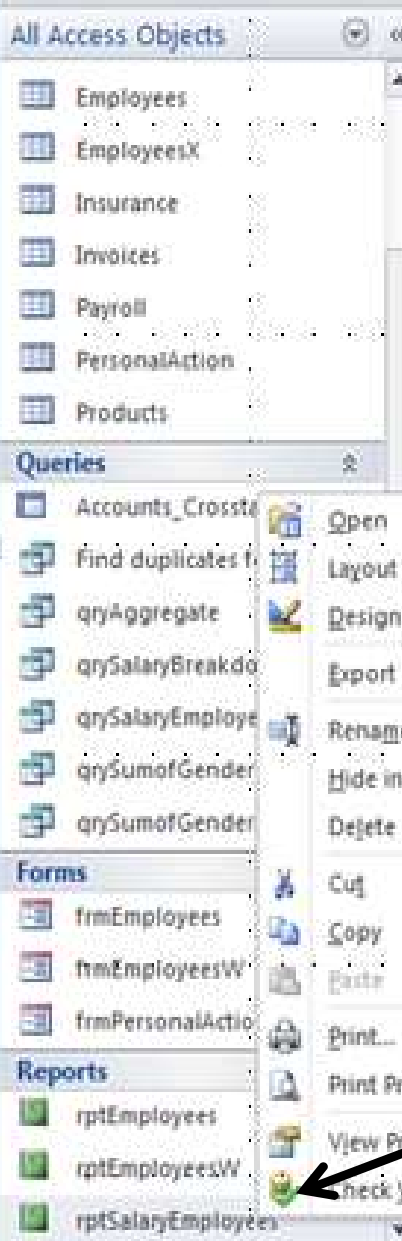


When "#####" are displayed on REPORTS it means the field is not wide enough.

rptSalaryEmployees

Department	PayRate	LName	FName
Accounting (2 detail records)			
		#####	Rhodes
		#####	Shryock
Summary for 'Department' = Accounting (2 detail records)			
Sum		#####	
Administration (6 detail records)			
		#####	Richardson
		#####	Johnson
		#####	Clark
		#####	Akoneto
		#####	Gould
		#####	Cox
Summary for 'Department' = Administration (6 detail records)			
Sum		#####	
Maintenance (1 detail record)			
		#####	Johnson
Summary for 'Department' = Maintenance (1 detail record)			





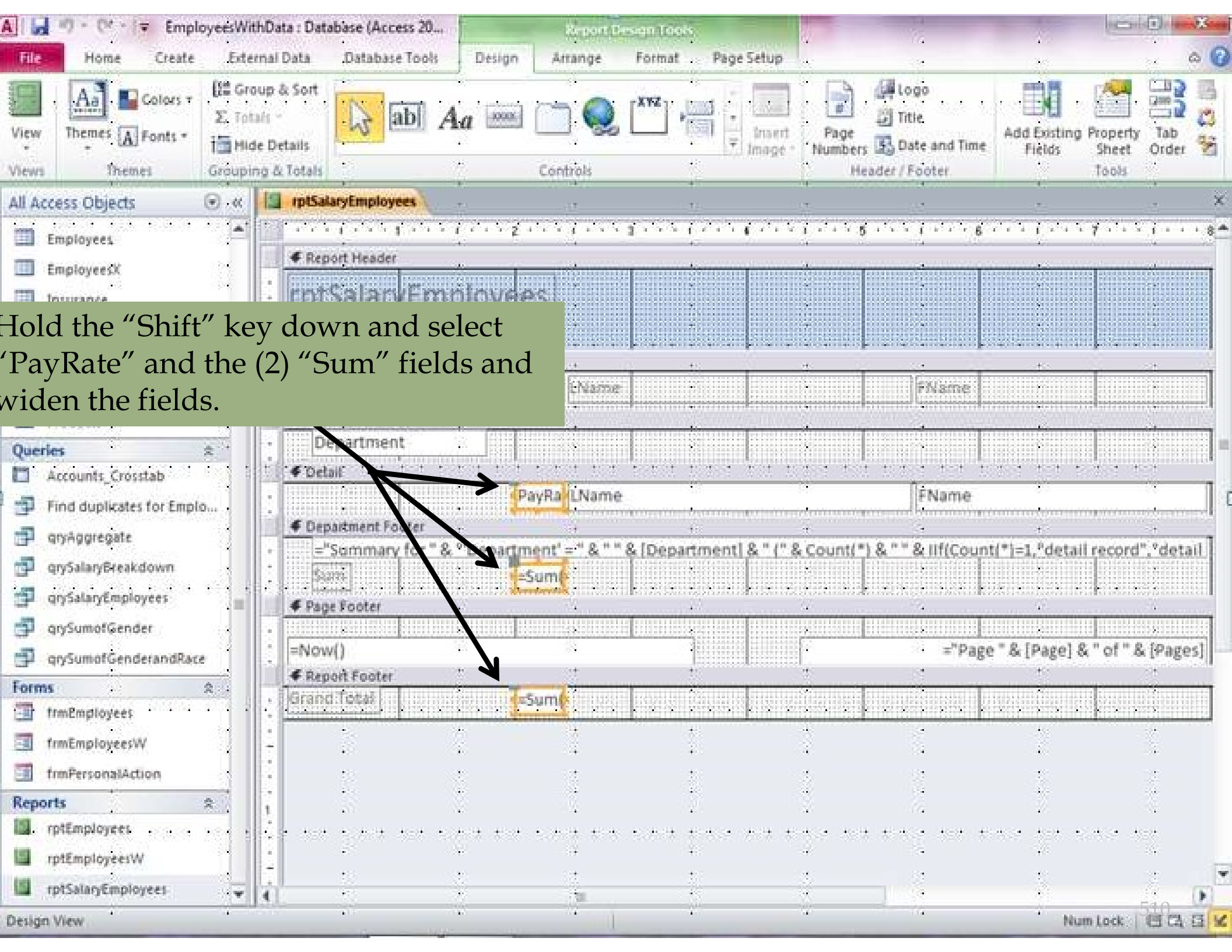
Department	PayRate	LName	FName
Accounting	#####	Rhodes	William
	#####	Shryock	Tyler
for 'Department' = Accounting (2 detail records)			
	#####	Richardson	Scott
	#####	Johnson	Michael
	#####	Clark	Robert H.
	#####	Akoneto	Adrienne
for 'Department' = Administration (6 detail records)			
	#####	Johnson	Robert
for 'Department' = Maintenance (1 detail record)			

Select "Design View"

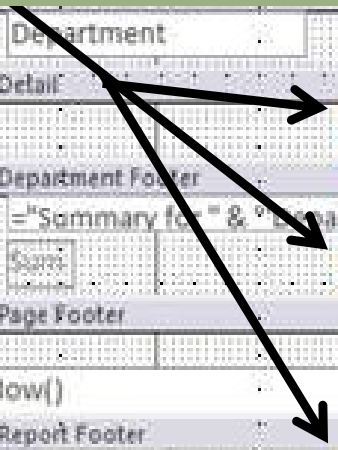
2

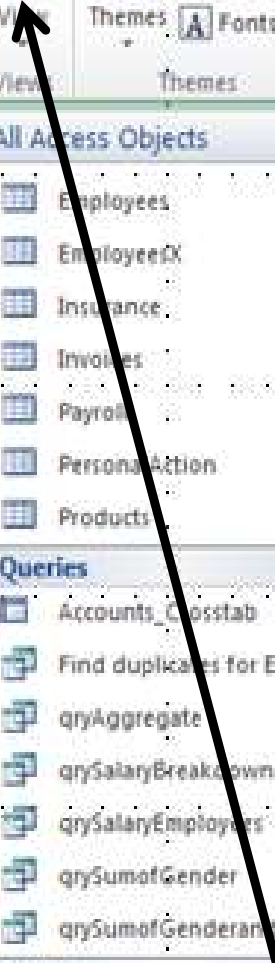
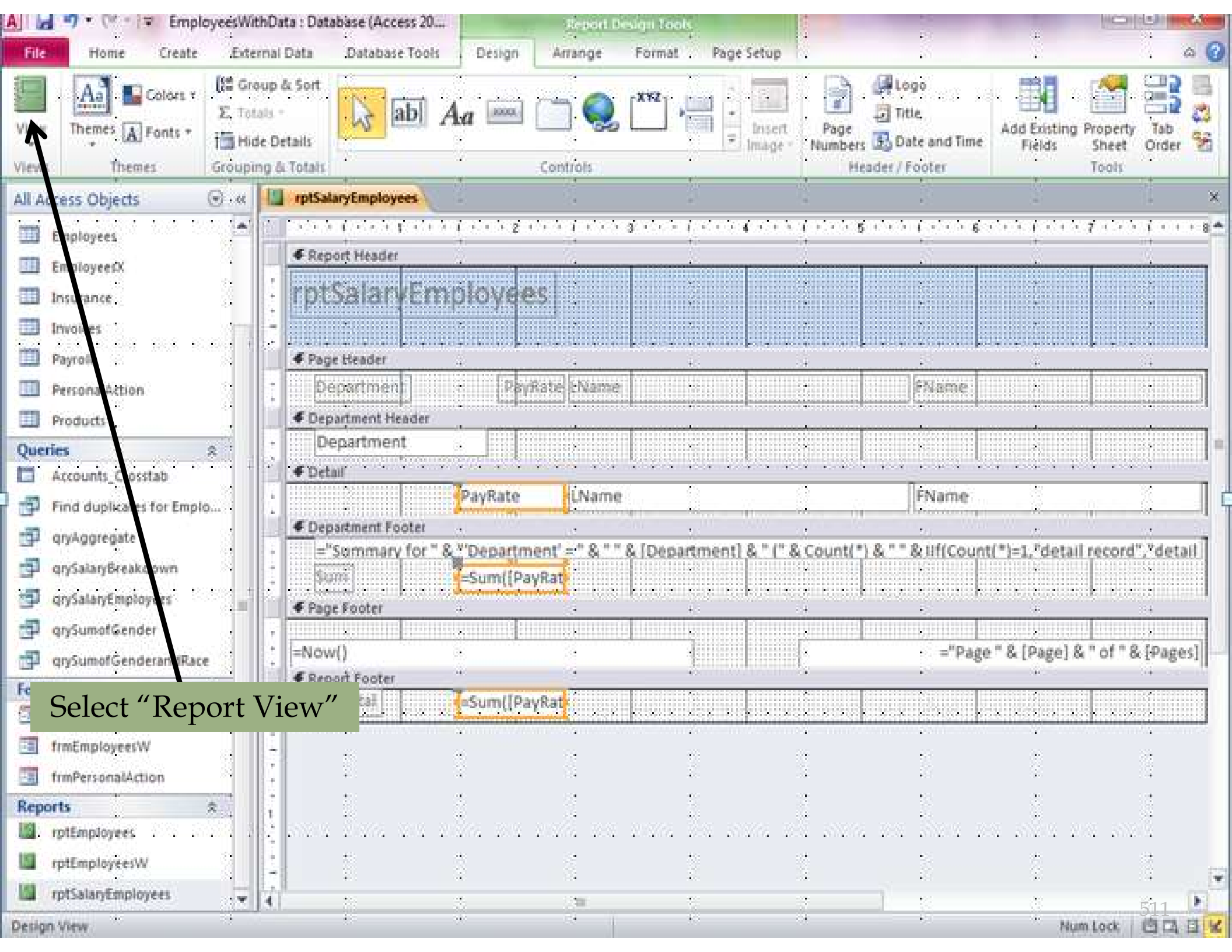
Right "Click" on "rptSalaryEmployees"

1



Hold the "Shift" key down and select 'PayRate' and the (2) "Sum" fields and widen the fields.





Select "Report View"

View Themes Grouping & Totals Controls Header / Footer Tools

All Access Objects

- Employees
- EmployeeIX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_CrossTab
- Find duplicates for Emplo...
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Reports

- frmEmployeesW
- frmPersonalAction
- rptEmployees
- rptEmployeesW
- rptSalaryEmployees

rptSalaryEmployees

Report Header							
rptSalaryEmployees							
Page Header							
Department	PayRate	LName			FName		
Department Header							
Department							
Detail							
	PayRate	LName			FName		
Department Footer							
="Summary for " & "Department" = " & " & [Department] & " (" & Count(") & " & If(Count(")=1,"detail record", "detail							
Sum	Sum([PayRat						
Page Footer							
=Now()				="Page " & [Page] & " of " & {Pages}			
Report Footer							
	Sum([PayRat						

Close the REPORT by selecting the "X".

rptSalaryEmployees

Department	PayRate	LName	FName
Accounting			
	\$72,800.00	Rhodes	William
	\$115,440.00	Shryock	Tyler
Summary for 'Department' = Accounting (2 detail records)			
Sum	\$188,240.00		
Administration			
	\$40,560.00	Richardson	Scott
	\$45,760.00	Johnson	Michael
	\$54,080.00	Clark	Robert H.
	\$62,400.00	Akoneto	Adrienne
	\$115,440.00	Gould	John
	\$197,600.00	Cox	Timothy
Summary for 'Department' = Administration (6 detail records)			
Sum	\$515,840.00		
Maintenance			
	\$45,760.00	Johnson	Robert

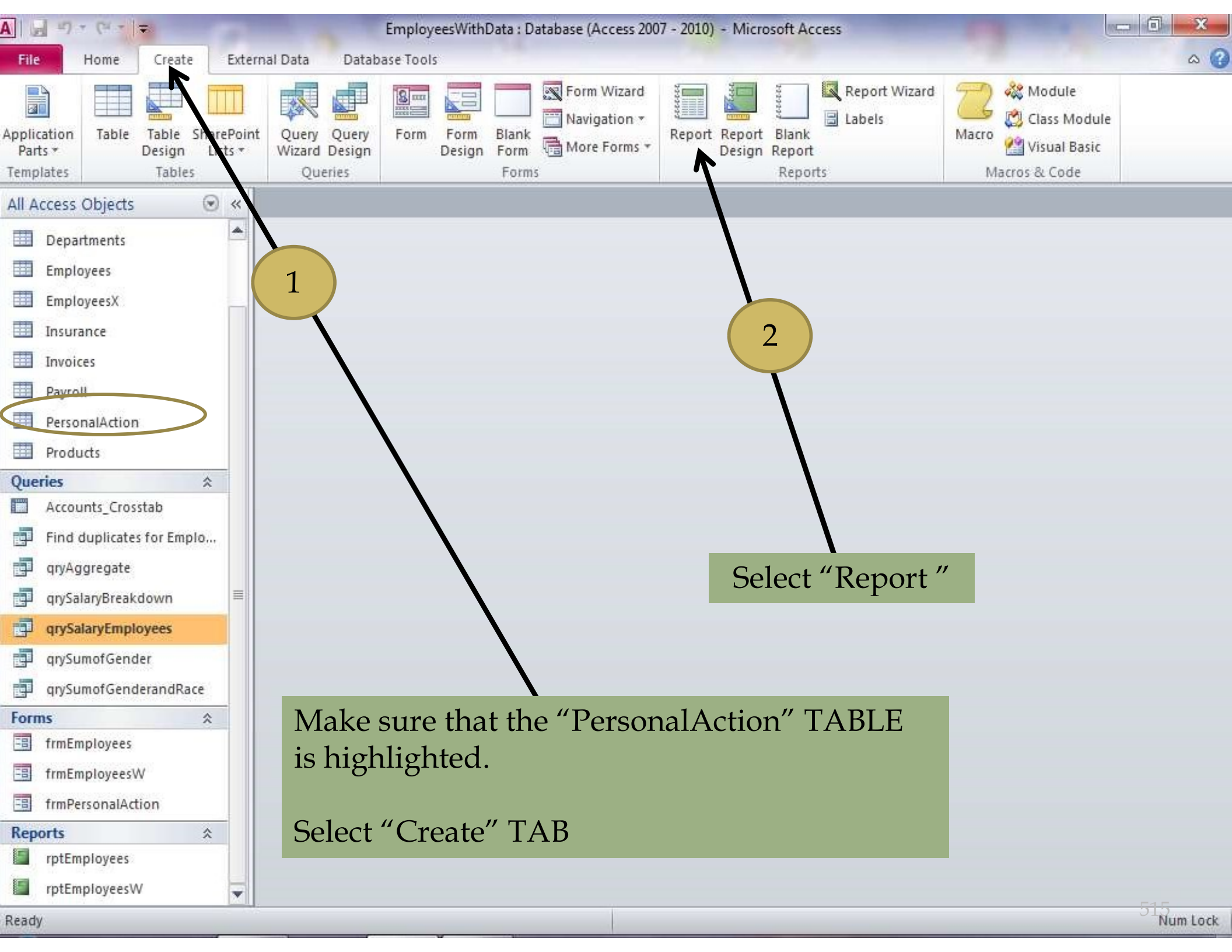
Summary for 'Department' = Maintenance (1 detail record)

Select "Yes"



Using the “**EmployeeWithData**” DATABASE.

4. Create a report based on the Personnel Action TABLE using the Report Wizard. Remove the Report header. Name the report **rptPersonnelAction**



Make sure that the "PersonalAction" TABLE is highlighted.

Select "Create" TAB

Select "Report"

EmployeesWithData : Database (Access 20...)

Report Layout Tools

File Home Create External Data Database Tools Design Arrange Format Page Setup

View Themes Fonts Group & Sort Hide Details Totals

Controls

Page Numbers Logo Title Date and Time Header / Footer

Add Existing Fields Property Sheet Tools

All Access Objects

- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for Emplo...
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW
- frmPersonalAction

Reports

- rptEmployees
- rptEmployeesW
- rptSalaryEmployees

PersonalAction

Friday, June 08, 2012
10:01:37 AM

PActionID	PDate	PType	Comments	EmployeeID
1	12/1/2006	Award	Employee of the Year 2006	2
2	12/1/2007	Award	Employee of the Year 2007	2
3	1/10/2008	Disciplinary Action	Warning for being late.	20
4	3/15/2008	Disciplinary Action	Warning for being late	20
5	8/1/2008	Disciplinary Action	Warning for being late - 90 day probation.	20
6	8/12/2008	Award	Performance Award	5
6				

Select "Design View"

To remove the "Report" and "Page" headers, "Right Click on the Box at each header.

1

The screenshot displays the design view of a report in Microsoft Access. The report is divided into several sections: Report Header, Page Header, Detail, Page Footer, and Report Footer. The Report Header section contains a table with columns for PActionID, PDate, and PType, and a cell containing the text "PersonalAction". The Page Header section contains a table with columns for PActionID, PDate, and PType. The Detail section contains a table with columns for PActionID, PDate, and PType. The Page Footer section contains a table with a cell containing the text "=Count(*)". The Report Footer section contains a table with a cell containing the text "=Count(*)". A context menu is open over the Report Header section, listing various options such as Build Event..., Sorting and Grouping, Tab Order..., Paste, Fill/Back Color, Alternate Fill/Back Color, Ruler, Grid, Toolbox, Page Header/Footer, Report Header/Footer, Report Properties, and Properties. The "Report Header/Footer" option is highlighted. A green callout box with the text "Select 'Report Header/Footer'" points to this option. A yellow circle with the number "2" is also present near the context menu.

Report Header

PActionID	PDate	PType
-----------	-------	-------

PersonalAction

Page Header

PActionID	PDate	PType
-----------	-------	-------

Detail

PActionID	PDate	PType
-----------	-------	-------

Page Footer

=Count(*)

Report Footer

=Count(*)

Build Event...

Sorting and Grouping

Tab Order...

Paste

Fill/Back Color

Alternate Fill/Back Color

Ruler

Grid

Toolbox

Page Header/Footer

Report Header/Footer

Report Properties

Properties

Select "Report Header/Footer"

2

EmployeesWithData : Database (Access 20... Report Design Tools

File Home Create External Data Database Tools Design Arrange Format Page Setup

View Themes Colors Group & Sort Totals Hide Details

Views Themes Grouping & Totals Controls

Header / Footer Page Numbers Logo Title Date and Time Add Existing Fields Property Sheet Tools

All Access Objects

Tables

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for Emplo...
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW
- frmPersonalAction

PersonalAction

1 2 3 4 5 6 7

tion

PType Comments Emp

PType Comments Emp

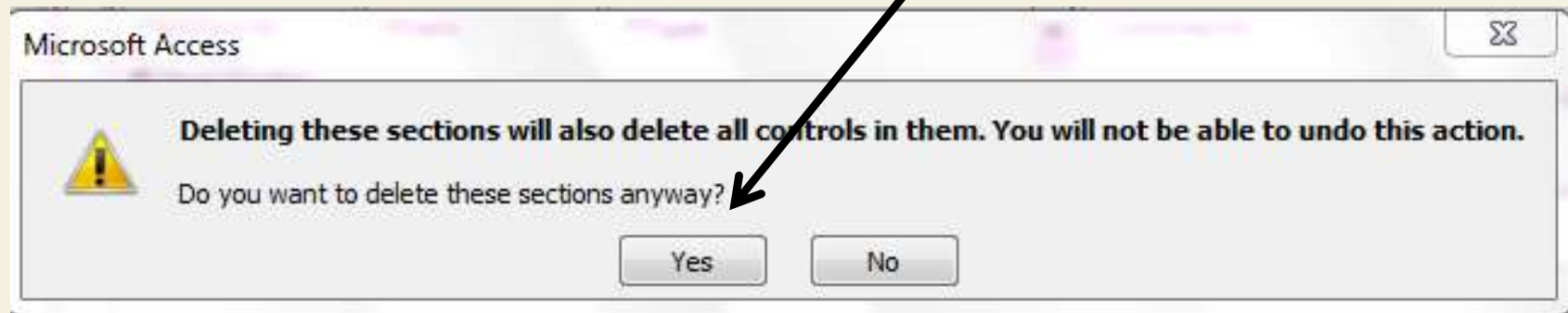
Page: &

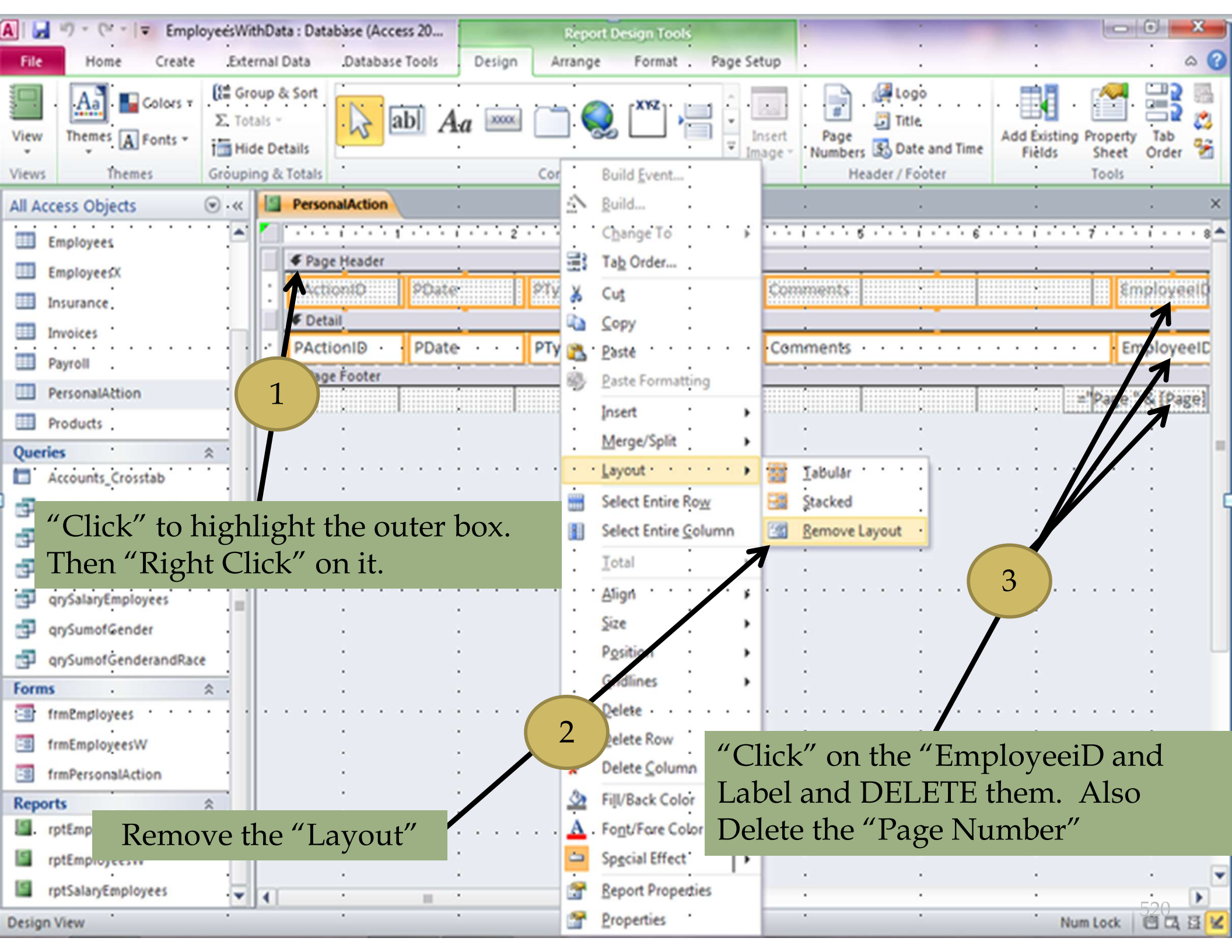
1 2

Design View

- Build Event...
- Sorting and Grouping
- Tab Order...
- Paste
- Fill/Back Color
- Alternate Fill/Back Color
- Ruler
- Grid
- Toolbox
- Page Header/Footer
- Report Header/Footer
- Report Properties
- Properties

Select "Yes"





1

“Click” to highlight the outer box.
Then “Right Click” on it.

2

Remove the “Layout”

3

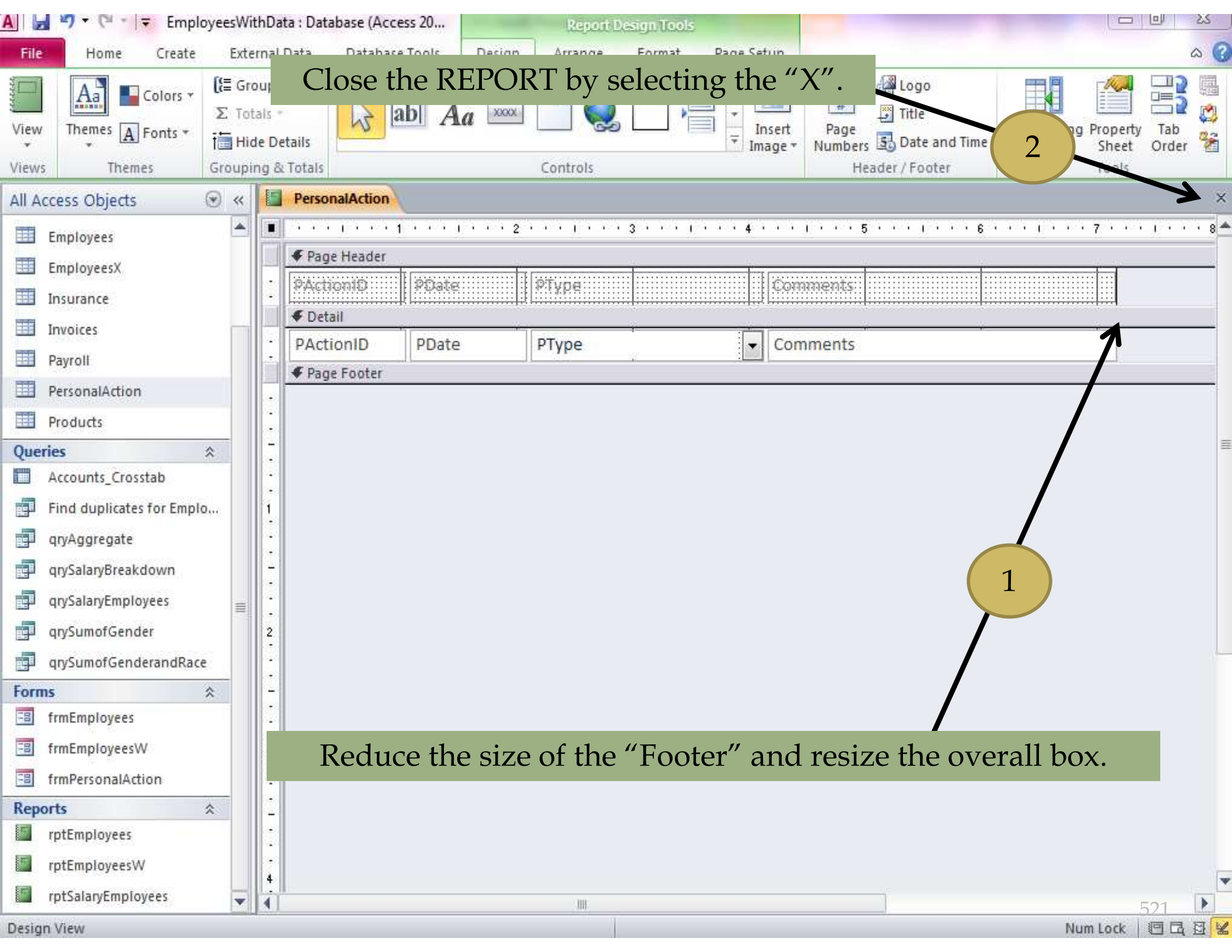
“Click” on the “EmployeeID and Label and DELETE them. Also Delete the “Page Number”

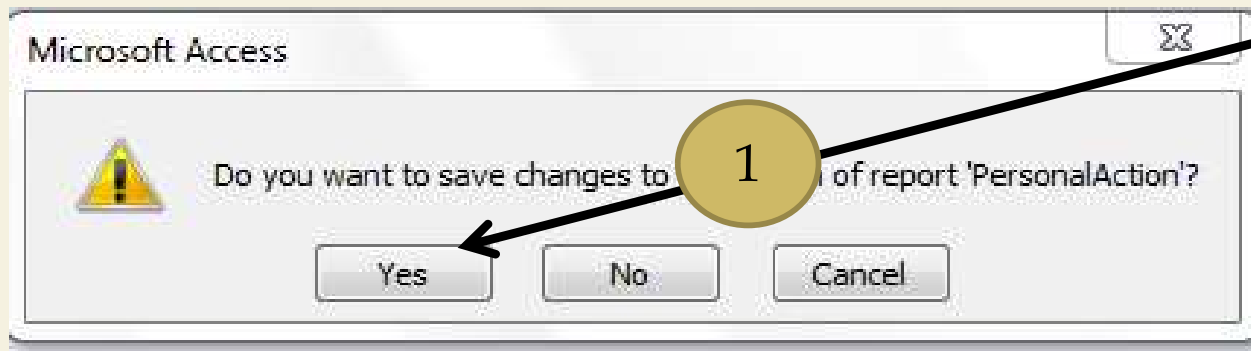
Close the REPORT by selecting the "X".

2

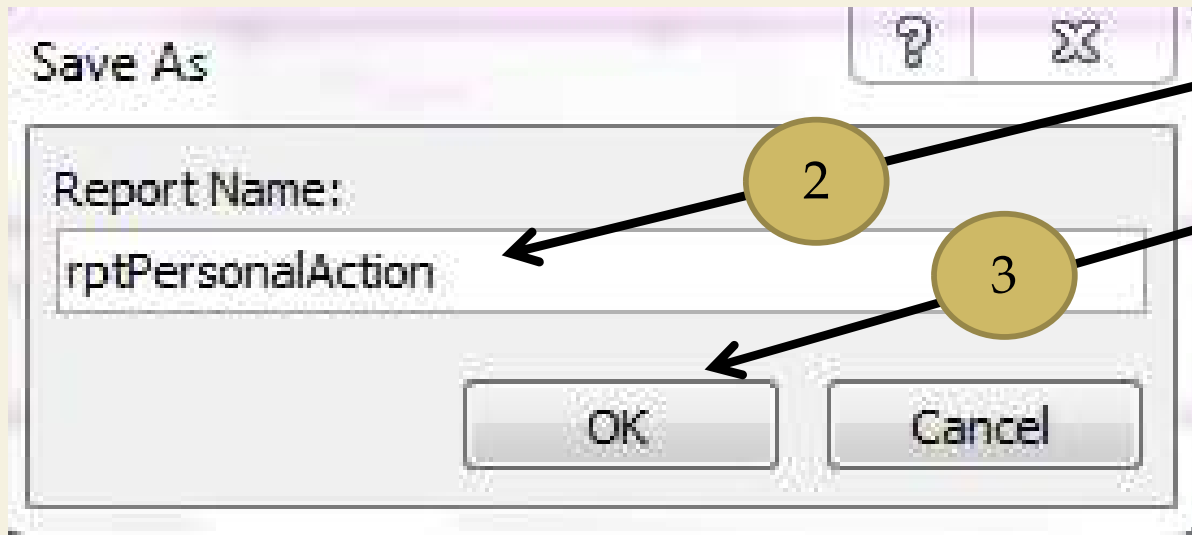
Reduce the size of the "Footer" and resize the overall box.

1

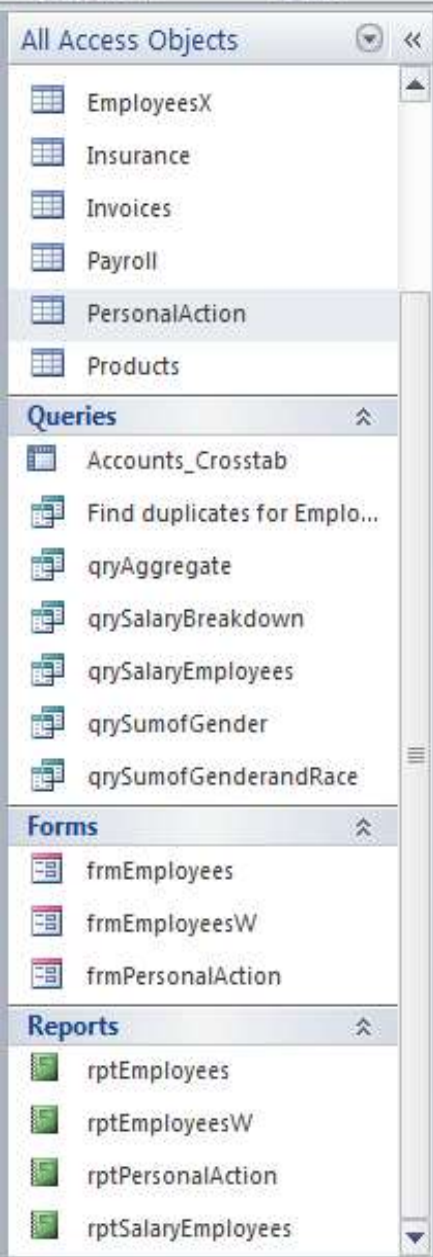
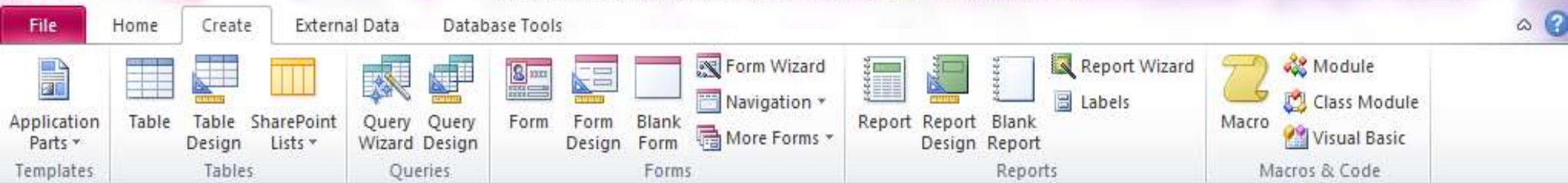




This warning will display.
Select "Yes"



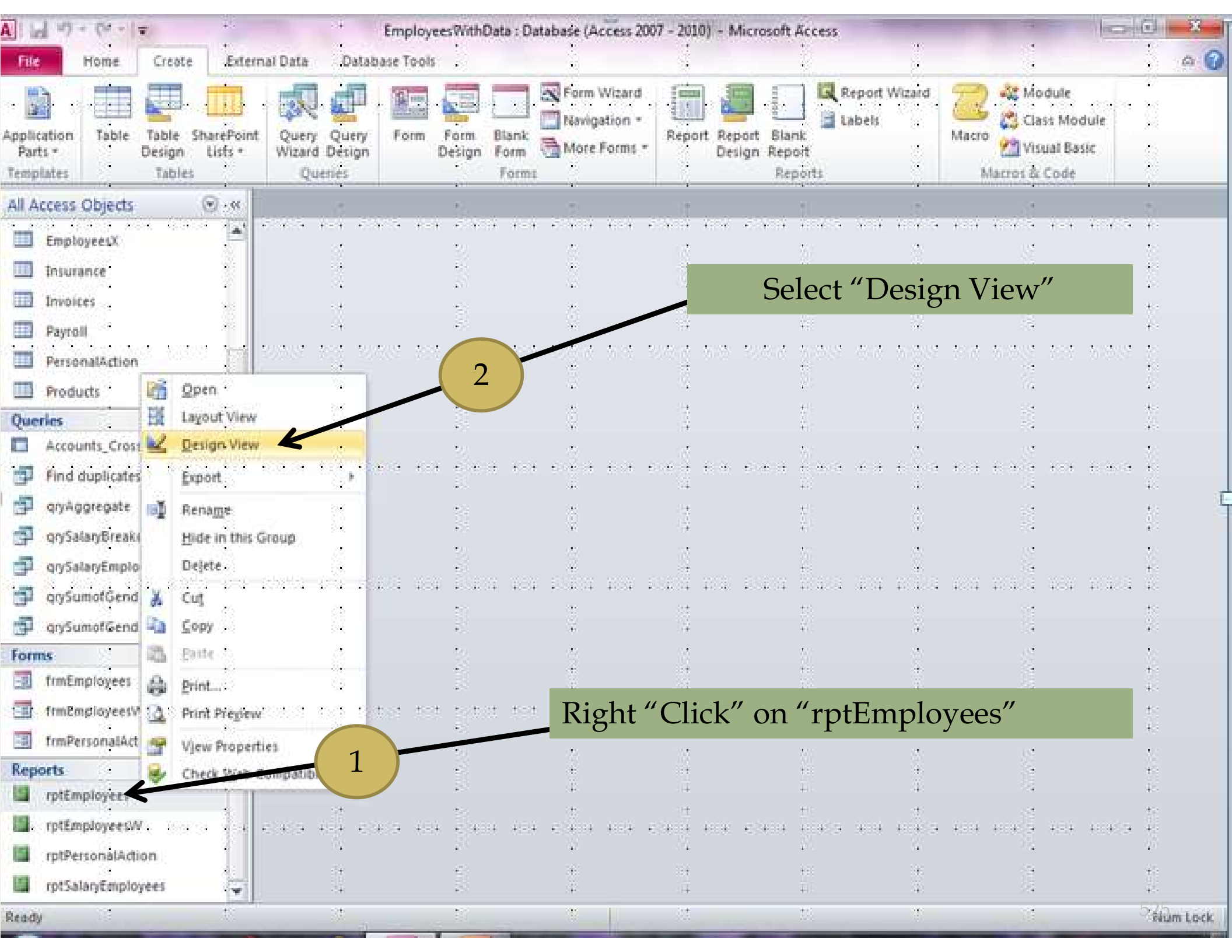
Type "rptPersonalAction"
Select "OK"



Your Database should have this display.

Using the “**EmployeeWithData**” DATABASE.

5. Embed the **rptPersonnelAction** into the **rptEmployees** report. Link the Master and Child fields. Look up Kenneth Sheets.

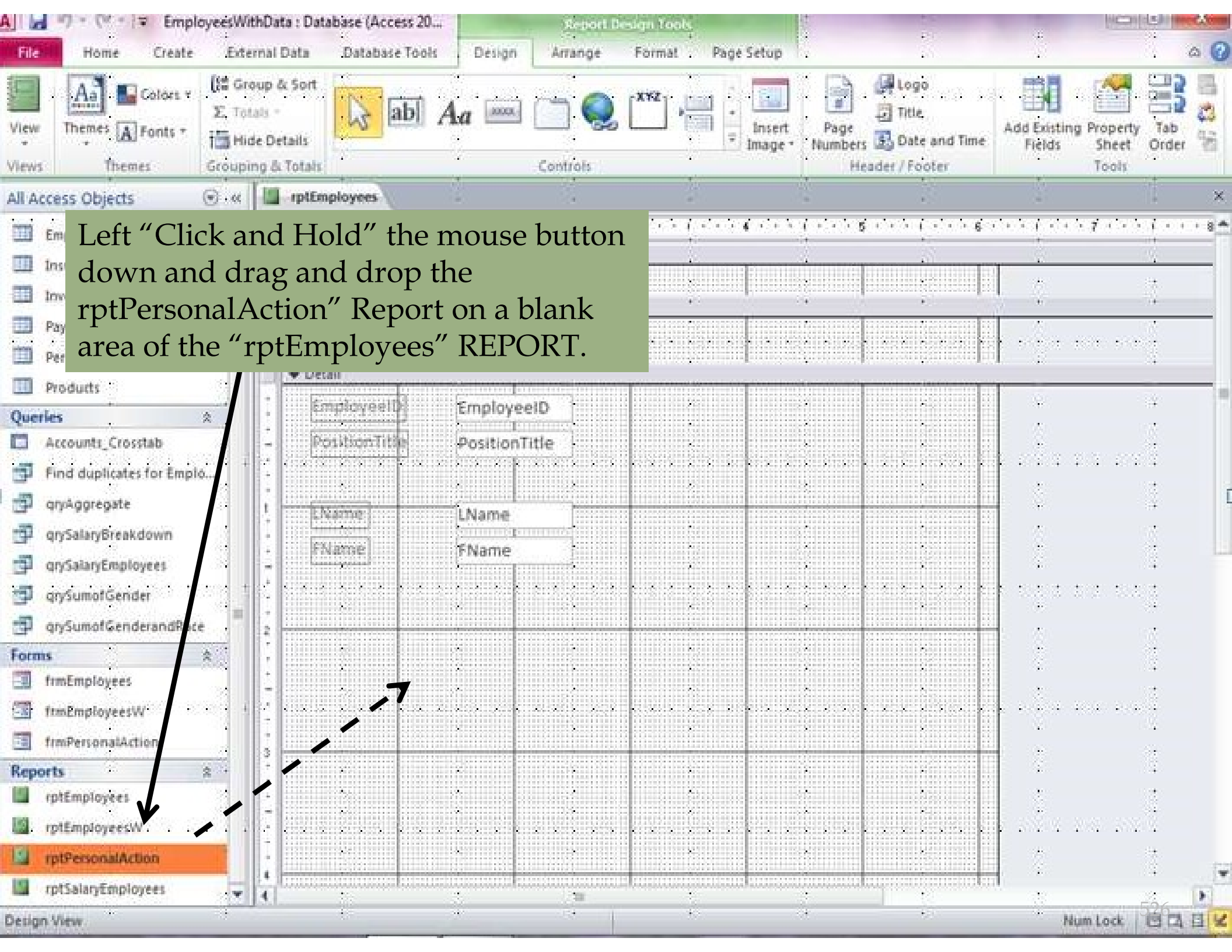


Select "Design View"

2

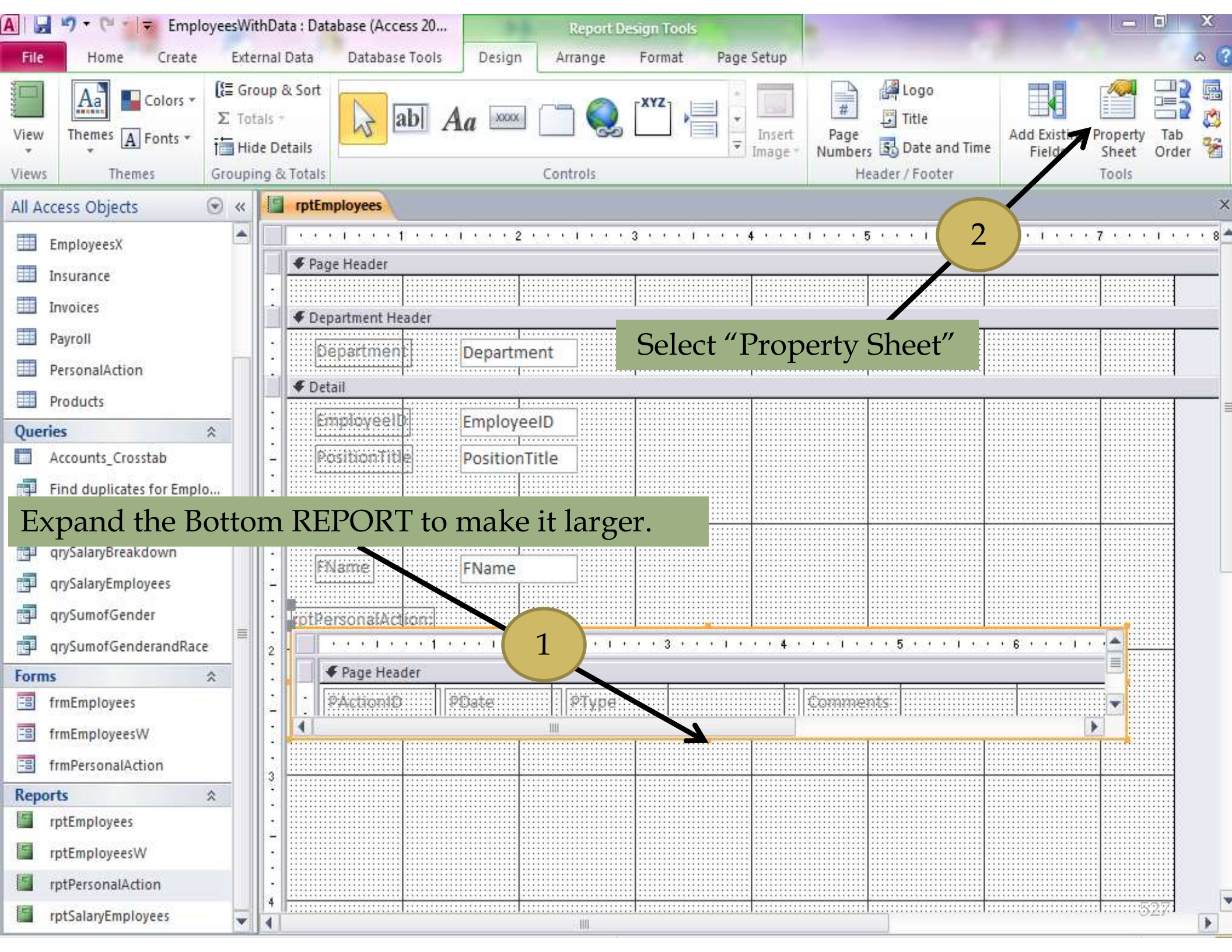
Right "Click" on "rptEmployees"

1



Left "Click and Hold" the mouse button down and drag and drop the rptPersonalAction Report on a blank area of the "rptEmployees" REPORT.

- Queries
 - Accounts_Crosstab
 - Find duplicates for Emplo...
 - qryAggregate
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandPace
- Forms
 - frmEmployees
 - frmEmployeesW
 - frmPersonalAction
- Reports
 - rptEmployees
 - rptEmployeesW
 - rptPersonalAction**
 - rptSalaryEmployees



Expand the Bottom REPORT to make it larger.

1

2

Select "Property Sheet"

“Click” inside the “Link Child” row and 3 dots will display. “Click” on the “Dots”

The screenshot shows the Microsoft Access interface with the report design view for 'rptEmployees'. The report structure is as follows:

- Page Header
- Department Header
 - Department
- Detail
 - EmployeeID
 - PositionTitle
 - LName
 - FName
- Subreport: rptPersonalActions
 - Page Header
 - PActionID
 - PDate
 - Detail
 - PActionID
 - PDate
 - Page Footer

The Property Sheet for the subreport 'rptPersonalActions' is open, showing the following properties:

Property	Value
Name	rptPersonalAction
Visible	Yes
Source Object	Report:rptPersonalAction
Link Master Fields	
Link Child Fields	
Width	7.1771"
Height	1.9281"
Top	1.8333"
Left	0.0417"
Border Style	Solid
Border Width	Hairline
Border Color	#000000
Special Effect	Flat
Gridline Style Top	Transparent
Gridline Style Bottom	Transparent
Gridline Style Left	Transparent
Gridline Style Right	Transparent
Gridline Width Top	1 pt
Gridline Width Bottom	1 pt
Gridline Width Left	1 pt
Gridline Width Right	1 pt
Top Padding	0.0208"
Bottom Padding	0.0208"
Left Padding	0.0208"
Right Padding	0.0208"

“Click” inside the “Link Child” row and 3 dots will display. “Click” on the “Dots”

The screenshot displays the Microsoft Access Design View of a report named 'rptEmployees'. The design is structured as follows:

- Page Header:** rptPersonalAction
- Department Header:** Department
- Detail:** EmployeeID, PositionTitle, LName, FName
- Subreport (rptPersonalAction):**
 - Page Header:** PActionID, PDate
 - Detail:** PActionID, PDate
 - Page Footer:**

The Property Sheet for the selected 'rptPersonalAction' subreport is shown on the right. The 'Link Child Fields' property is set to 'EmployeeID'. A black arrow points from the text above to this property.

Property	Value
Name	rptPersonalAction
Visible	Yes
Source Object	Report: rptPersonalAction
Link Master Fields	EmployeeID
Link Child Fields	EmployeeID
Width	7.1771"
Height	1.9201"
Top	1.8333"
Left	0.0417"
Border Style	Solid
Border Width	Hairline
Border Color	#000000
Special Effect	Fiat
Gridline Style Top	Transparent
Gridline Style Bottom	Transparent
Gridline Style Left	Transparent
Gridline Style Right	Transparent
Gridline Width Top	1 pt
Gridline Width Bottom	1 pt
Gridline Width Left	1 pt
Gridline Width Right	1 pt
Top Padding	0.0208"
Bottom Padding	0.0208"
Left Padding	0.0208"
Right Padding	0.0208"

The "EmployeeID" field will display on both sides

Subreport Field Linker

Master Fields: EmployeeID

Child Fields: EmployeeID

OK

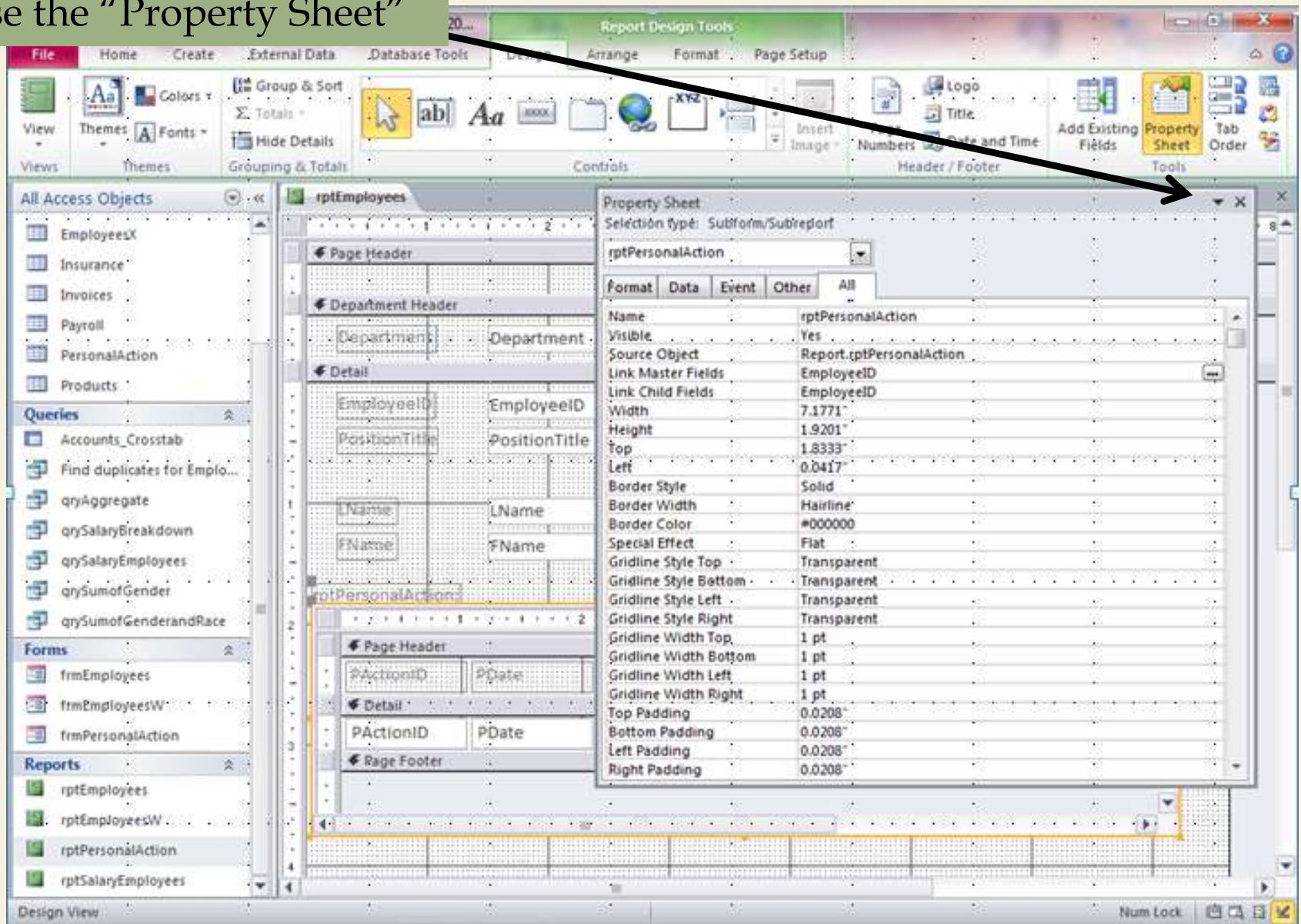
Cancel

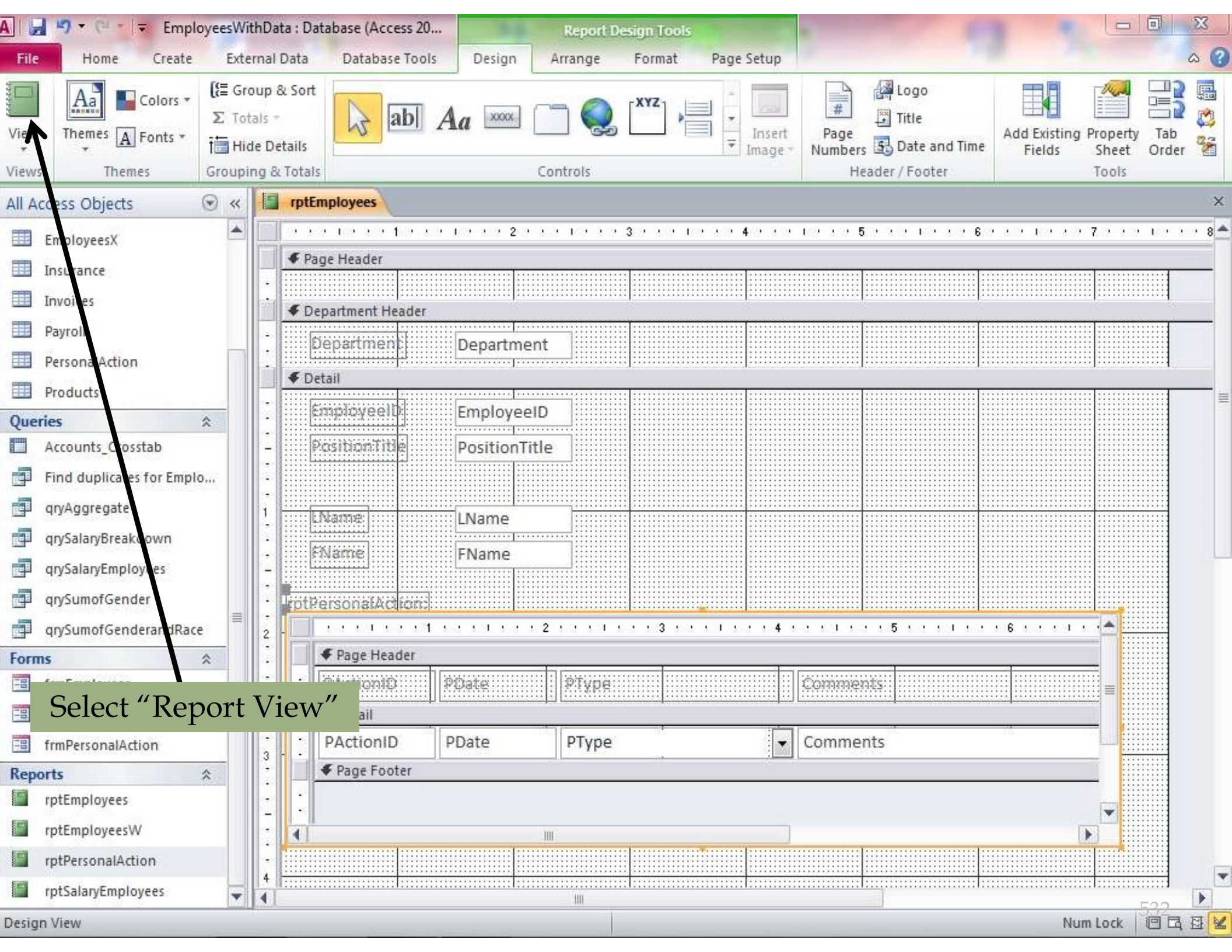
Suggest...

Result: Show PersonalAction for each record in <SQL Statement> using EmployeeID

Select "OK"

Close the "Property Sheet"





Select "Report View"

Close the REPORT by selecting the "X".

2

- All Access Objects
- EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
- Queries
- Accounts_Crosstab
 - Find duplicates for Emplo...
 - qryAggregate
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace
- Forms
- frmEmployees
 - frmEmployeesW
 - frmPersonalAction
- Reports
- rptEmployees
 - rptEmployeesW
 - rptPersonalAction
 - rptSalaryEmployees

EmployeeID:

PositionTitle:

LName:

FName:

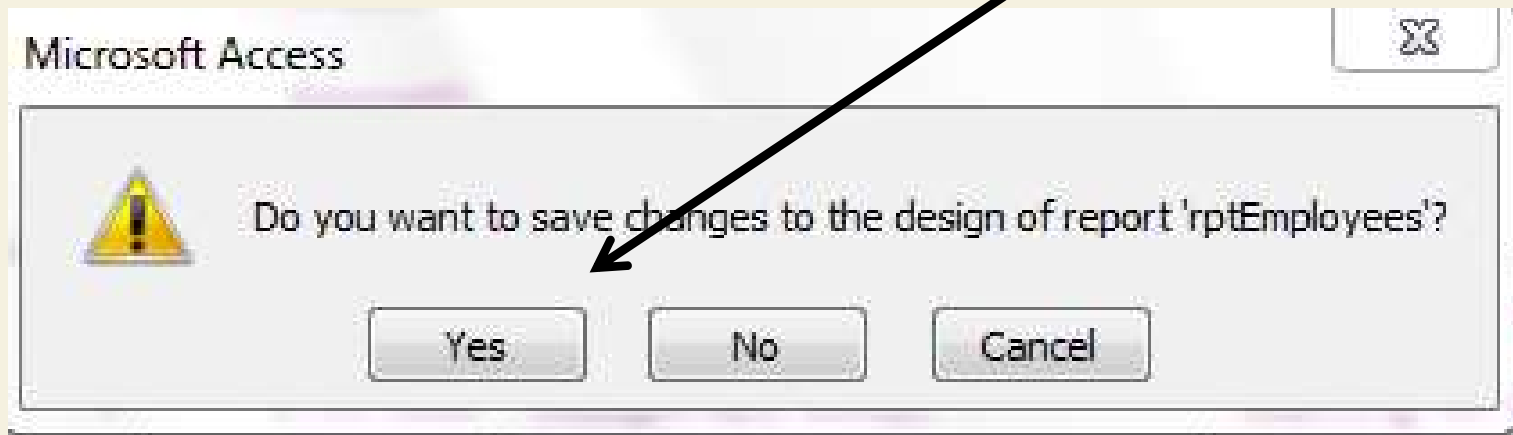
rptPersonalAction:

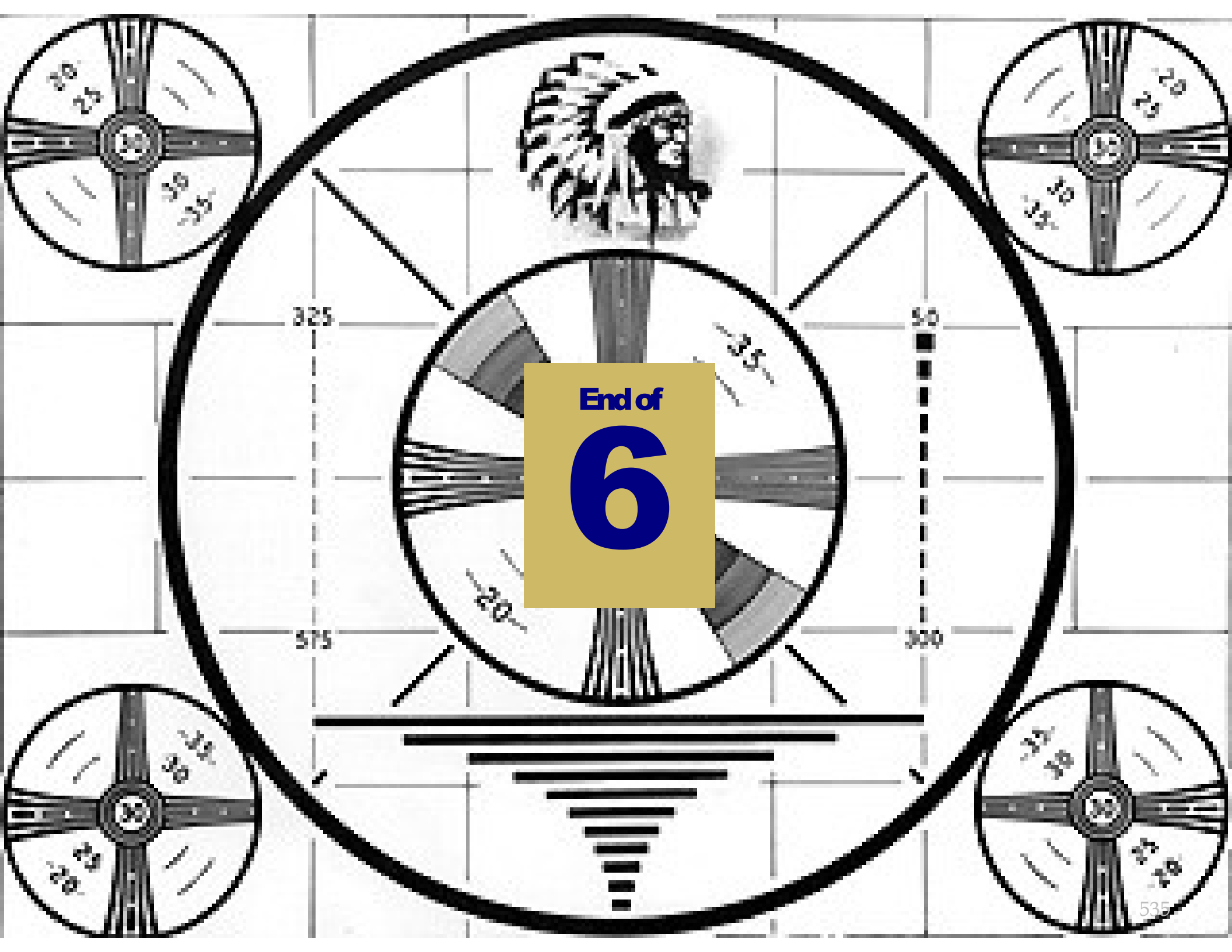
3	1/10/2008	Disciplinary Action	Warning for being late.
4	3/15/2008	Disciplinary Action	Warning for being late
5	8/1/2008	Disciplinary Action	Warning for being late - 90 day probation.

1

Scroll down until Kenneth Sheets is displayed

This warning will display.
Select "Yes"





End of

6

CENTRAL STATES AIR RESOURCE AGENCIES
150 CenSARA – Student Workbook



Hands On

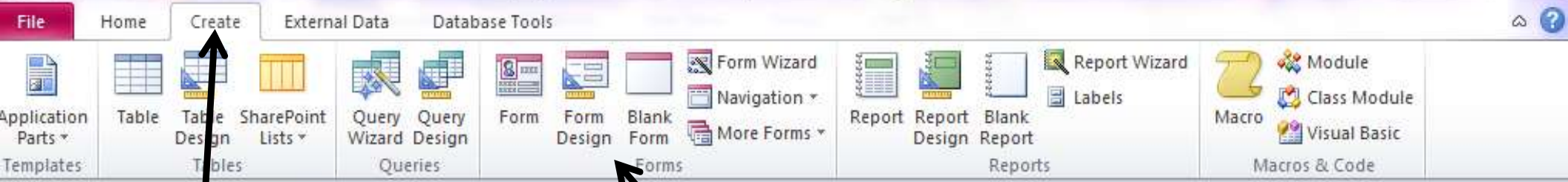
7

Using the “**EmployeeWithData**” DATABASE.

1. Create a blank form. Create an unbound combo box that lists all employees, sort by ascending order. Concatenate the LName and FName fields. Save the form as **frmSelectEmployee**.
2. Modify the query for **rptSalaryEmployees** and place into the criteria the reference to reference the **frmSelectEmployee** Combo0.
3. Create a command button to run the **rptSalaryEmployees** report.
4. Open up the **frmSelectEmployee** form in design view. Create (2) text fields. Name the first text field **BegDate** and the second **EndDate**. **Format** both fields as **Dates** and use an **Input Mask** for each.
5. Create a new query on the **Employees** TABLE using the **Query Wizard**. Save the query as **qryEmployeesX**. Modify the design and the **Criteria** for the **HireDate** and reference the BegDate and EndDate text fields for the **frmSelectEmployee** form. Add a **Hire Date Button** to run the report.

Using the “**EmployeeWithData**” DATABASE.

1. Create a blank form. Create an unbound combo box that lists all employees, sort by ascending order. Concatenate the LName and FName fields. Save the form as **frmSelectEmployee**.

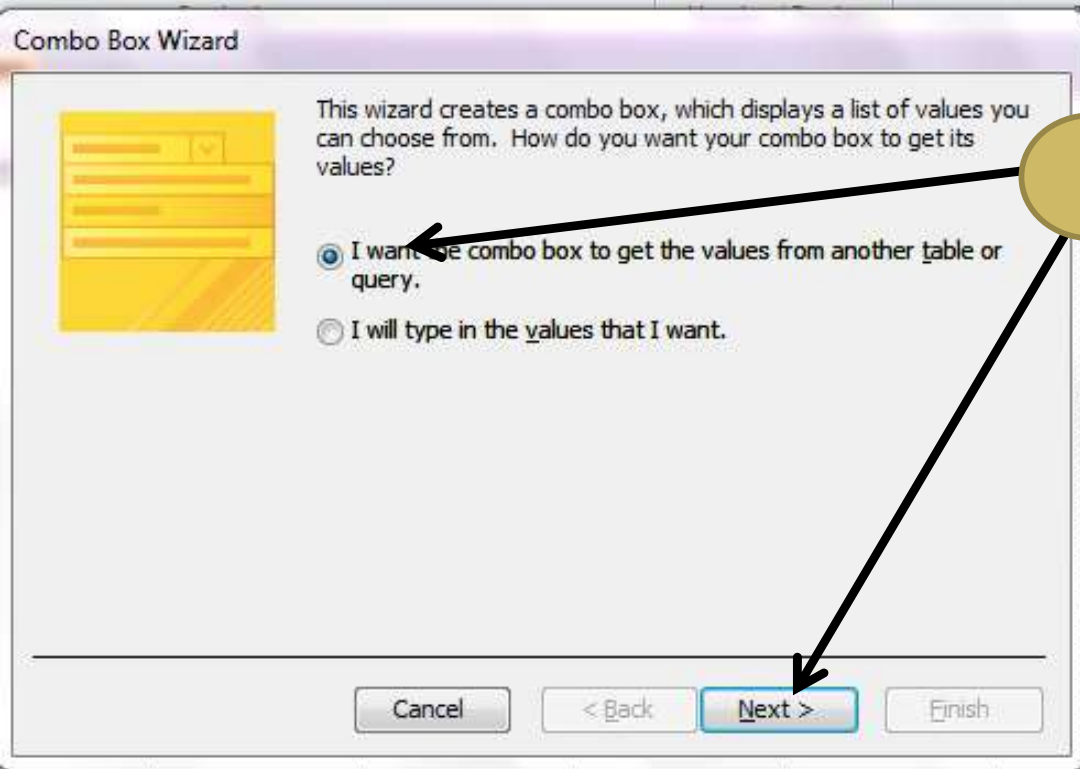


1

2

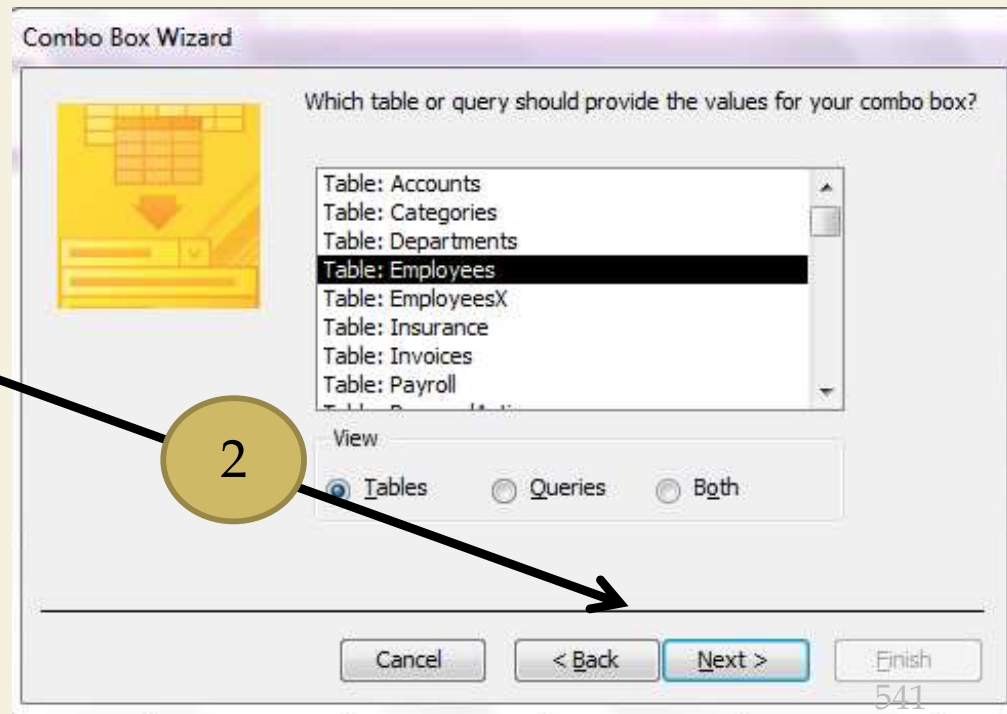
Select "Create" TAB

Select "Form Design"



Select "The values from another table" and then Next"

Select the "Employees" TABLE and then "Next"



Combo Box Wizard



Which fields of Employees contain the values you want included in your combo box? The fields you select become columns in your combo box.

Available Fields:

PositionTitle
Department
Address
City
State
Zip
Status
HireDate



Selected Fields:

EmployeeID
LName
FName

Cancel

< Back

Next >

Finish

1

Select "EmployeeID", "LName", and "FName" by using the ">".

Do not SORT, Select "Next"

Combo Box Wizard

What sort order do you want for the items in your list box?

You can sort records by up to four fields, in either ascending or descending order.

1 Ascending

2 Ascending

3 Ascending

4 Ascending

Cancel

< Back

Next >

Finish

2

Combo Box Wizard

How wide would you like the columns in your combo box?

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Hide key column (recommended)

LName	FName			
Upton	Barbara			
Rollo	Deborah			
Strunk	Deena			
Swanson	Deidra			
Taylor	DeKeisha			
Teel	Delonia			
Tener	Delonia			

Cancel < Back Next > Finish

Select "Next"

1

Change the combobox label to "Select Employee", then Select "Finish"

Combo Box Wizard

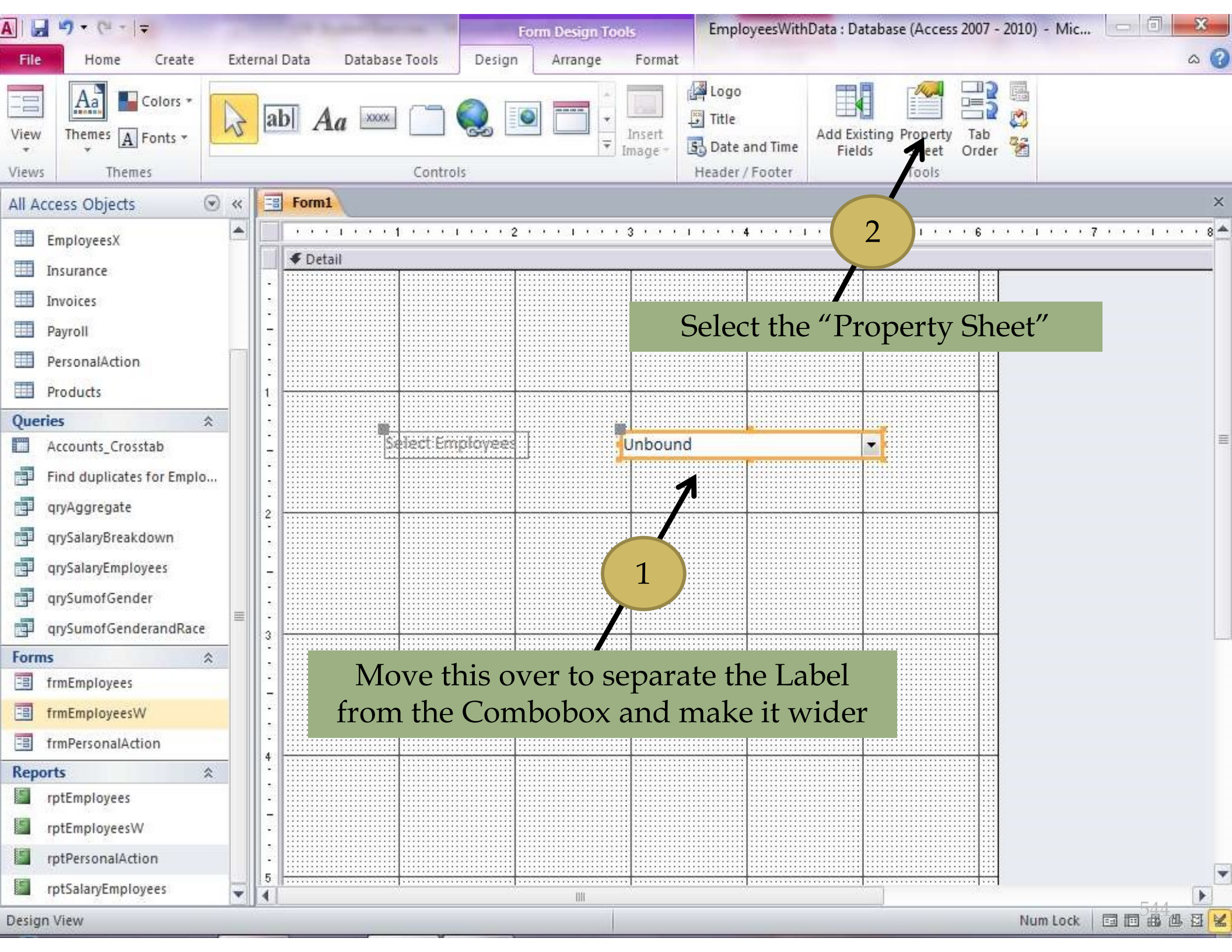
What label would you like for your combo box?

Select Employee

These are all the answers the wizard needs to create your combo box.

Cancel < Back Next > Finish

2



Select the "Property Sheet"

Move this over to separate the Label from the Combobox and make it wider

Change the "Column Count" from 3 to 2.

The screenshot shows the Property Sheet for a Combo Box control. The 'Column Count' property is currently set to 3, and the 'Column Widths' property is set to 0";1";1".

Property	Value
Name	Combo0
Control Source	
Format	
Decimal Places	Auto
Visible	Yes
Datasheet Caption	
Column Count	3
Column Widths	0";1";1"
Column Heads	No
List Rows	16
List Width	2"
Separator Characters	System Separator
Width	2.25"
Height	0.25"
Top	1.375"
Left	2.9167"
Back Style	Normal
Back Color	Background 1, Darker 35%
Border Style	None
Border Width	None
Border Color	Background 1, Darker 35%
Special Effect	Flat
Font Name	Calibri (Detail)
Font Size	11
Text Align	General

Change the Column Widths from 0";1";1" to 0";2"

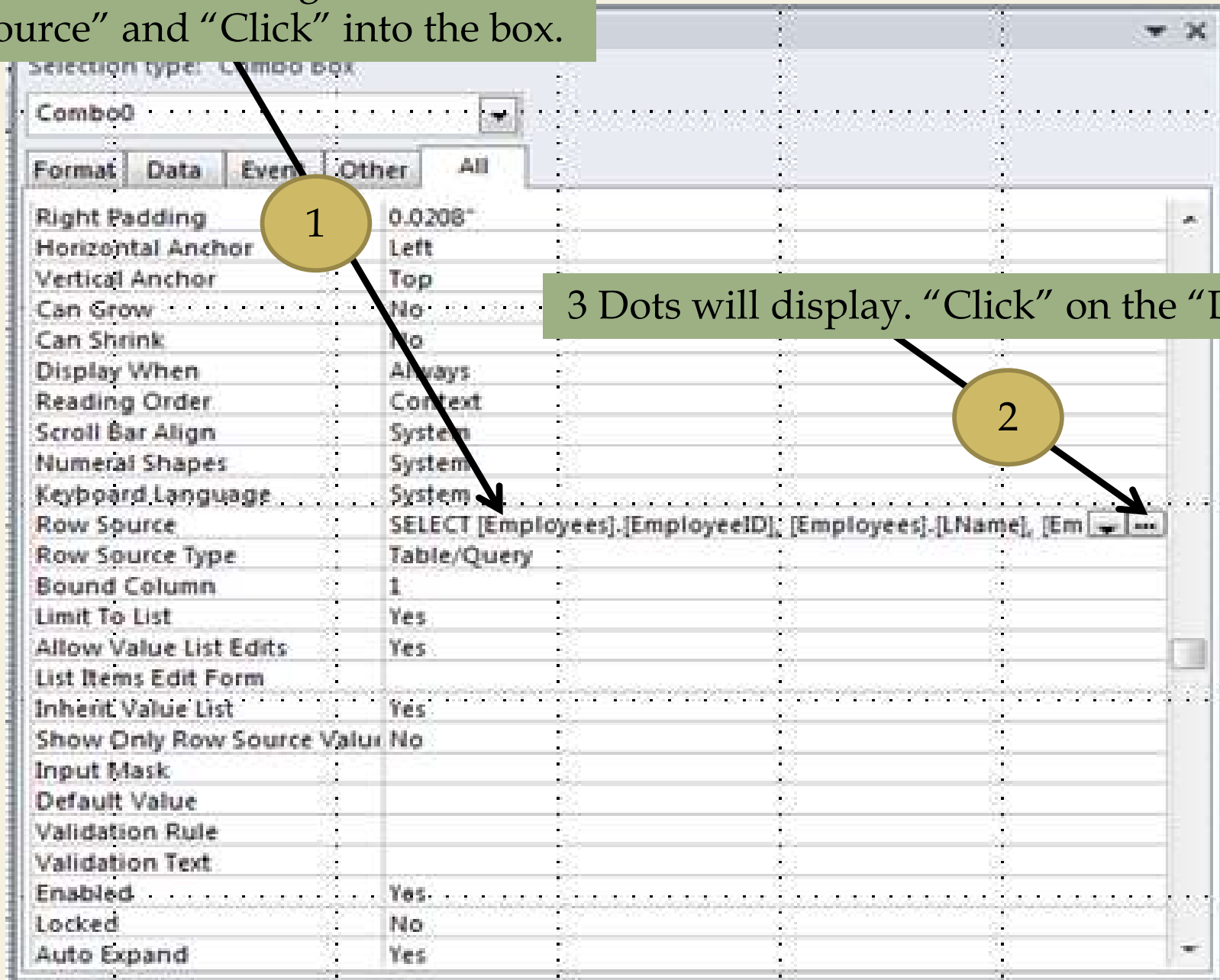
This should be the "Property Sheet" Display

Property Sheet
Selection type: Combo Box
Combo0

Format Data Event Other All

Name	Combo0
Control Source	
Format	
Decimal Places	Auto
Visible	Yes
Datasheet Caption	
Column Count	2
Column Widths	0";2"
Column Heads	No
List Rows	16
List Width	2"
Separator Characters	System Separator
Width	2.25"
Height	0.2188"
Top	1.3333"
Left	2.9167"
Back Style	Normal
Back Color	Background 1
Border Style	Solid
Border Width	Hairline
Border Color	Background 1, Darker 35%
Special Effect	Flat
Font Name	Calibri (Detail)
Font Size	11
Text Align	General

Use the "Scroll Bar" and go down to the "Row Source" and "Click" into the box.

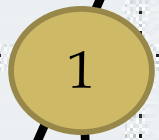


3 Dots will display. "Click" on the "Dots"

Form1: Query Builder

- Employees
 - EmployeeID
 - PositionTitle
 - Department
 - LName
 - FName
 - Address

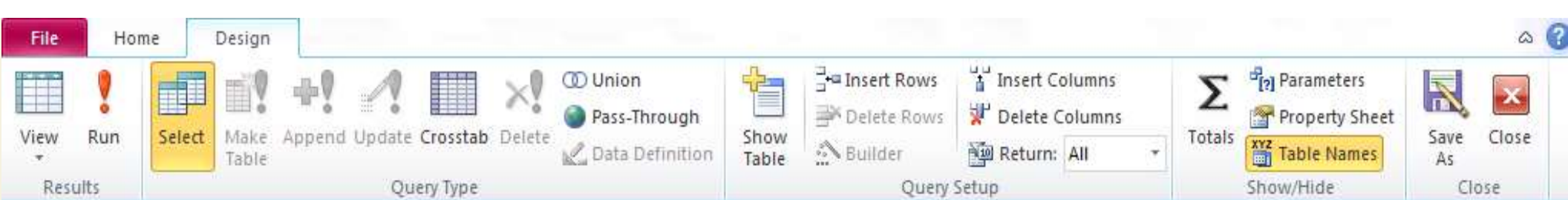
Highlight the "LName" and "FName" fields



Hit the Delete Key on your Keyboard.



Field:	EmployeeID	LName	FName						
Table:	Employees	Employees	Employees						
Sort:									
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:									
or:									



Form1 : Query Builder

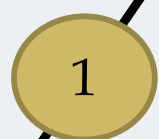
Employees

- * EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address

Select the "X"



Type **FullName:=[LName]&" "&[FName]** into the first column to the right of the "EmployeeID"

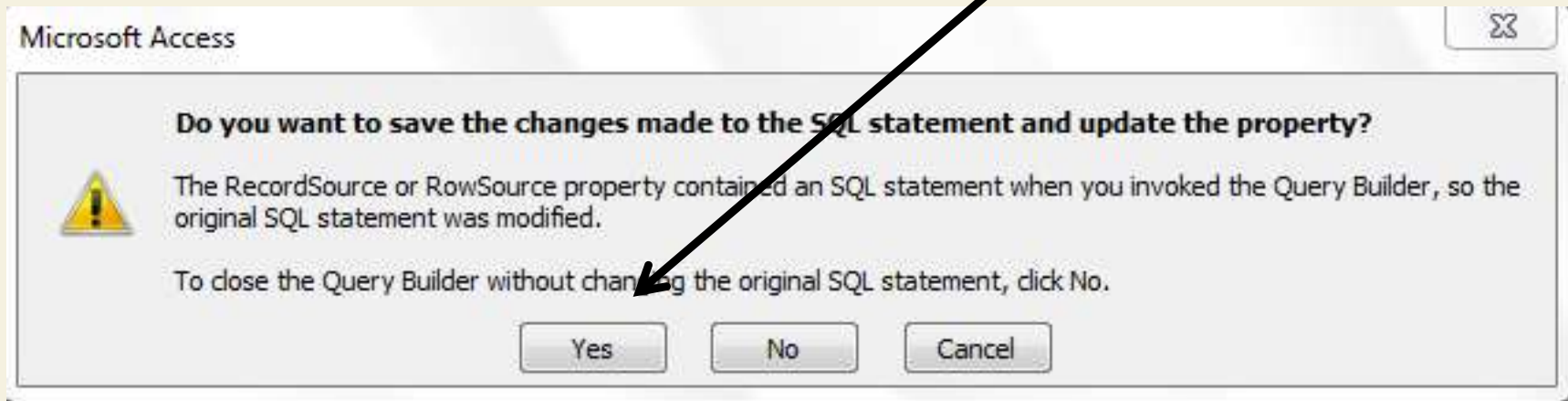


Field:	EmployeeID	FullName: [LName] & " " & [FName]				
Table:	Employees					
Sort:		Ascending				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:						
or:						

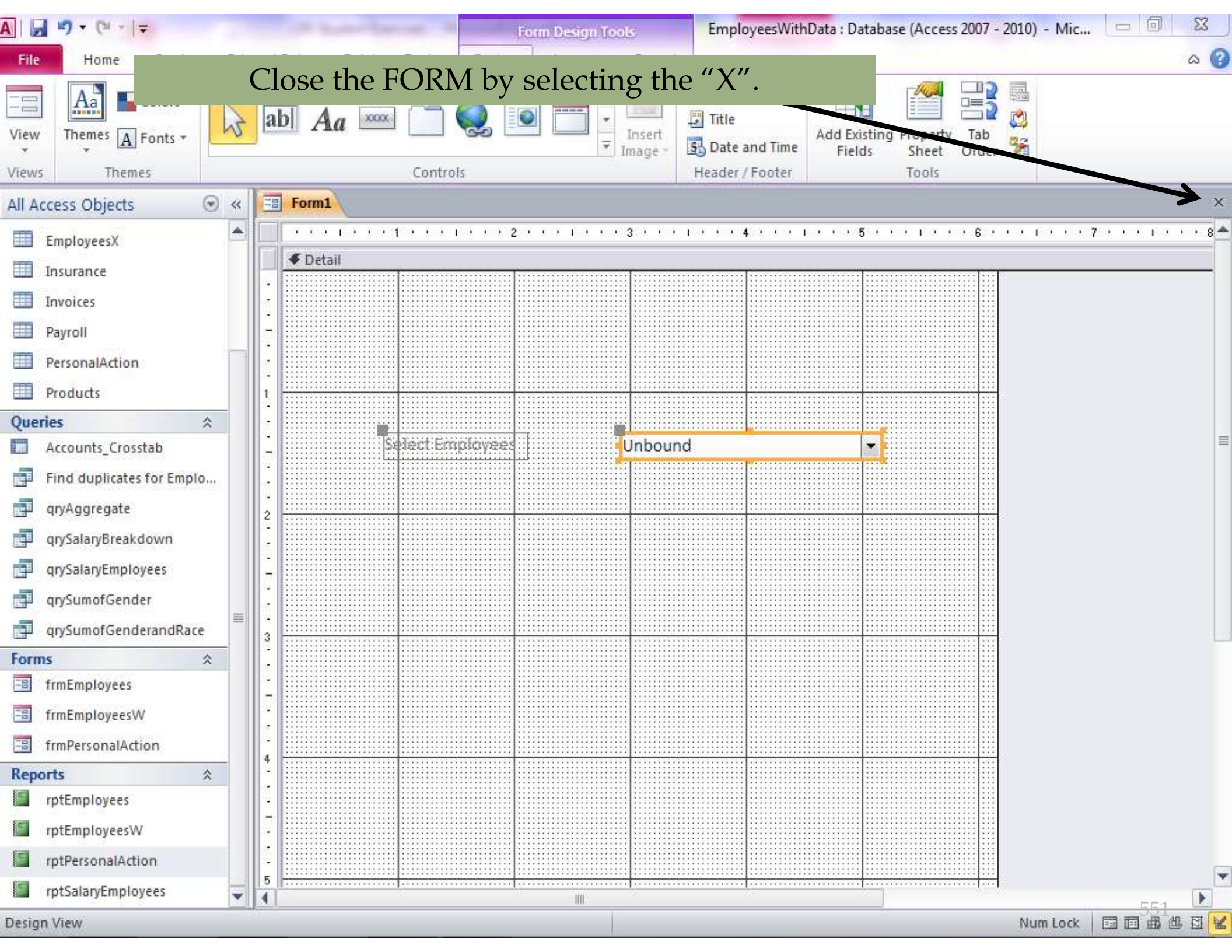


Sort by Ascending Order

This warning will display.
Select "Yes"

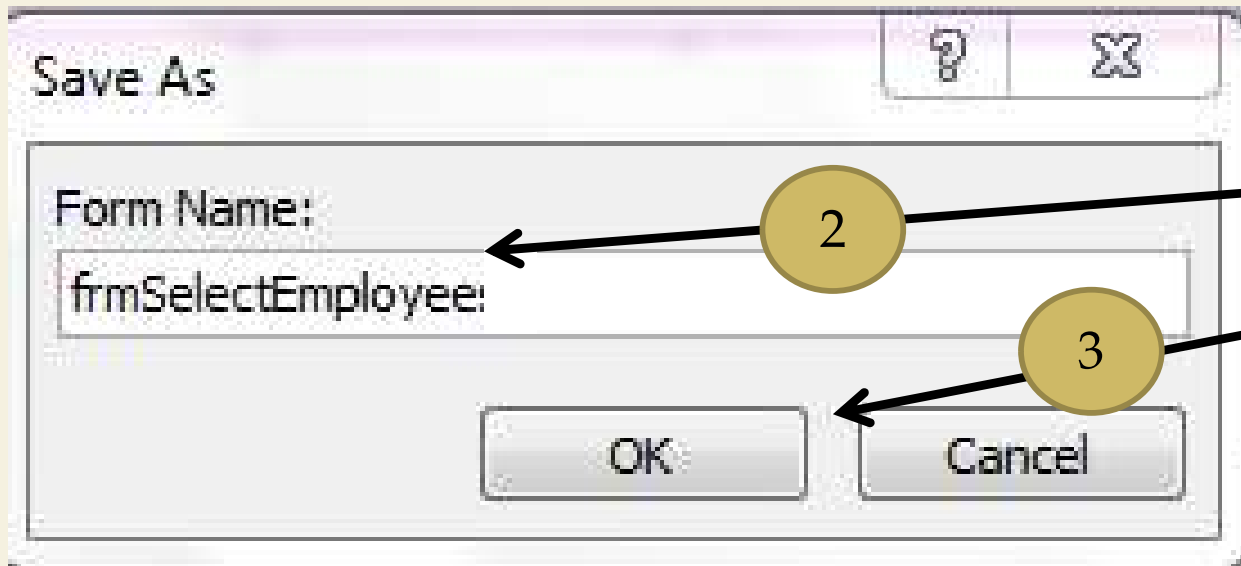


Close the FORM by selecting the "X".

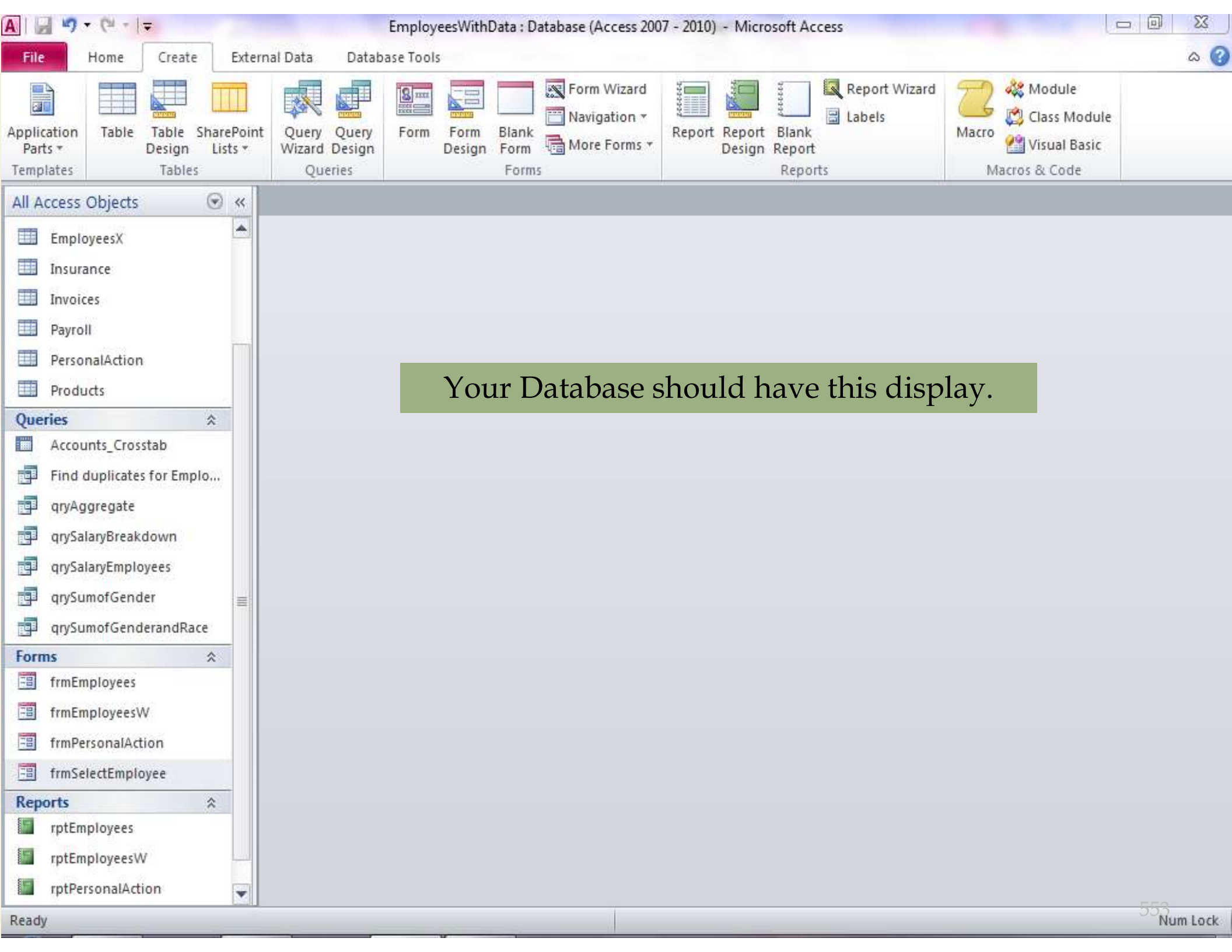




This warning will display.
Select "Yes"



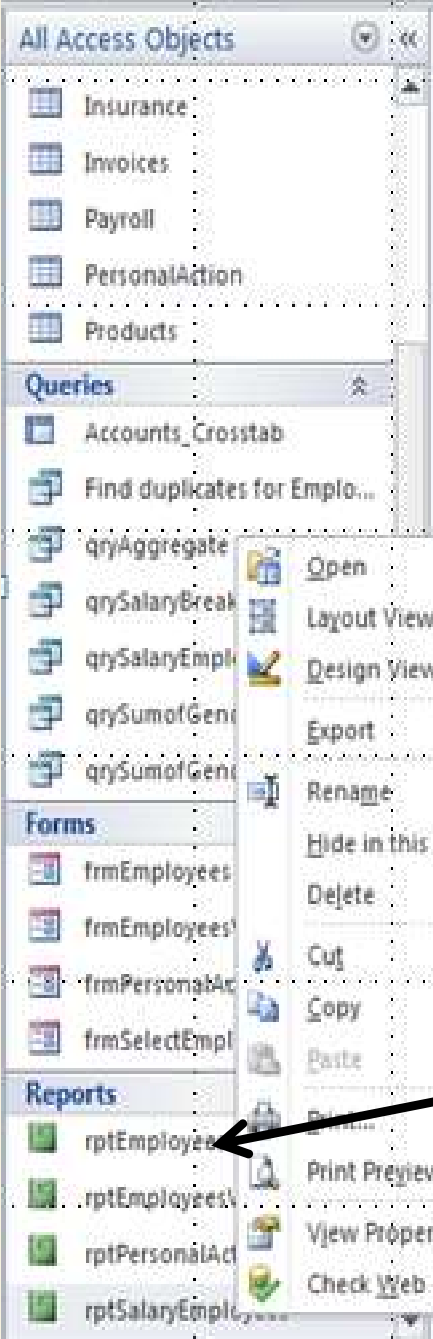
Type "frmSelectEmployee"
Select "OK"



Your Database should have this display.

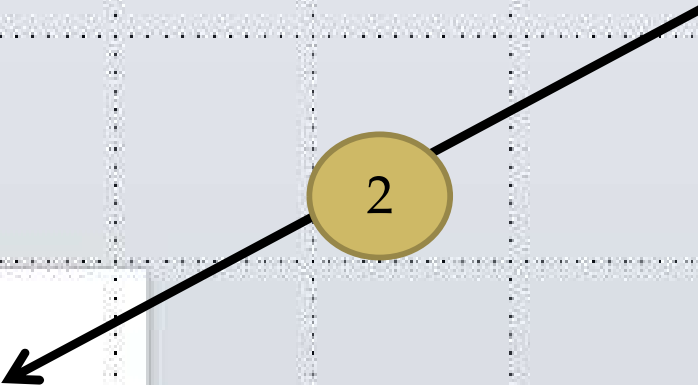
Using the “**EmployeeWithData**” DATABASE.

2. Modify the query for **rptEmployees** and place into the criteria the reference to reference the **frmSelectEmployee Combo0**.



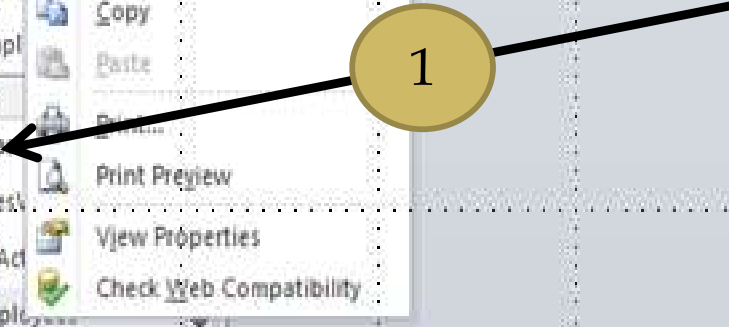
Select "Design View"

2



Right "Click" on "rptEmployees"

1





- All Access Objects
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
- Queries
 - Accounts_Crosstab
 - Find duplicates for Emplo...
 - qryAggregate
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace
- Forms
 - frmEmployees
 - frmEmployeesW
 - frmPersonalAction
- Reports
 - rptEmployees
 - rptEmployeesW
 - rptPersonalAction

rptEmployees

Page Header

Department Header

Department	Department
------------	------------

Detail

EmployeeID	EmployeeID
PositionTitle	PositionTitle
LName	LName
FName	FName

rptPersonalAction

Page Header

PActionID	PDate	PType	Comments
-----------	-------	-------	----------

Detail

PActionID	PDate	PType	Comments
-----------	-------	-------	----------

Page Footer

Select the "Property Sheet"

Property Sheet
Selection type: Report

Report

Format | Data | Event | Other | All

Record Source	SELECT Employees.Employee	▼	...
Caption			
Pop Up	No		
Modal	No		
Default View	Report View		
Allow Report View			
Allow Layout View			
Picture Type			
Picture	(none)		
Picture Tiling	No		
Picture Alignment	Center		
Picture Size Mode	Clip		
Width	7.6354"		
Auto Center	No		
Auto Resize	Yes		
Fit to Page	Yes		
Border Style	Sizable		
Scroll Bars	Both		
Control Box	Yes		
Close Button	Yes		
Min Max Buttons	Both Enabled		
Moveable	No		
Show Page Margins	Yes		
Grid X	24		
Grid Y	24		
Layout for Print	Yes		
Grp Keep Together	Per Column		
Picture Pages	All Pages		
Page Header	All Pages		
Page Footer	All Pages		
Orientation	Left-to-Right		

“Click” on the “3 Dots”
In the “Record Source” row

Select the "X"

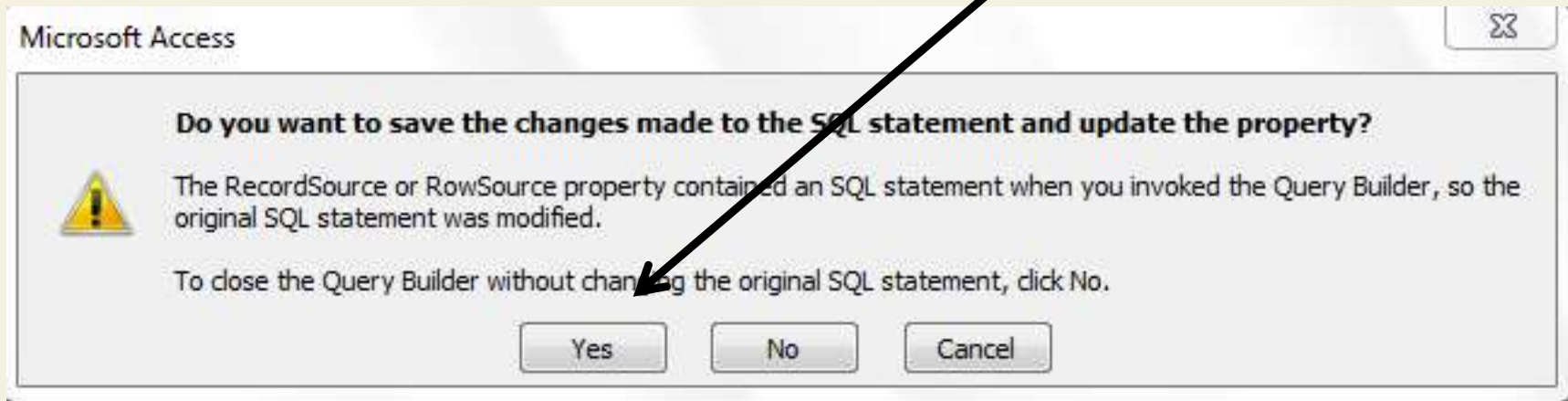
2

In the "Criteria" row type
[Forms]![frmSelectEmployee]![Combo0]

1

Field:	EmployeeID	PositionTitle	Department	FName					
Table:	Employees	Employees	Employees	Employees					
Sort:									
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:	[Forms]![frmSelectEmployee]![Combo0]								
or:									

This warning will display.
Select "Yes"



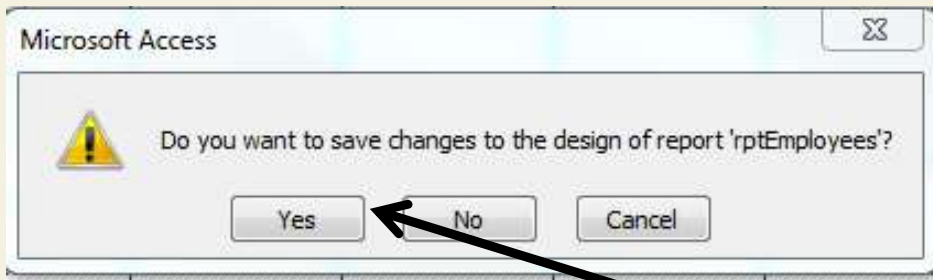
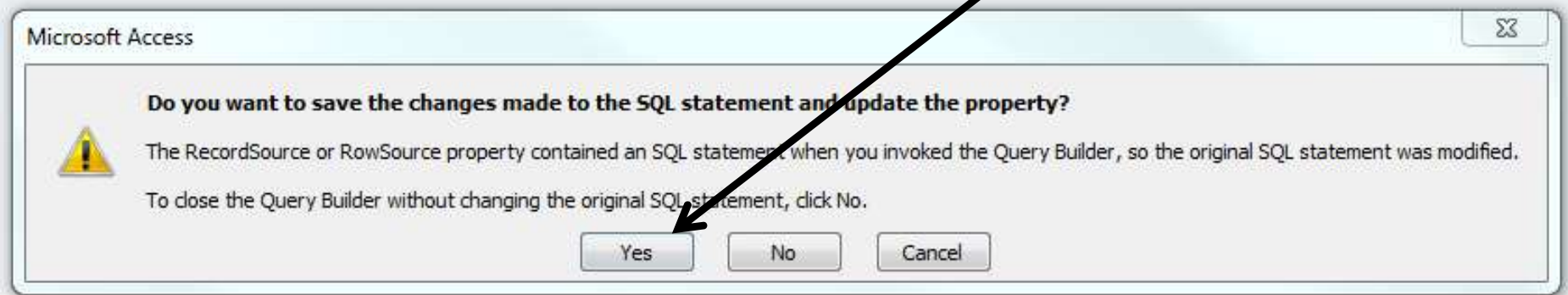
Close the REPORT by selecting the "X".

The screenshot displays the Microsoft Access Report Design Tools interface. The title bar shows 'EmployeesWithData : Database (Access 20...)' and 'Report Design Tools'. The ribbon includes 'File', 'Home', 'Create', and 'External'. The 'All Access Objects' pane on the left lists various objects, with 'Reports' expanded to show 'rptSalaryEmployees' selected. The main design view shows a report titled 'rptEmployees' with the following sections:

- Report Header:** Contains the report title 'rptEmployees'.
- Page Header:** Contains fields for 'Department', 'PayRate', 'LName', and 'FName'.
- Department Header:** Contains the field 'Department'.
- Detail:** Contains fields for 'PayRate', 'LName', and 'FName'.
- Department Footer:** Contains a summary row with the text: `= "Summary for " & "Department' = " & " & [Department] & " (" & Count(*) & " " & IIf(Count(*)=1,"detail record","detail` and a 'Sum:' field with the expression `=Sum([PayRat`.
- Page Footer:** Contains the expression `=Now()` and `= "Page " & [Page] & " of " & [Pages]`.
- Report Footer:** Contains a 'Grand Total' field with the expression `=Sum([PayRat`.

A green callout box with the text 'Close the REPORT by selecting the "X".' and an arrow points to the 'X' close button in the top right corner of the report design view.

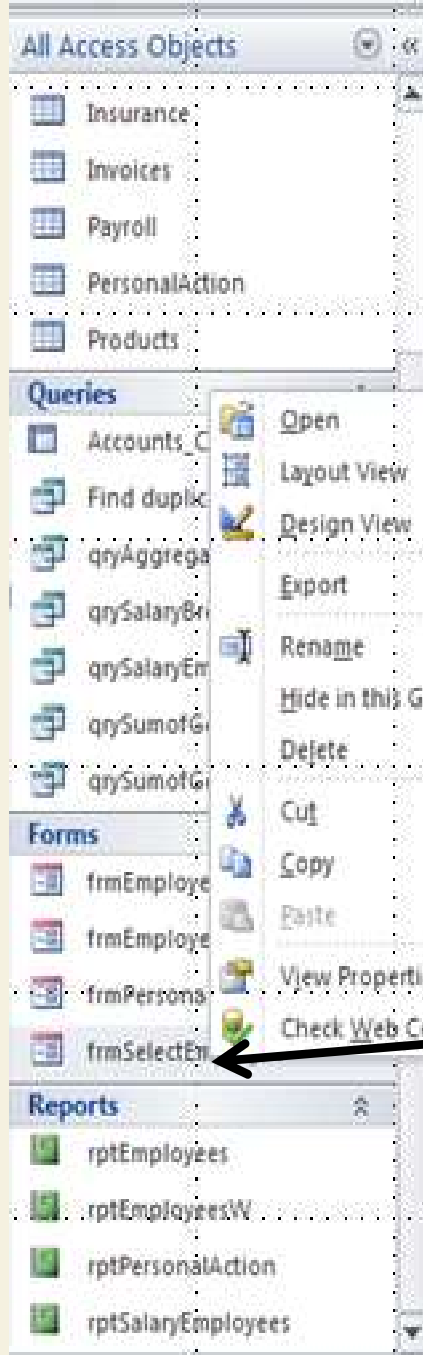
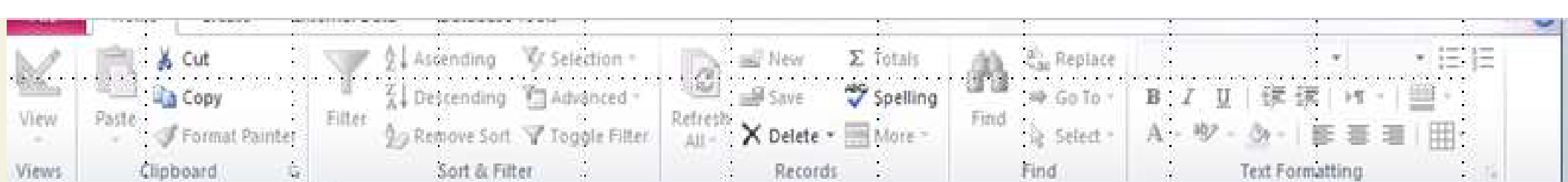
This warning will display.
Select "Yes"



Close the rptEmployees.
This warning will display.
Select "Yes"

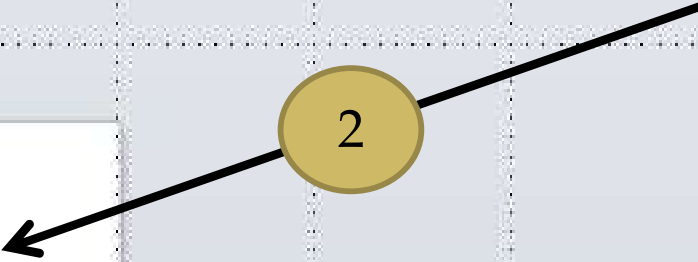
Using the “**EmployeeWithData**” DATABASE.

3. Create a command button to run the **rptEmployees** report.



Select "Design View"

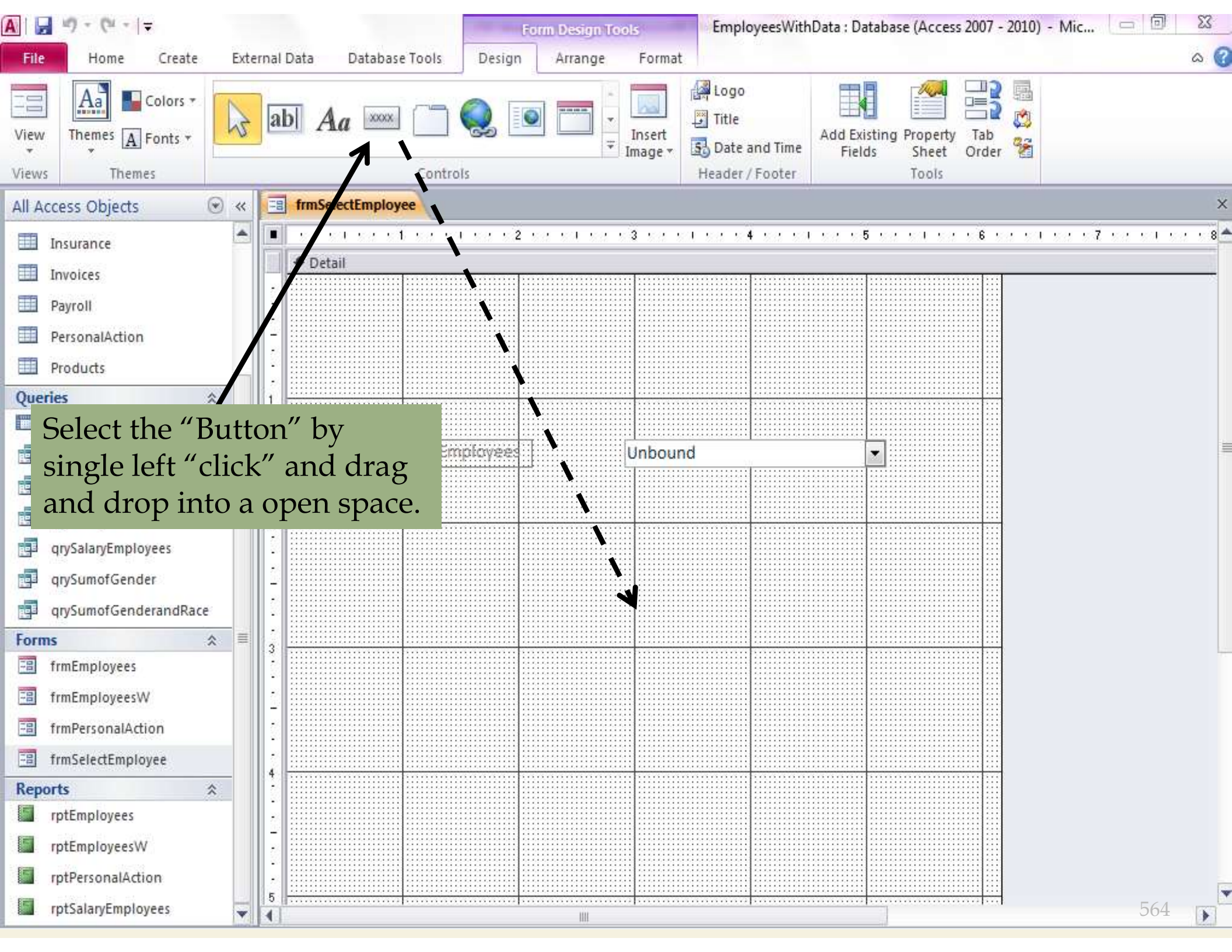
2



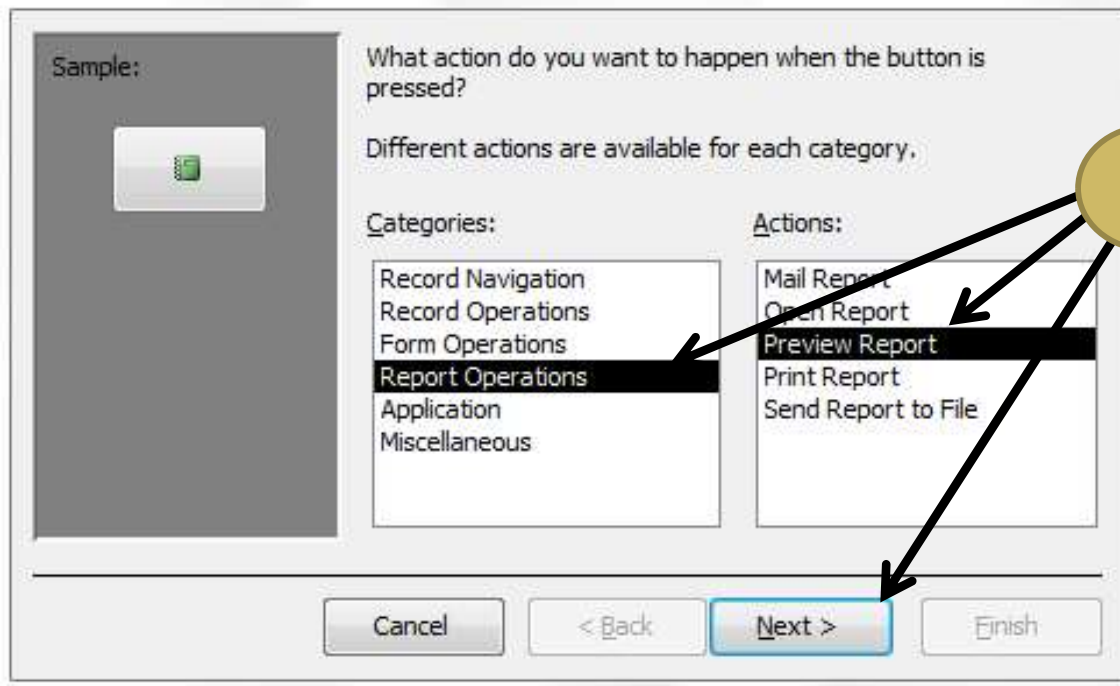
Right "Click" on "frmSelectEmployees"

1

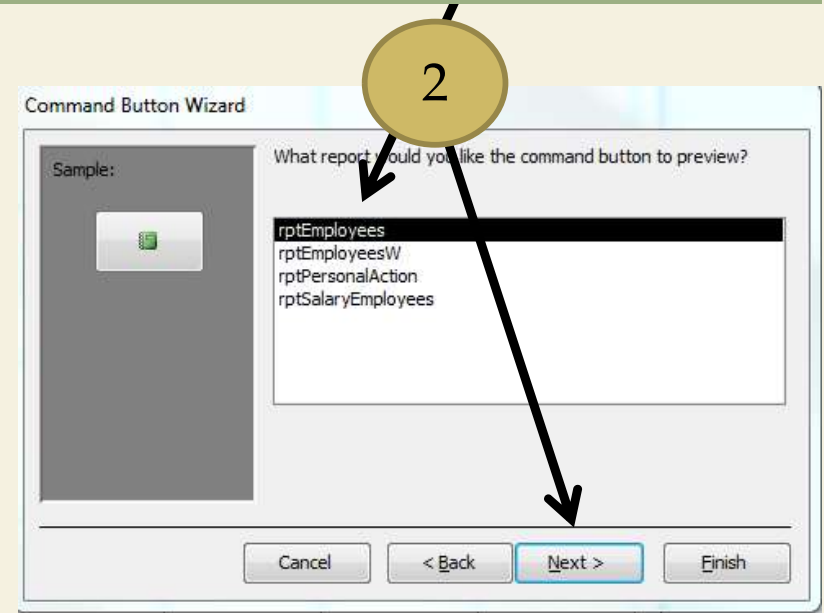




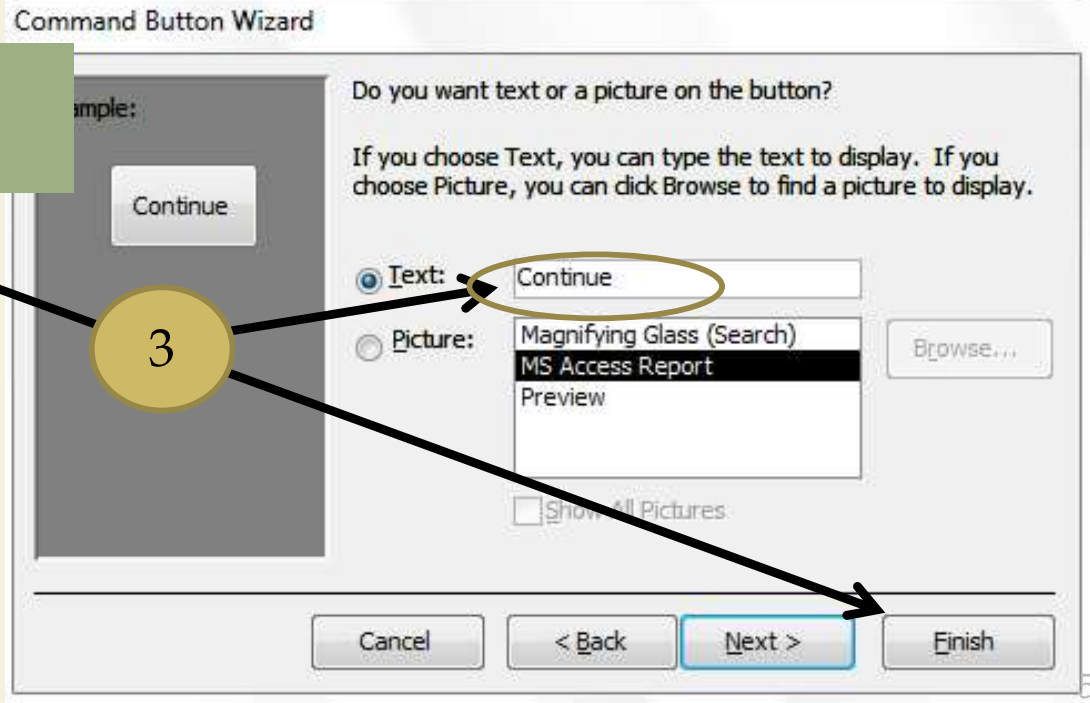
Select the "Button" by single left "click" and drag and drop into a open space.

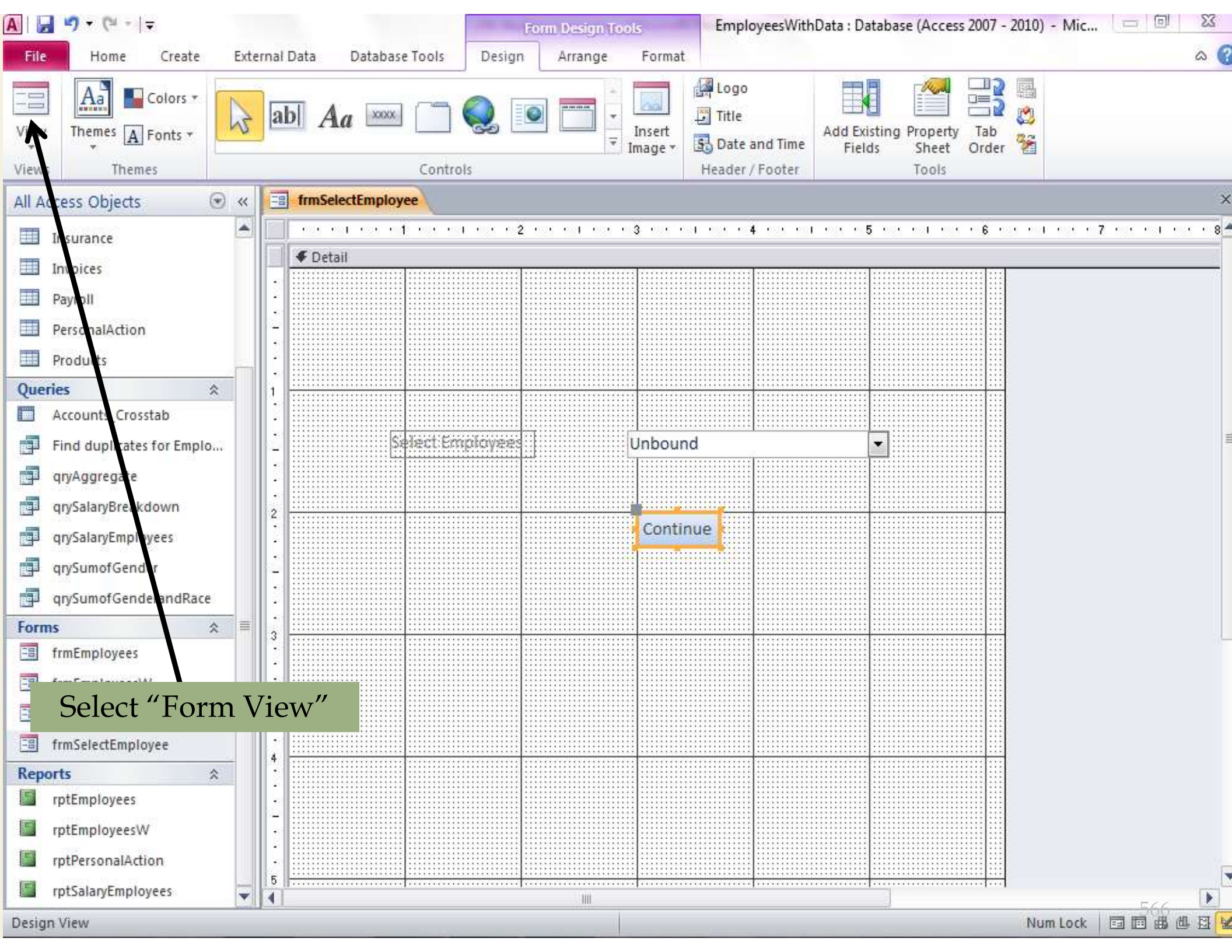


Select "Report Operation" and "Next"
Select "rptEmployees" and "Next"



Change the button label to "Continue", then Select "Finish"





File Home Create External Data Database Tools Design Arrange Format

Views Themes Colors Fonts Themes

ab| Aa XXXX

Controls

Insert Image

Logo Title Date and Time Header / Footer

Add Existing Fields Property Sheet Tab Order Tools

- All Access Objects
- Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
- Queries
- Accounts Crosstab
 - Find duplicates for Emplo...
 - qryAggregate
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace
- Forms
- frmEmployees
 - frmEmployeesW
 - frmSelectEmployee
- Reports
- rptEmployees
 - rptEmployeesW
 - rptPersonalAction
 - rptSalaryEmployees

frmSelectEmployee

Detail

Select Employees

Unbound

Continue

Select "Form View"

File Home Create External Data Database Tools

View Paste Copy Format Painter Filter Filter Ascending Descending Remove Sort & Filter New Totals Replace Go To Select Find Text Formatting

Select "Sheets, Kenneth"

All Access Objects

- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for Emplo...
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW
- frmPersonalAction
- frmSelectEmployee

Reports

- rptEmployees
- rptEmployeesW
- rptPersonalAction
- rptSalaryEmployees

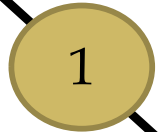
frmSelectEmployee

Select Employees

Sheets, Kenneth

Continue

Record: 14 1 of 1 No Filter Search



Select "Continue"

Close the FORM by selecting the "X".

File Print Preview

Print Size Margins Print Data Only Show Margins

Portrait Landscape Columns Page Setup Zoom One Page Two Pages More Pages Refresh All Excel Text File PDF or XPS E-mail More Close Print Preview

Page Size Page Layout Zoom Data Close Preview

All Access Objects

- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

Queries

- Accounts_Crosstab
- Find duplicates for Emplo...
- qryAggregate
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW
- frmPersonalAction
- frmSelectEmployee

Reports

- rptEmployees
- rptEmployeesW
- rptPersonalAction
- rptSalaryEmployees

frmSelectEmployee rptEmployees

Department:

EmployeeID:

PositionTitle:

LName:

FName:

rptPersonalAction:

3	1/10/2008	Disciplinary Action	Warning for being late.
4	3/15/2008	Disciplinary Action	Warning for being late
5	8/1/2008	Disciplinary Action	Warning for being late - 90 day probation.

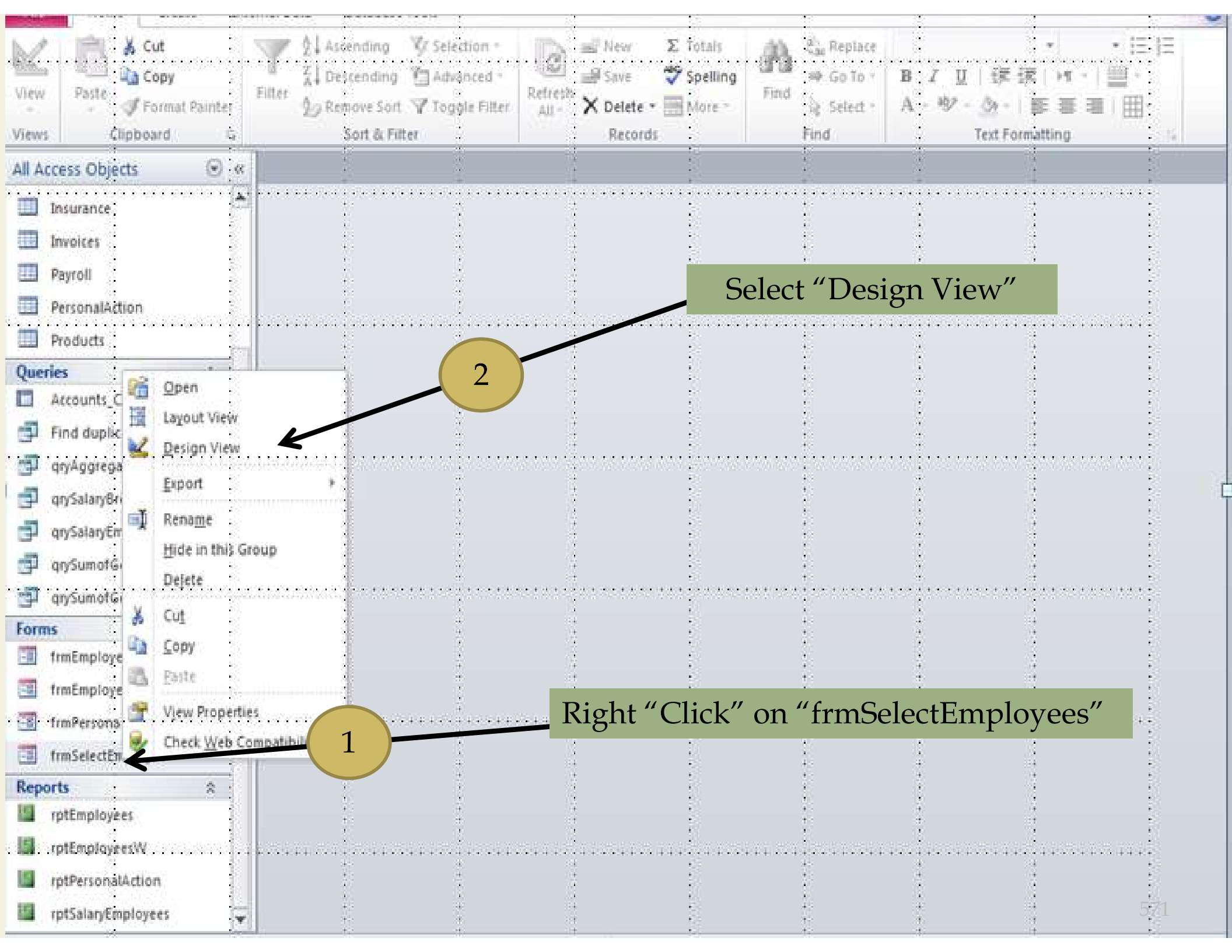
Page: 1 No Filter

This warning will display.
Select "Yes"



Using the “**EmployeeWithData**” DATABASE.

4. Open up the **frmSelectEmployee** form in design view. Create (2) text fields. Name the first text field **BegDate** and the second **EndDate**. Format both fields as **Dates** and use an **Input Mask** for each.

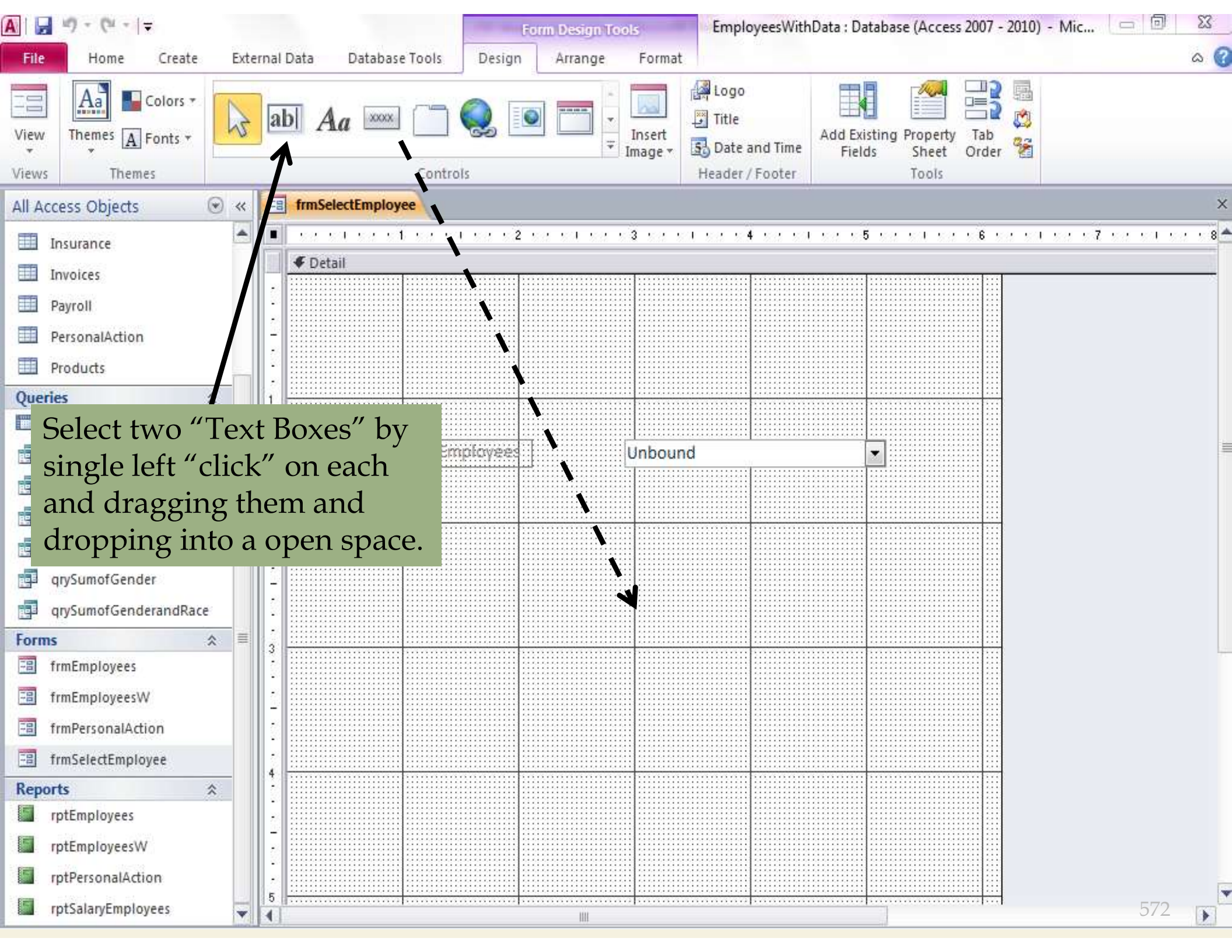


Select "Design View"

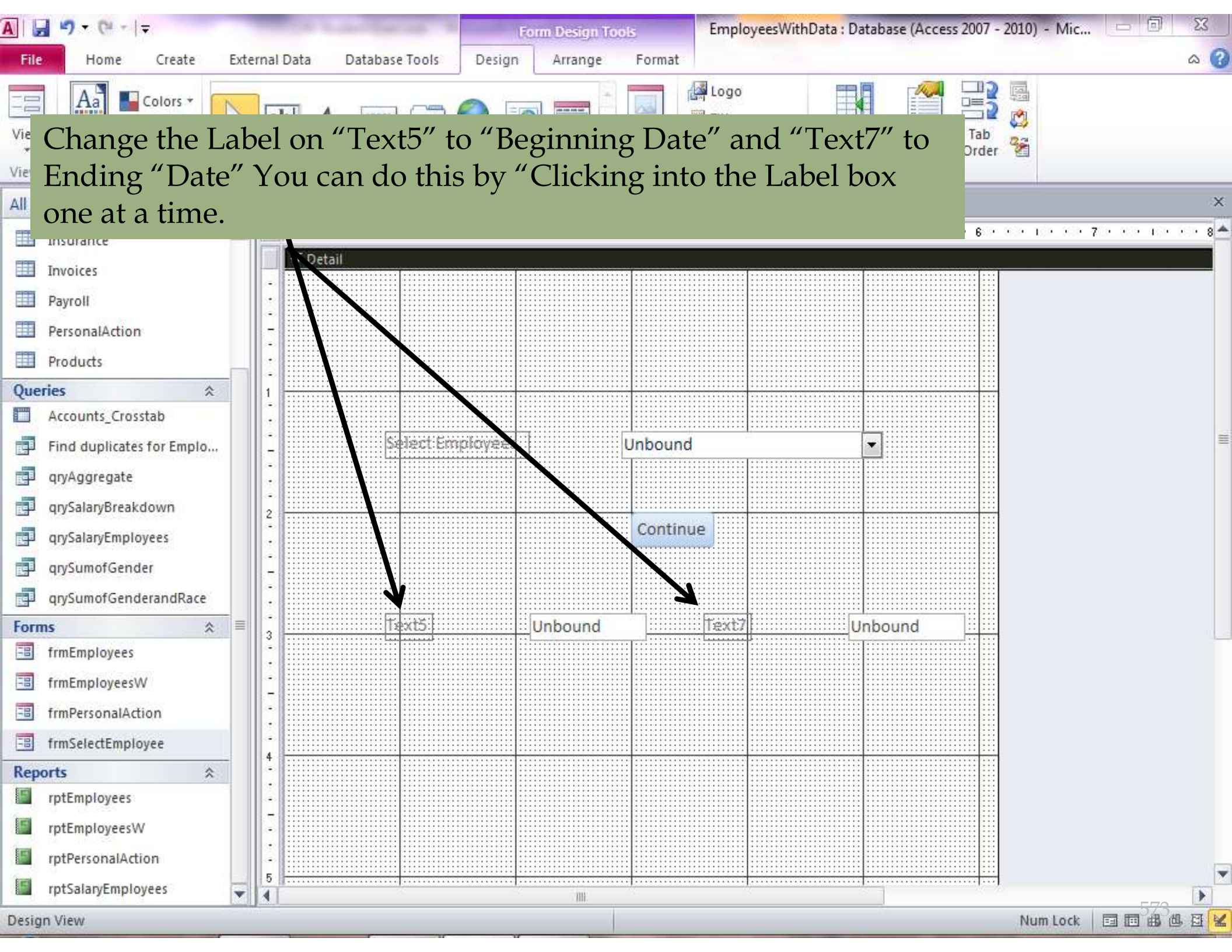
2

Right "Click" on "frmSelectEmployees"

1

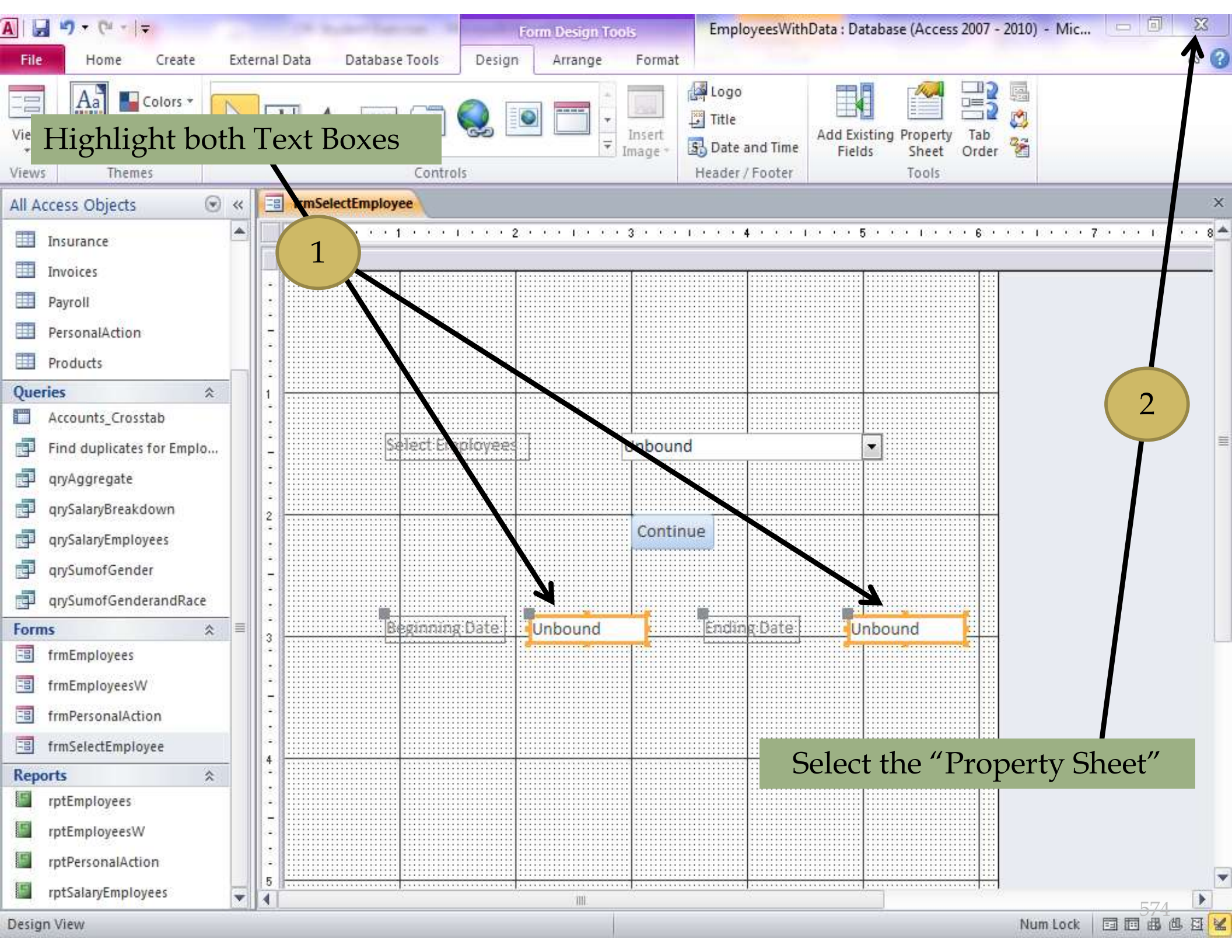


Select two "Text Boxes" by single left "click" on each and dragging them and dropping into a open space.



Change the Label on "Text5" to "Beginning Date" and "Text7" to Ending "Date" You can do this by "Clicking into the Label box one at a time.

Detail					
1	Select Employee		Unbound		
2			Continue		
3	Text5	Unbound	Text7	Unbound	
4					
5					



Highlight both Text Boxes

1

2

Select the "Property Sheet"

Property Sheet

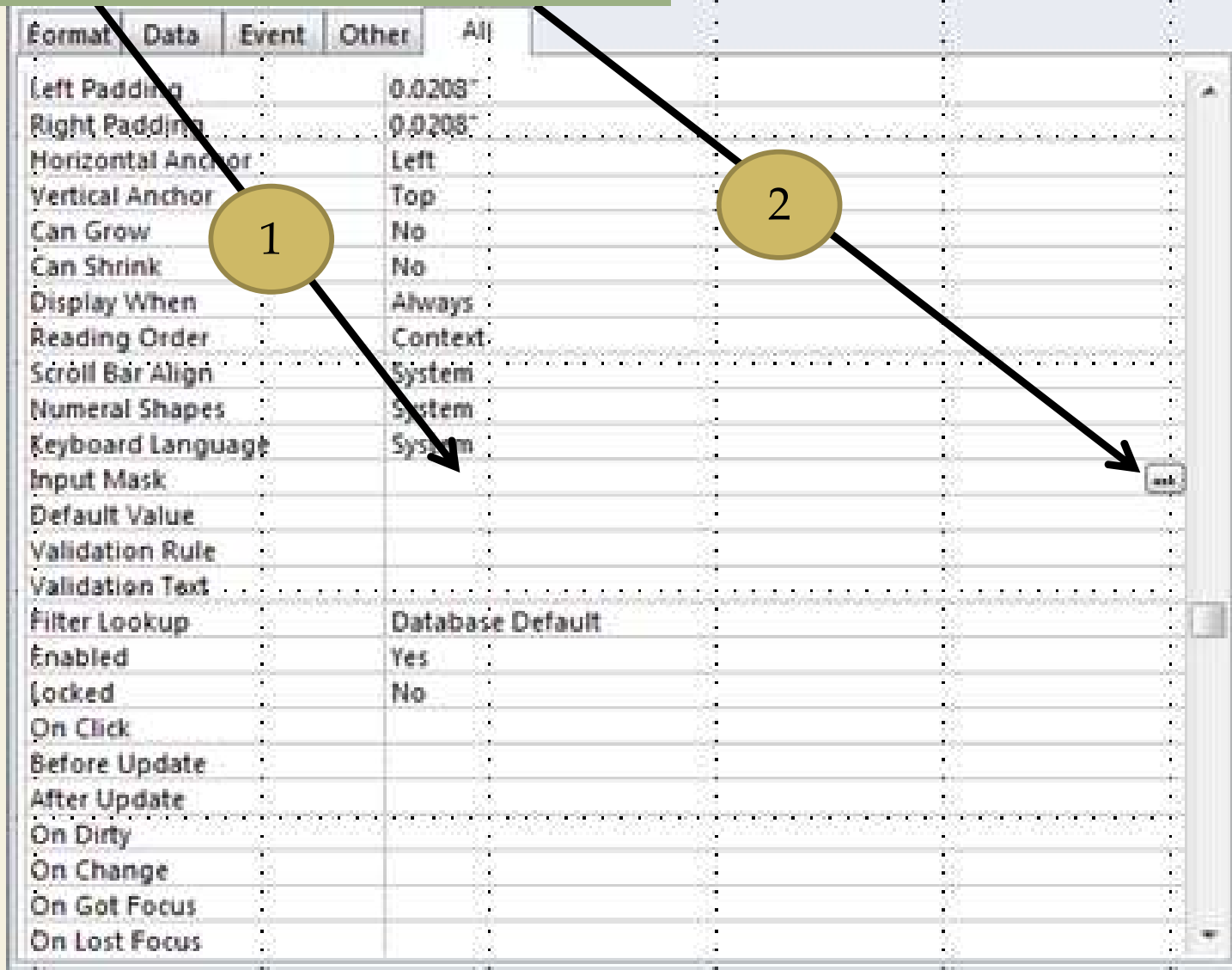
Selection type: Multiple selection

Format Data Event Other All

Control Source	
Format	Short Date
Decimal Places	Auto
Visible	Yes
Text Format	Plain Text
Datasheet Caption	
Show Date Picker	For dates
Width	1"
Height	0.2188"
Top	2.8333"
Left	
Back Style	Normal
Back Color	Background 1
Border Color	Background 1, Darker 50%
Special Effect	Flat
Scroll Bars	None
Font Name	Calibri (Detail)
Font Size	11
Text Align	General
Font Weight	Normal
Font Underline	No
Font Italic	No
Fore Color	Text 1, Lighter 25%

In the "Format" row, select "Short Date"

Scroll down to the "Input Mask" row and "Click" into the box. The 3 Dots will display. "Click" on the "3 Dots"



Input Mask Wizard

Select the "Short Date"

Which input mask matches how you want data to look?

To see how a selected mask works, use the Try It box.

To change the Input Mask list, use the Edit List button.

Input Mask:

Data Look:

Extension	63215
Password	*****
Long Time	1:12:00 PM
Short Date	9/27/1969
Short Time	13:12
Medium Time	01:12 PM

Try It:

Edit List

Cancel

< Back

Next >

Finish

1

2

Select "Finish"

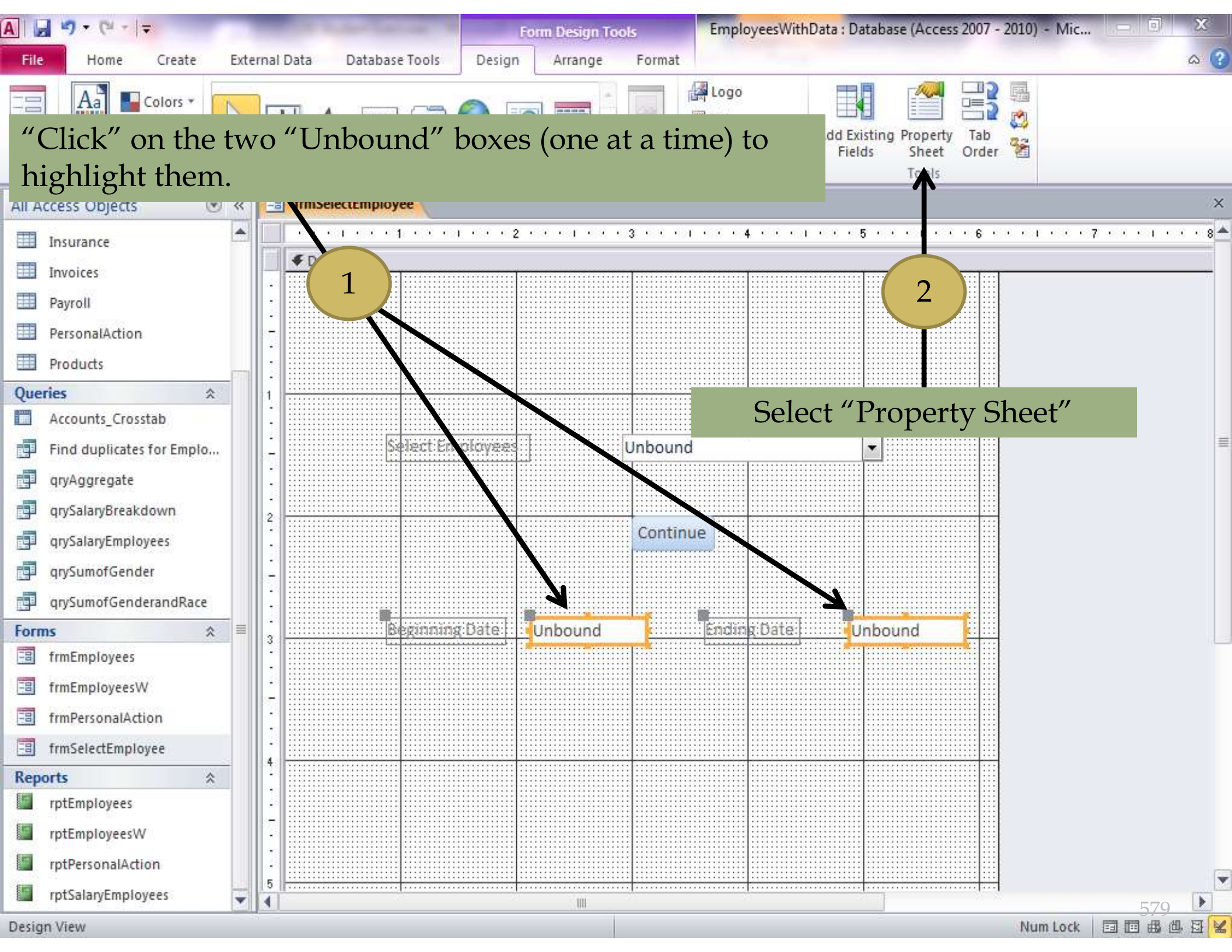
Property Sheet

Selection type: Multiple selection

Format Data Event Other All

Top Padding	0.0208"
Bottom Padding	0.0208"
Left Padding	0.0208"
Right Padding	0.0208"
Horizontal Anchor	Left
Vertical Anchor	Top
Can Grow	No
Can Shrink	No
Display When	Always
Reading Order	Context
Scroll Bar Align	System
Numeral Shapes	System
Keyboard Language	System
Input Mask	99/99/0000;0;_
Default Value	
Validation Rule	
Validation Text	
Filter Lookup	Database Default
Enabled	Yes
Locked	No
On Click	
Before Update	
After Update	
On Dirty	
On Change	

Select the "x" to close the "Property Sheet"



“Click” on the two “Unbound” boxes (one at a time) to highlight them.

Select “Property Sheet”

1

2

Unbound

Unbound

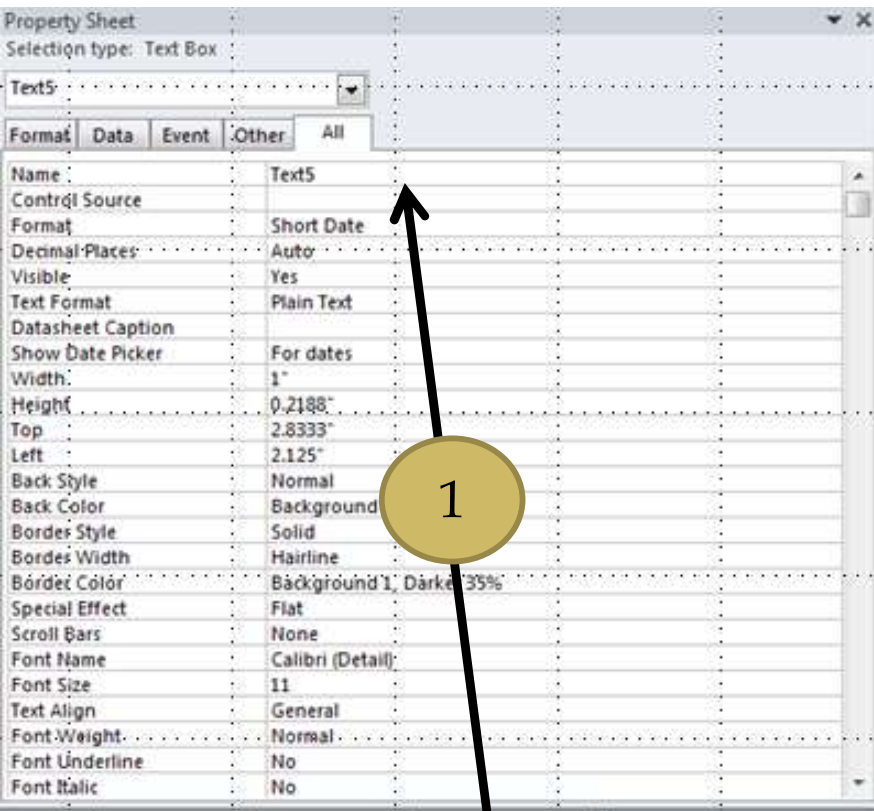
Continue

Beginning Date

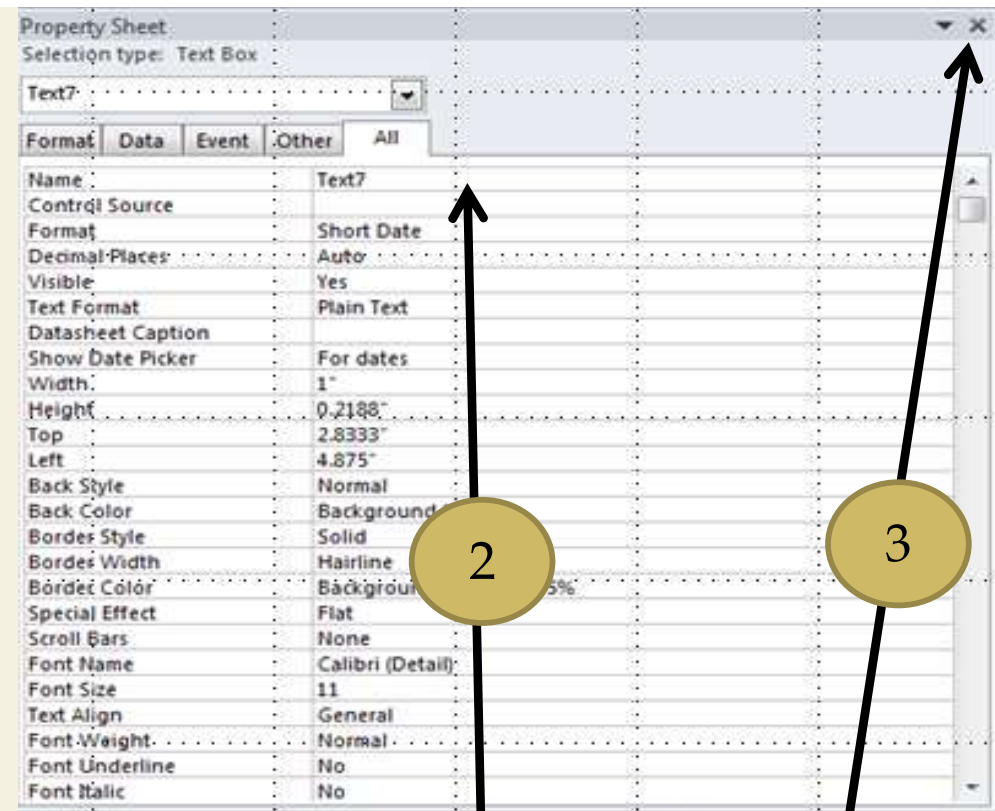
Ending Date

Select Employees

Unbound



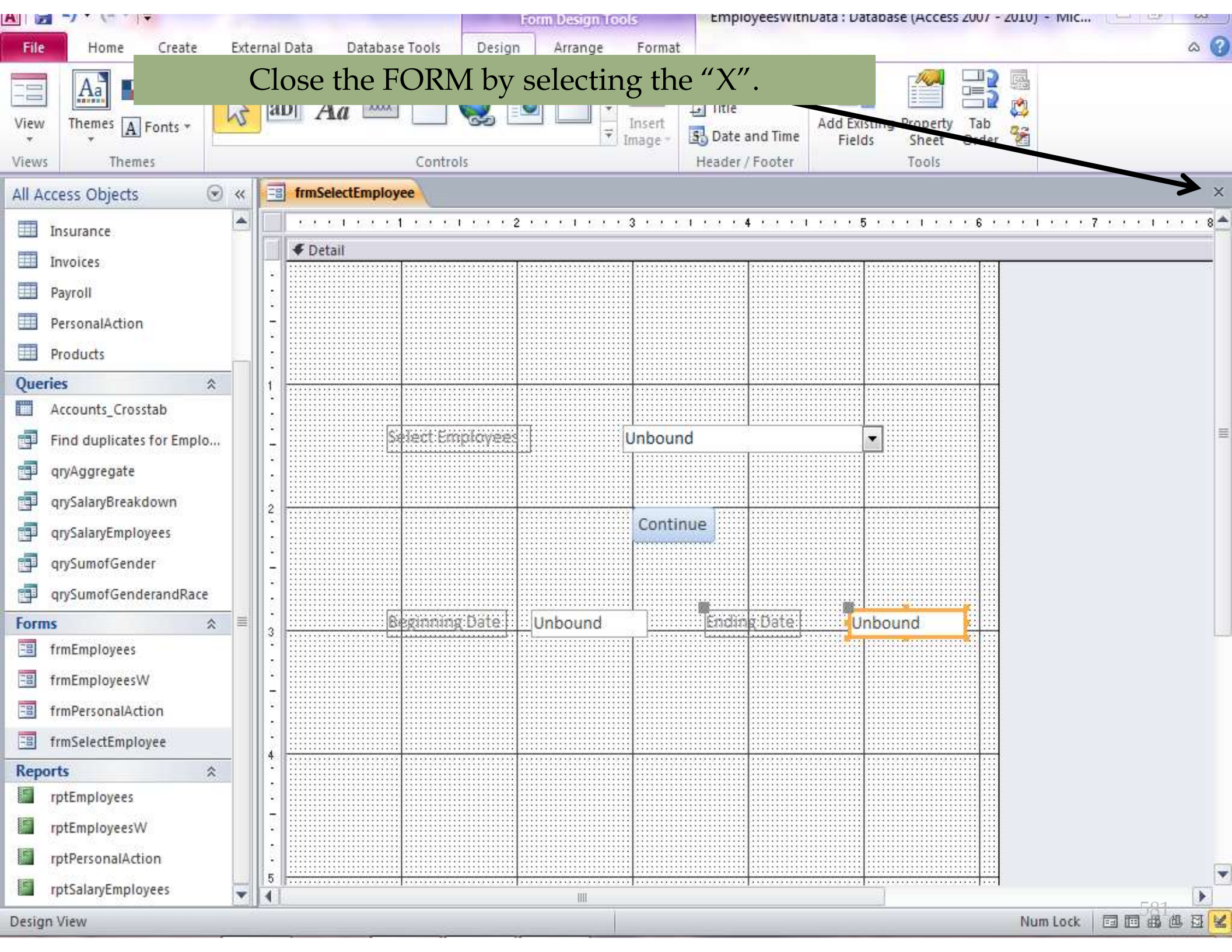
Change the "Text5" to "BegDate"



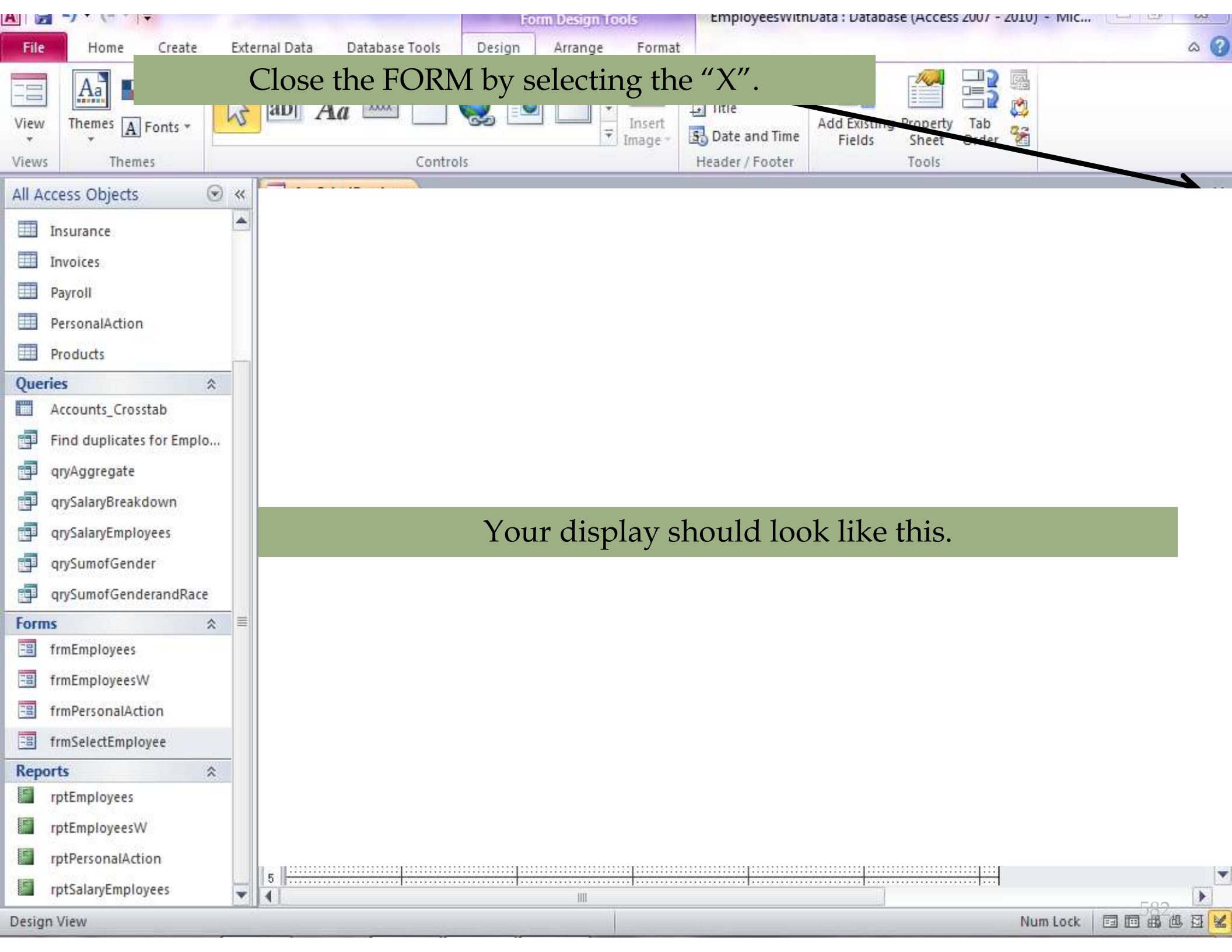
Change the "Text7" to "EndDate"

Select the "x" to close the "Property Sheet"

Close the FORM by selecting the "X".



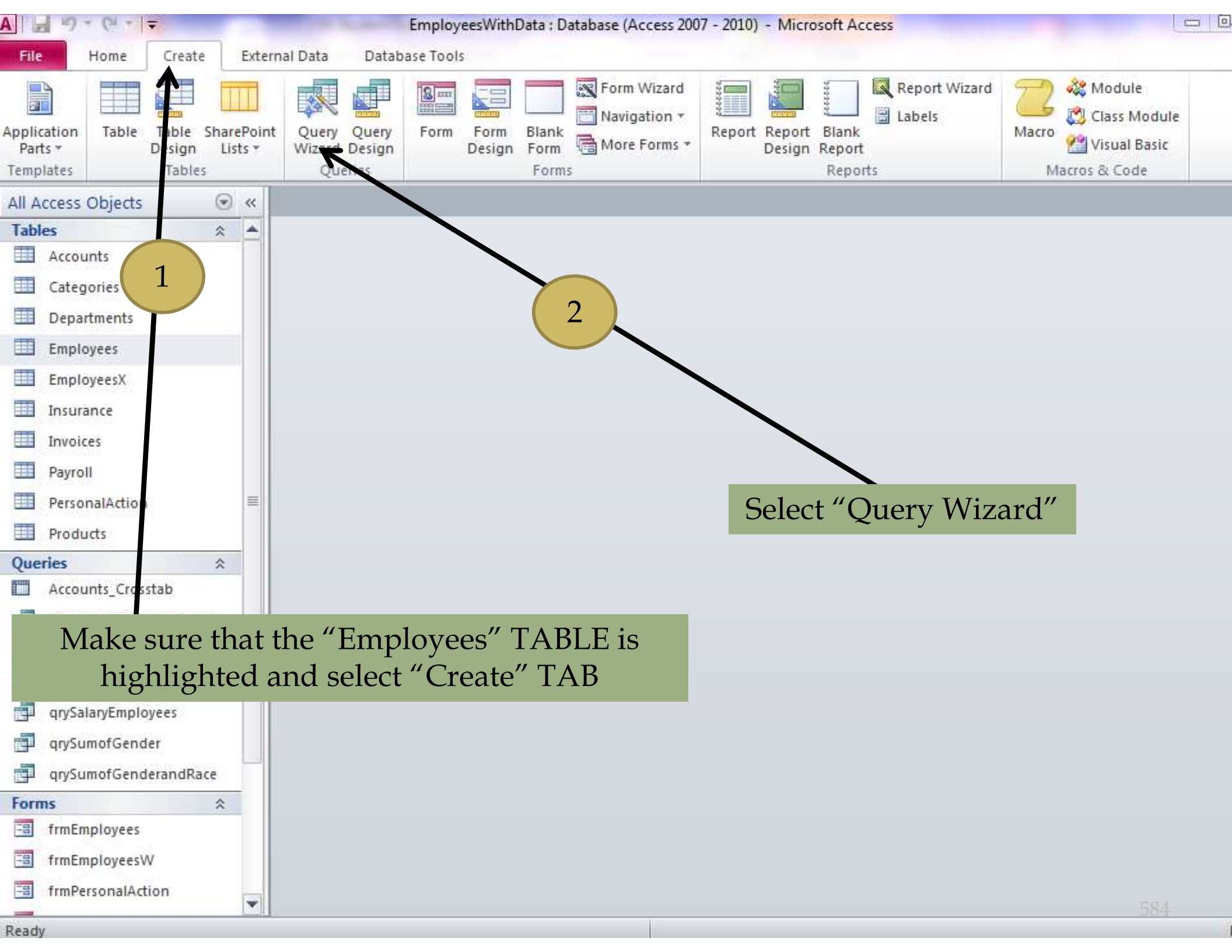
Close the FORM by selecting the "X".



Your display should look like this.

Using the “**EmployeeWithData**” DATABASE.

5. Create a new query on the **Employees** TABLE using the **Query Wizard**. Save the query as **qryEmployeesX**. Modify the design and the **Criteria** for the **HireDate** and reference the **BegDate** and **EndDate** text fields for the **frmSelectEmployee** form. Add a **Hire Date Button** to run the report

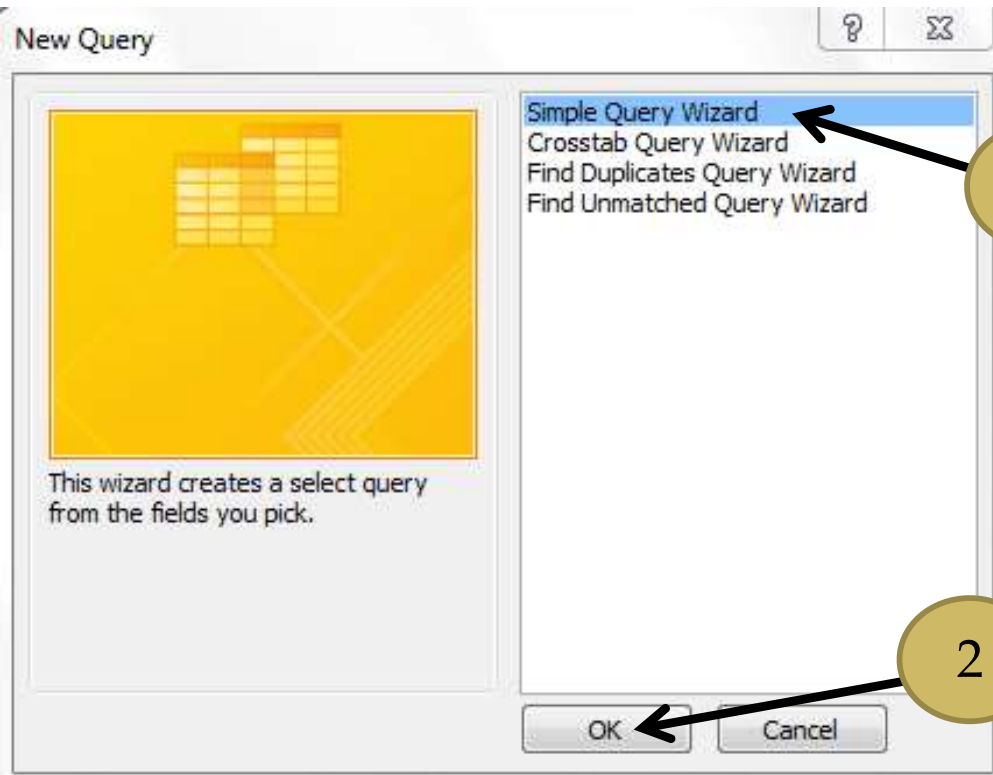


1

2

Select "Query Wizard"

Make sure that the "Employees" TABLE is highlighted and select "Create" TAB

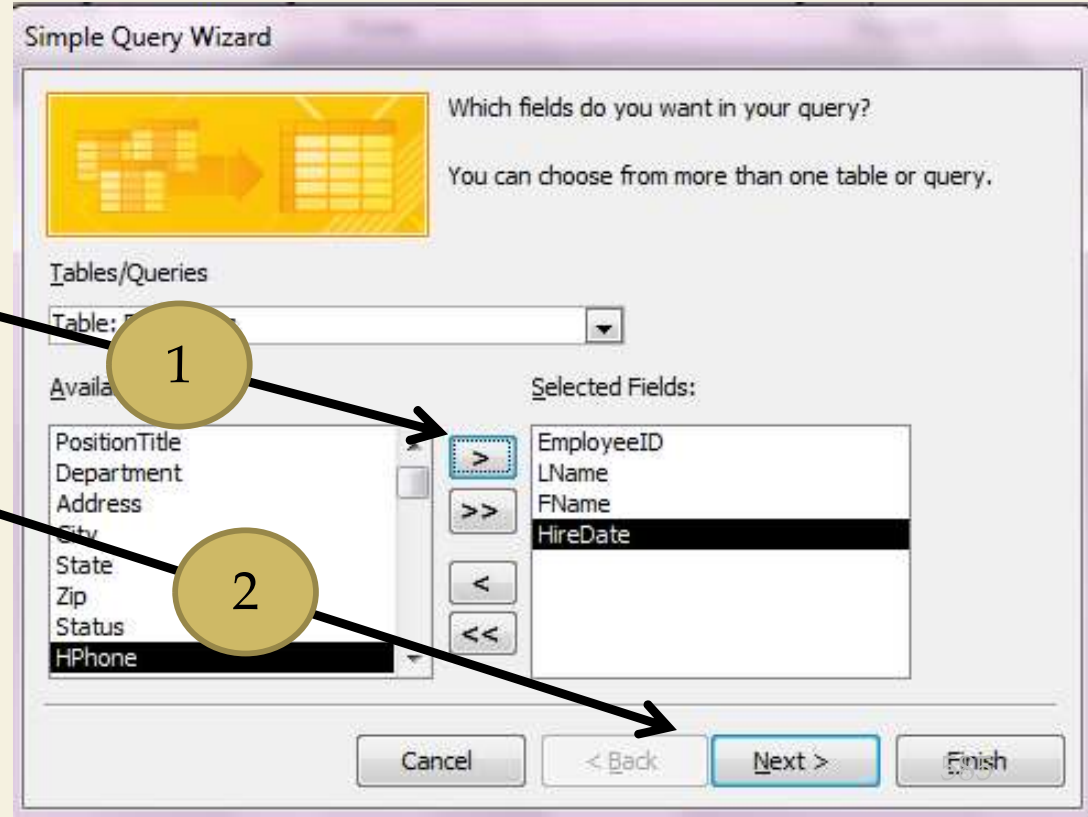


Select "Simple Query Wizard"

Select "OK"

Select "EmployeeID," "LName", "FName", and "HireDate and move them to the right by using the ">"

Select "Next"



1

2

Simple Query Wizard

What title do you want for your query?

qryEmployeesX

Select "Modify"

1

Type "qryEmployeesX"

That's all the information the wizard needs to create your query.

2

Do you want to open the query or modify the query's design?

- Open the query to view information.
- Modify the query design.

Select "Finish"

3

Cancel

<

Next >

Finish

Close the QUERY by selecting the "X".

2

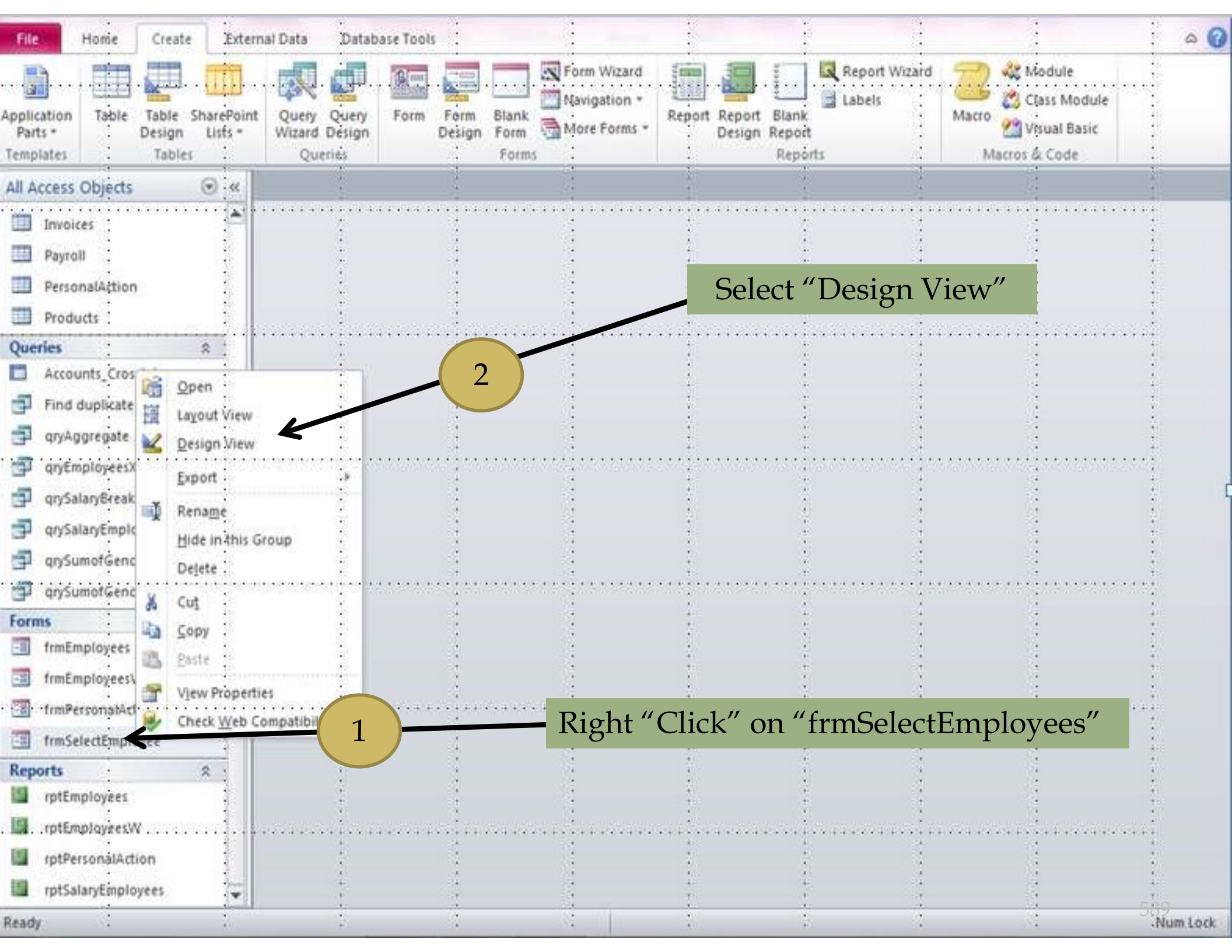
Type Between [Forms]![frmSelectEmployee]![BegDate] And [Forms]![frmSelectEmployee]![EndDate] into the "Criteria" row

1

Field:	[EmployeeID]	[LName]	[FName]	[HireDate]
Table:	Employees	Employees	Employees	Employees
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				Between [Forms]![frmSelectEmployee]![BegDate] And [Forms]![frmSelectEmployee]![EndDate]
or:				

This warning will display.
Select "Yes"





Select "Design View"

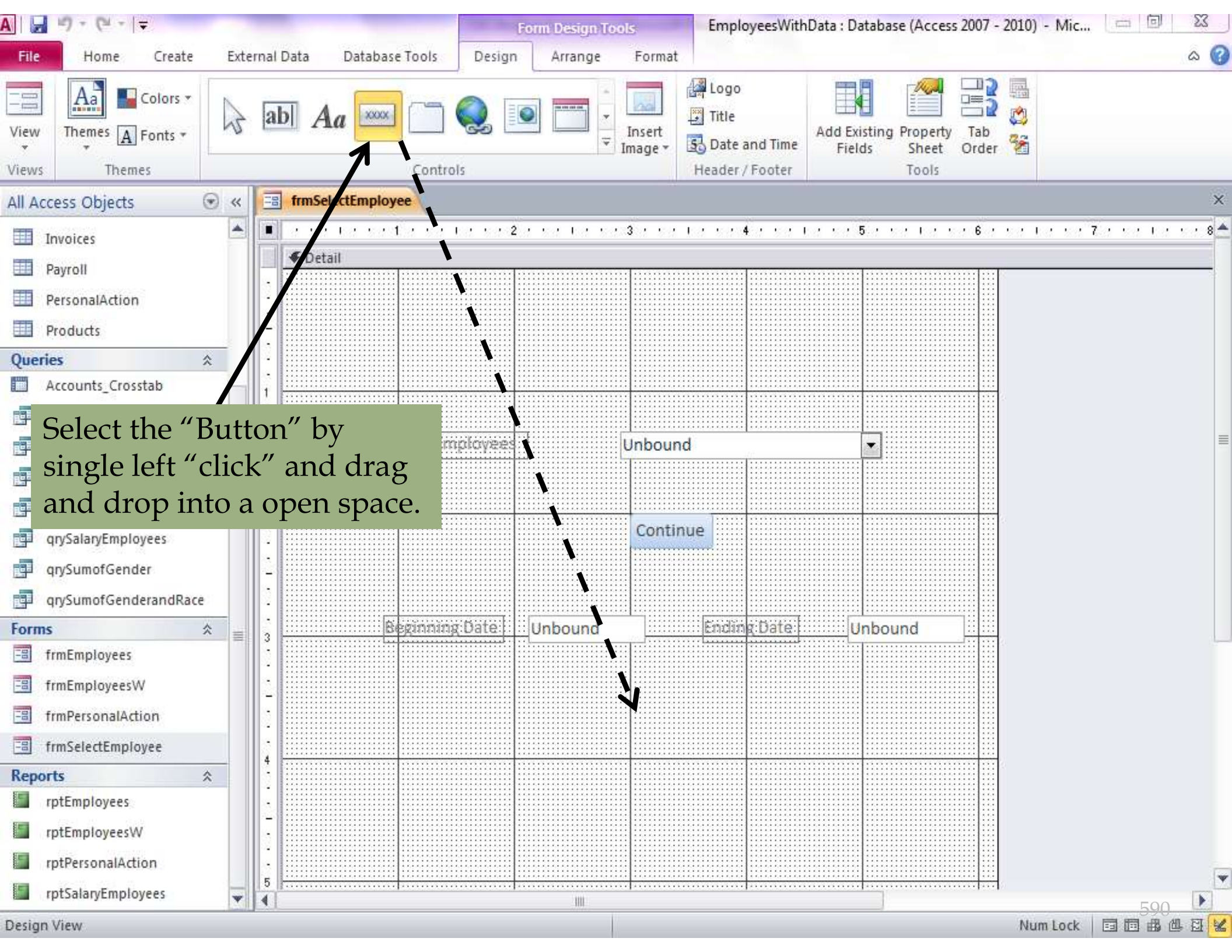
2



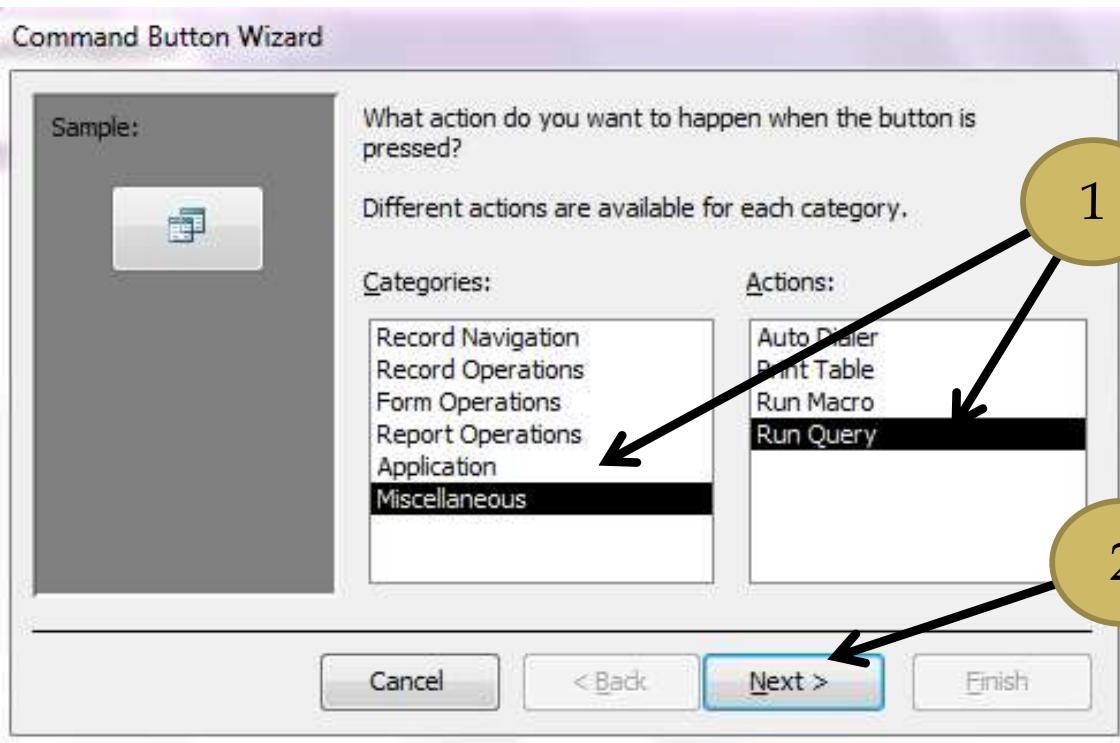
1

Right "Click" on "frmSelectEmployees"





Select the "Button" by single left "click" and drag and drop into a open space.

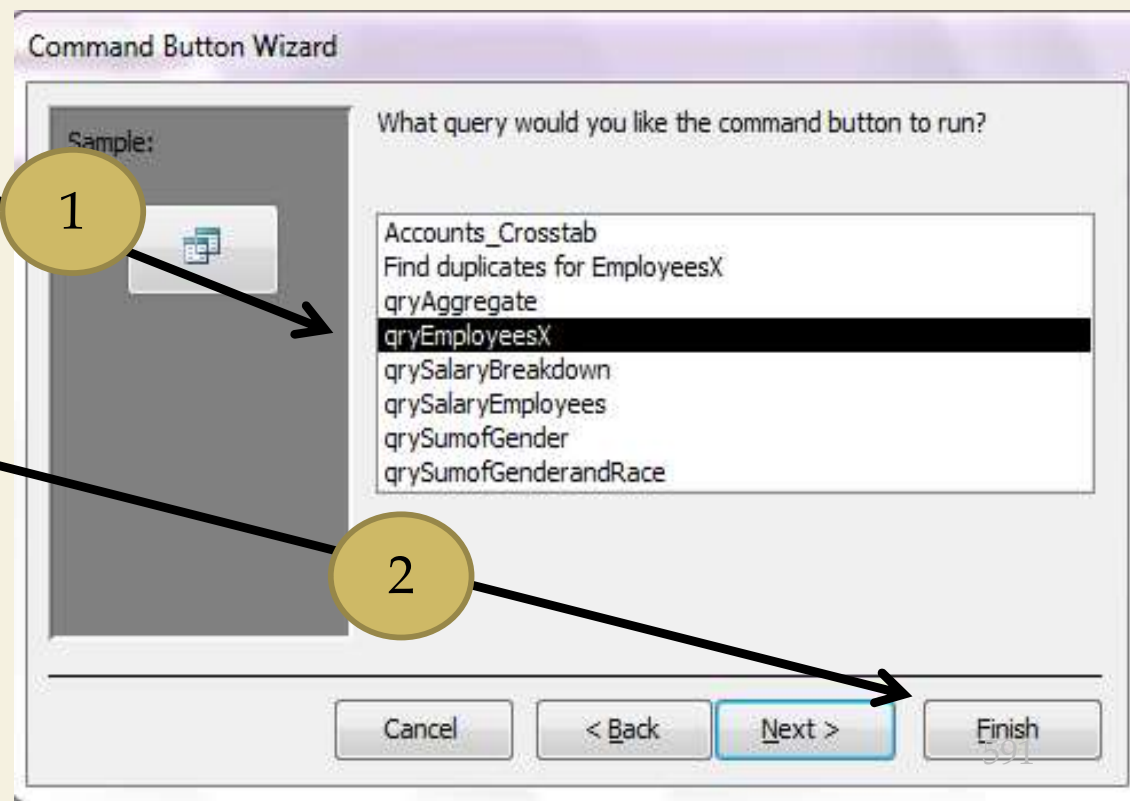


Select "Miscellaneous" and "Run Query"

Select "Next"

Select "qryEmployeesX"

Select "Next"



Command Button Wizard

Sample:



Do you want text or a picture on the button?

If you choose Text, you can type the text to display. If you choose Picture, you can click Browse to find a picture to display.

Text: Hire Date

Picture:
Append Query
Delete Query
Make-Table Query
MS Access Query
Update Query

Browse...

Show All Pictures

Cancel

< Back

Next >

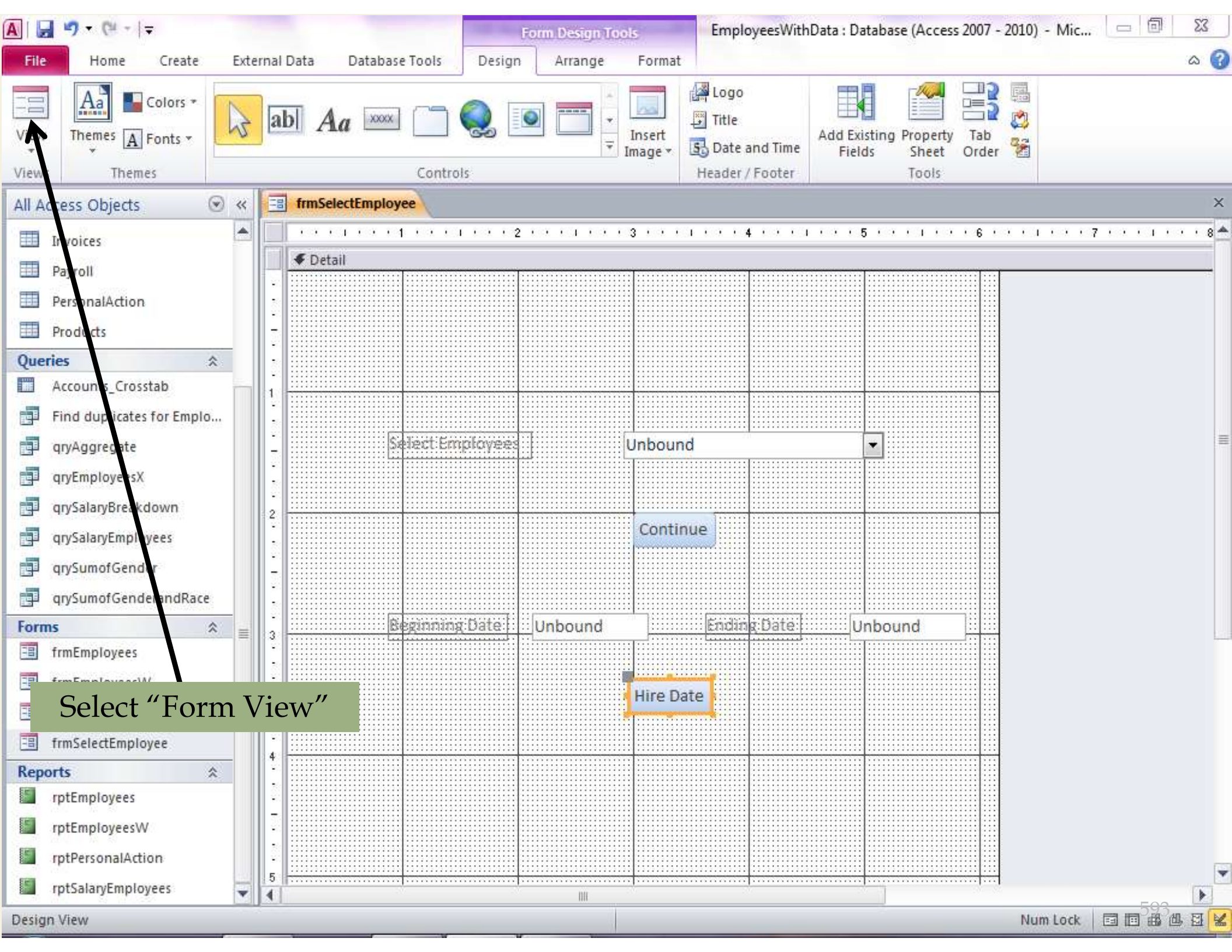
Finish

1

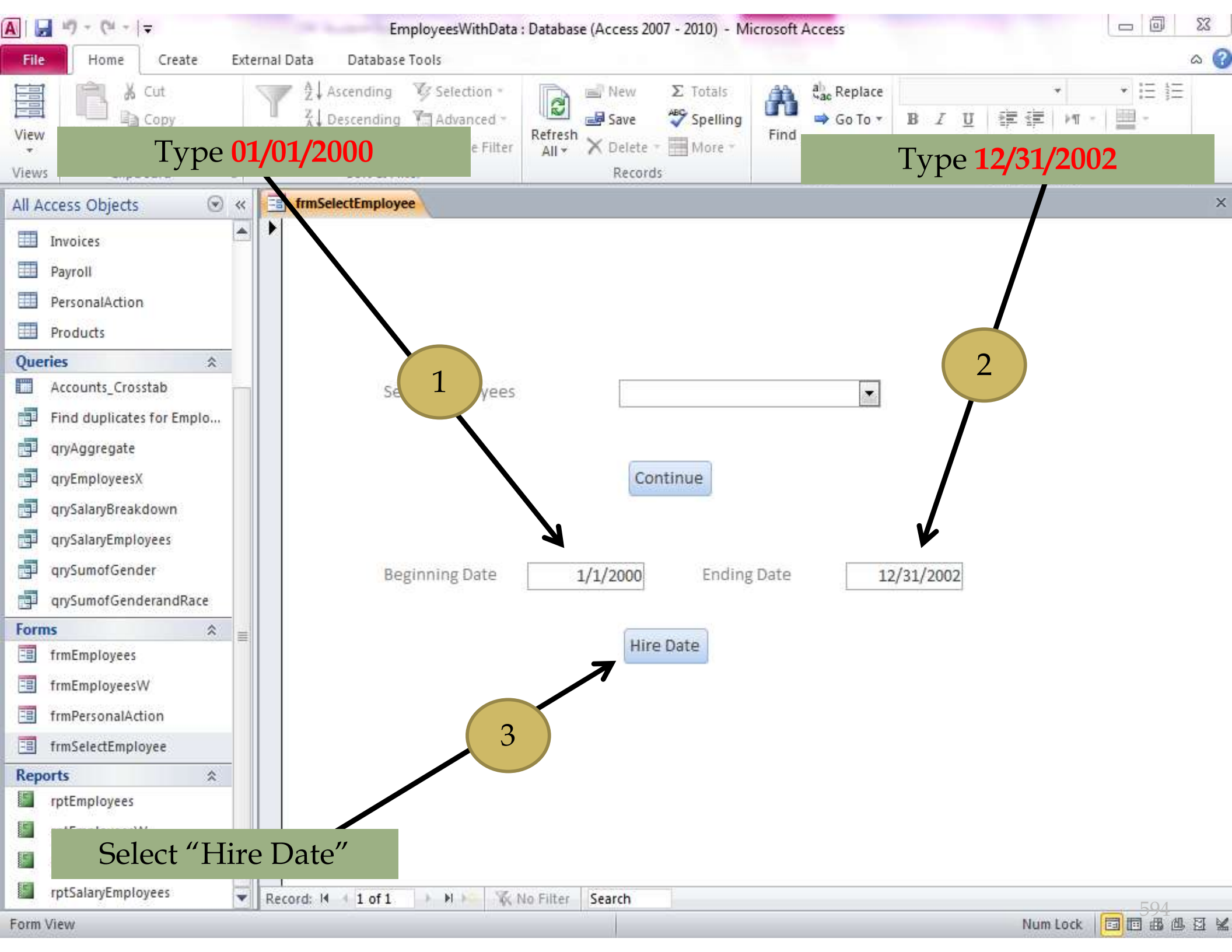
Type "Hire Date"

2

Select "Finish"



Select "Form View"



Type 01/01/2000

Type 12/31/2002

1

2

3

Select "Hire Date"

Record: 1 of 1 No Filter Search

Close the QUERY by selecting the "X".

All Access Objects

- Invoices
- Payroll
- PersonalAction
- Products
- Queries**
 - Accounts_Crosstab
 - Find duplicates for Emplo...
 - qryAggregate
 - qryEmployeesX
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace
- Forms**
 - frmEmployees
 - frmEmployeesW
 - frmPersonalAction
 - frmSelectEmployee
- Reports**
 - rptEmployees
 - rptEmployeesW
 - rptPersonalAction
 - rptSalaryEmployees

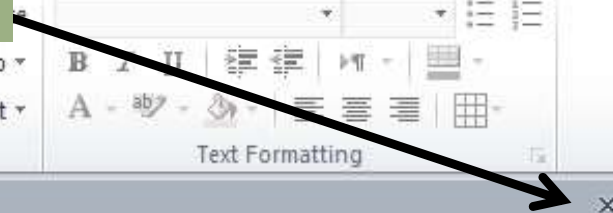
EmployeeID	LName	FName	HireDate
1	Upton	Barbara	1/1/2001
2	Rollo	Deborah	3/1/2001
3	Strunk	Deena	3/1/2001
4	Swanson	Deidra	1/1/2001
5	Taylor	DeKeisha	1/1/2001
6	Teel	Delonia	10/15/2001
7	Tener	Delonia	10/15/2001
8	Thomas	Demetria	10/15/2001
21	Stroud	Kevin	1/1/2001
22	Treat	Kevin Ward	1/1/2001
23	Youngblood	Kyle	1/1/2001
24	Allen	Lendell	1/1/2001
25	Common	Lucas	1/1/2001
26	Divilio, III	Marcus	1/1/2001
27	Draper	Marcus	1/1/2001
28	House	Michael	1/1/2001
29	Johnson	Michael	1/1/2001
30	Roberts	Milton	1/1/2001
31	Nguyen	Nicholas	1/1/2001
32	Corter	Obiora C.	1/1/2001
33	Sanders	Orlando	1/1/2001
34	Wallace, Jr.	Oscar	1/1/2001
35	McCann	Patrick	1/1/2001
36	Stroud	Phillip	1/1/2001
37	Teague	Reginald	1/1/2001

Record: 1 of 46

No Filter

Search

Close the FORM by selecting the "X".



Microsoft Access interface showing the 'frmSelectEmployee' form in Form View. The ribbon includes File, Home, Create, External, and Database Tools. The ribbon tabs are Filter, Sort & Filter, Records, Find, and Text Formatting. The ribbon contains various icons for actions like Cut, Copy, Paste, Format Painter, Filter, Refresh, Save, Spelling, Find, Go To, Select, and Text Formatting.

The left-hand pane shows 'All Access Objects' with categories: Invoices, Payroll, PersonalAction, Products, Queries, and Forms. The 'Forms' category is expanded, showing 'frmSelectEmployee' selected.

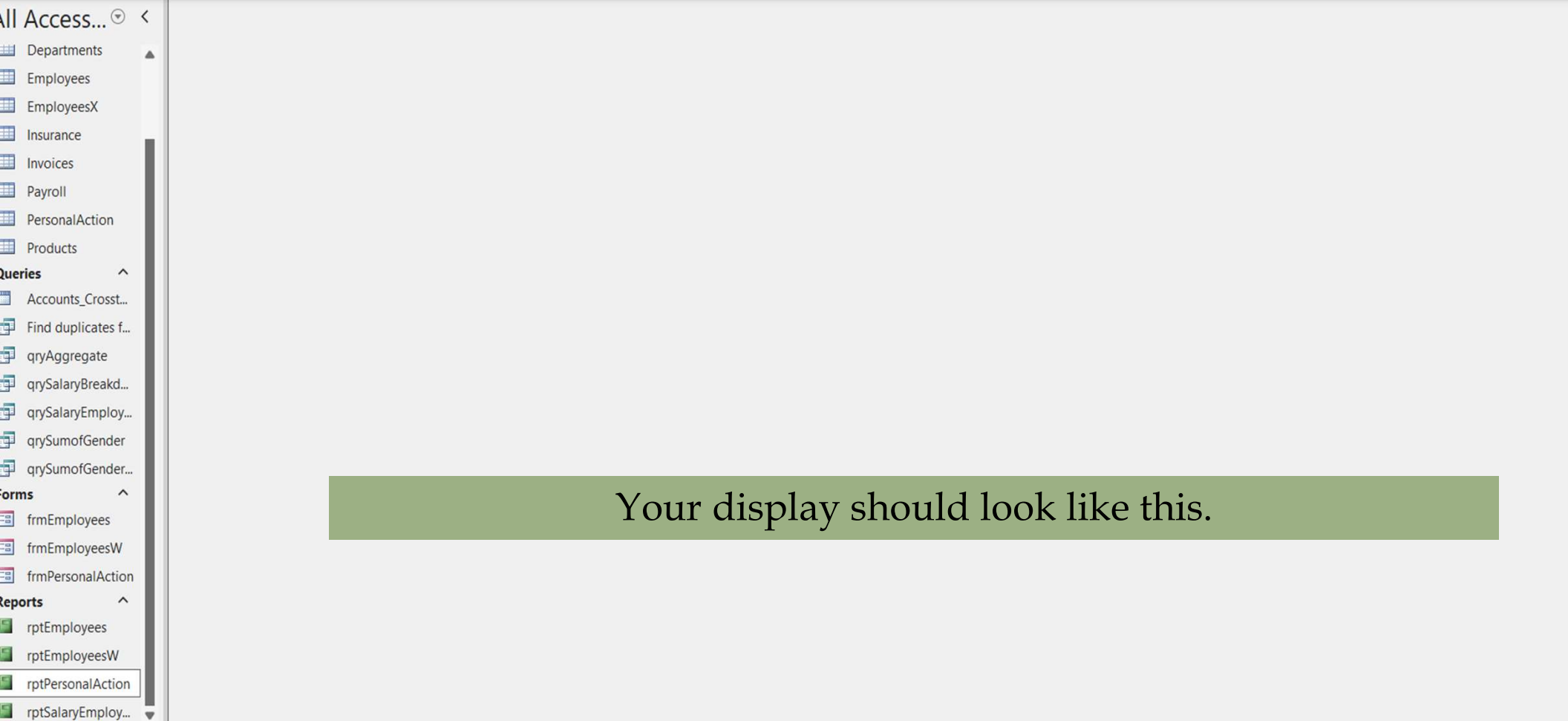
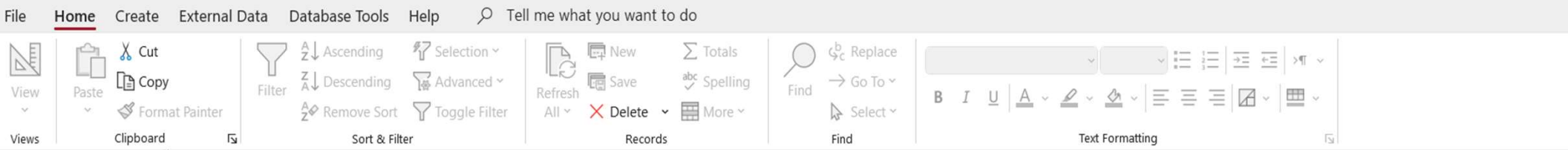
The form itself contains the following elements:

- A label 'Select Employees' next to a text box with a dropdown arrow.
- A 'Continue' button.
- Labels 'Beginning Date' and 'Ending Date' next to text boxes containing '1/1/2000' and '12/31/2002' respectively.
- A 'Hire Date' button.

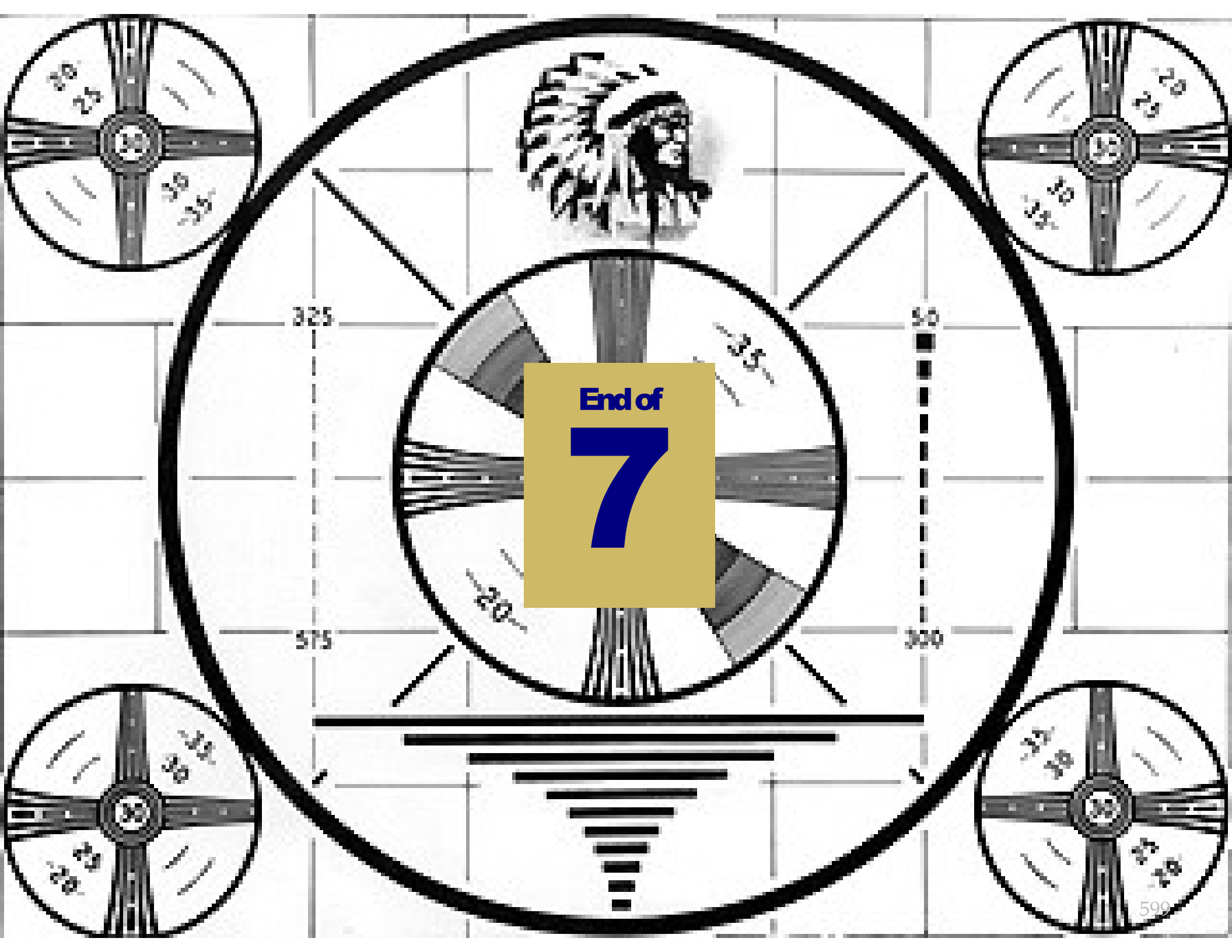
The bottom status bar shows 'Record: 1 of 1', 'No Filter', and a search box. The bottom right corner shows 'Num Lock' and system tray icons.

This warning will display.
Select "Yes"





Your display should look like this.



End of
7

CENTRAL STATES AIR RESOURCE AGENCIES

150 CenSARA – Student Workbook



Hands On

8

Using the “**EmployeeWithData**” DATABASE.

1. Create a new form using the Form Design. Name the form “**frmSalaryBonus**”. Create the following text fields:
 - Hourly Bonus Rate [Text0]
 - Salary Bonus Rate [Text2]
2. Create a query to determine the following bonus. Use the **frmSalaryBonus** to determine the:
 - Hourly Bonus Rate = 8%
 - Salary Bonus Rate = 12%
 - Employees with Part Time are not to receive a Bonus.
 - Hint: Make (1) Make TABLE query and (1) Append Query.
3. Create a macro to run your queries from your form. This will require a command button to run the macro. Name the macro “**MacroBonus**”.
4. Turn off the warnings and set a message to let you know that the Bonus Amount has been updated (Use the VBA method).

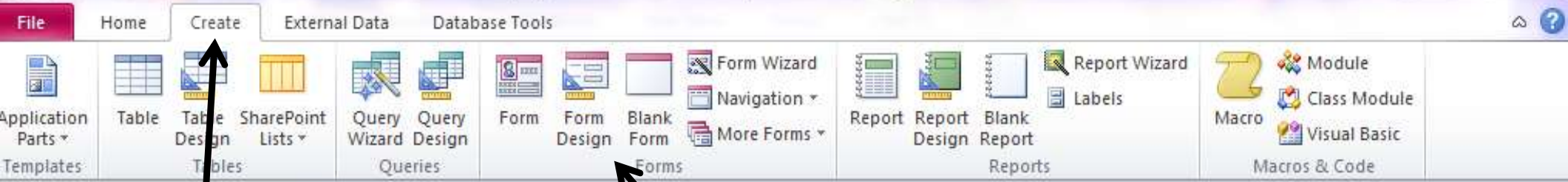
Using the “**EmployeeWithData**” DATABASE.

1. Create a new form using the Form Design. Name the form “**frmSalaryBonus**”.

Create the following text fields:

Hourly Bonus Rate [Text0]

Salary Bonus Rate [Text2]

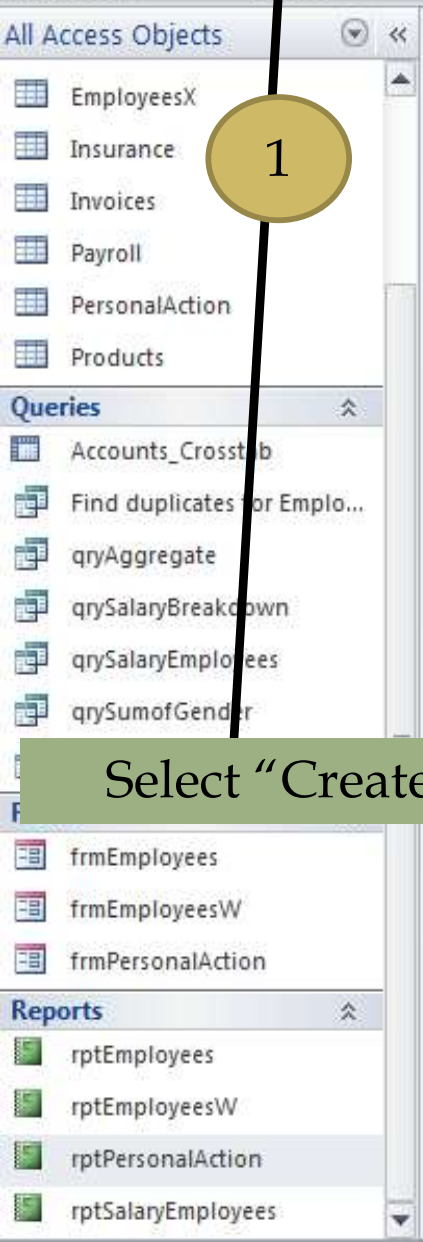


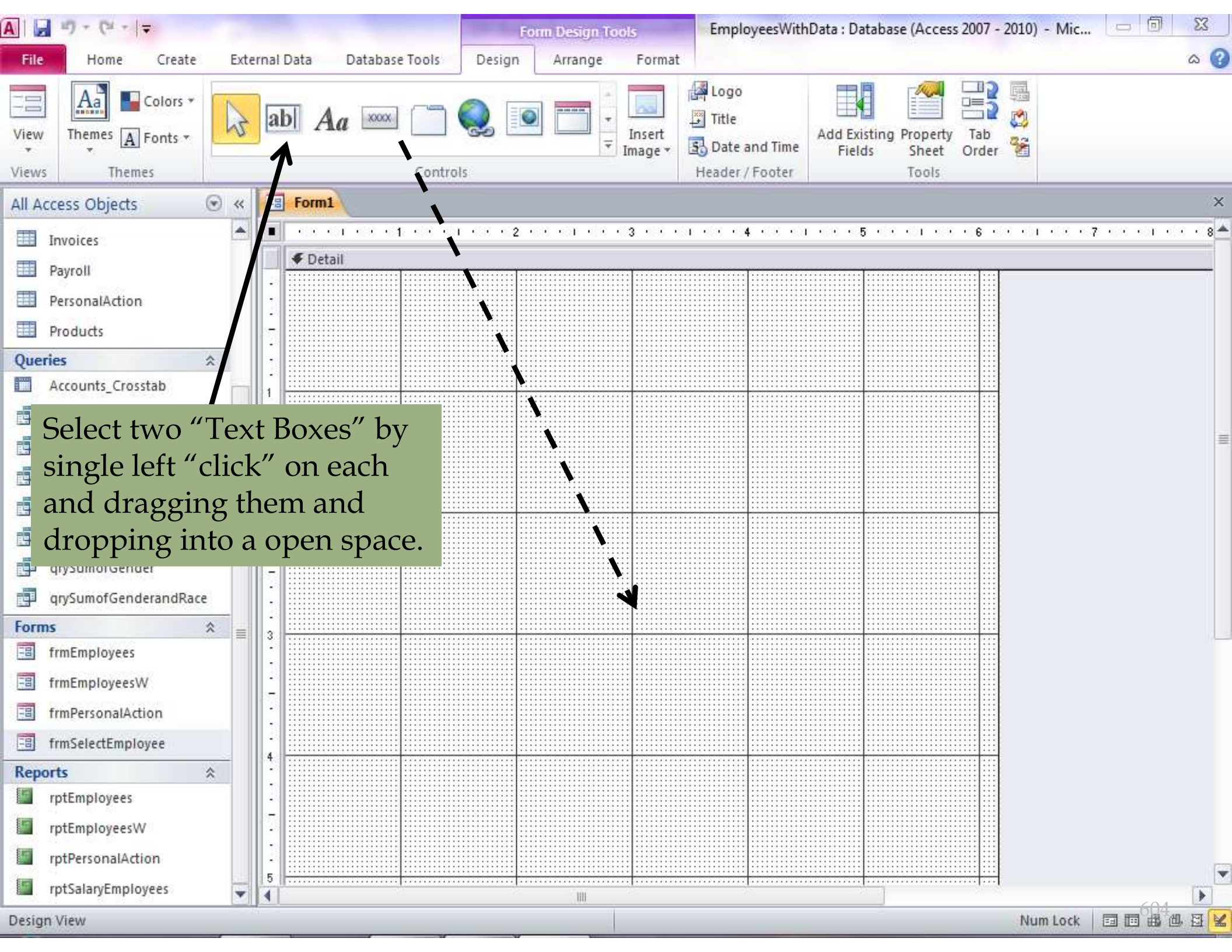
1

Select "Create"

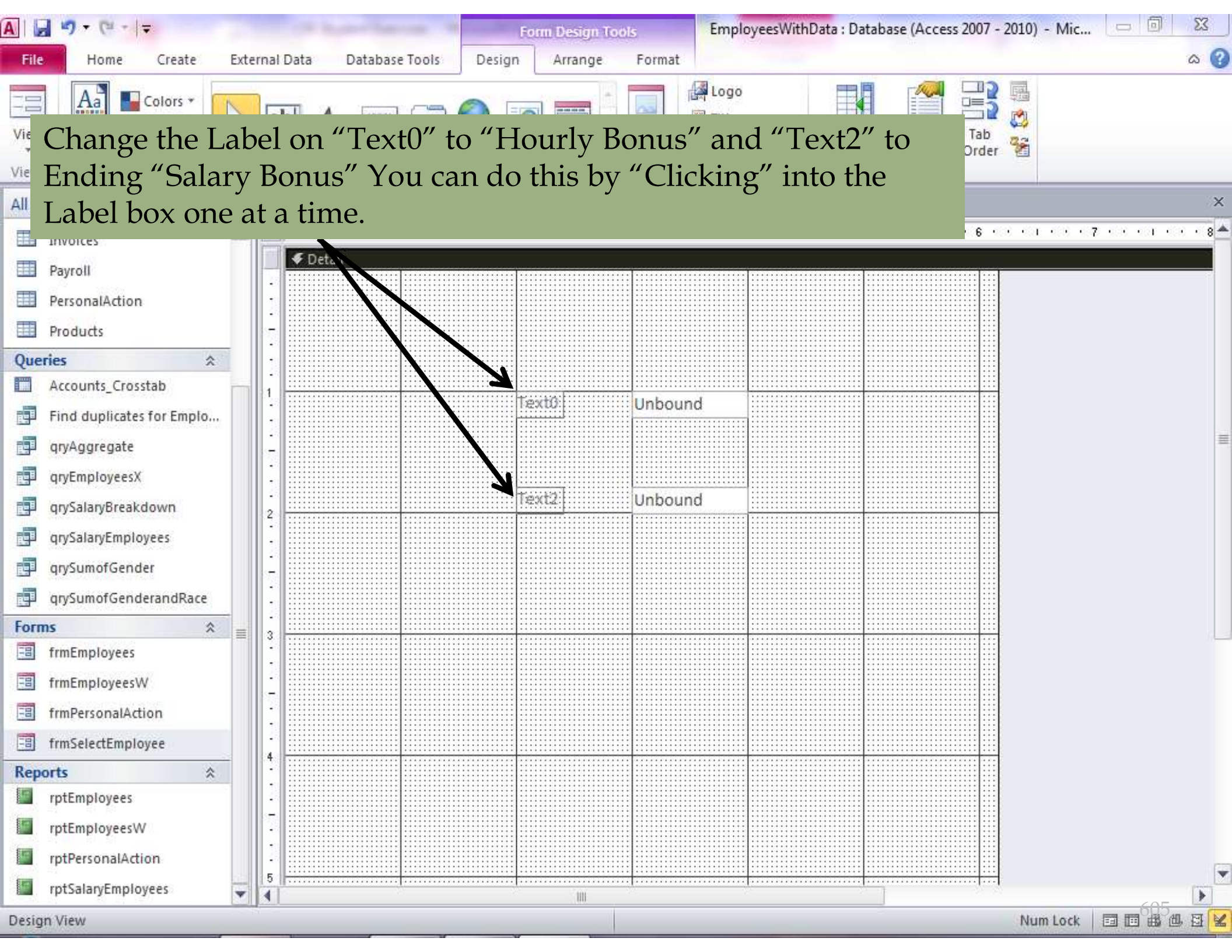
2

Select "Form Design"





Select two "Text Boxes" by single left "click" on each and dragging them and dropping into a open space.



Change the Label on "Text0" to "Hourly Bonus" and "Text2" to Ending "Salary Bonus" You can do this by "Clicking" into the Label box one at a time.

1		Text0	Unbound		
2		Text2	Unbound		
3					
4					
5					

File Home Create External Data Database Tools Design Arrange Format

View Themes Fonts Colors

ab| Aa XXXX

Insert Image

Logo Title Date and Time

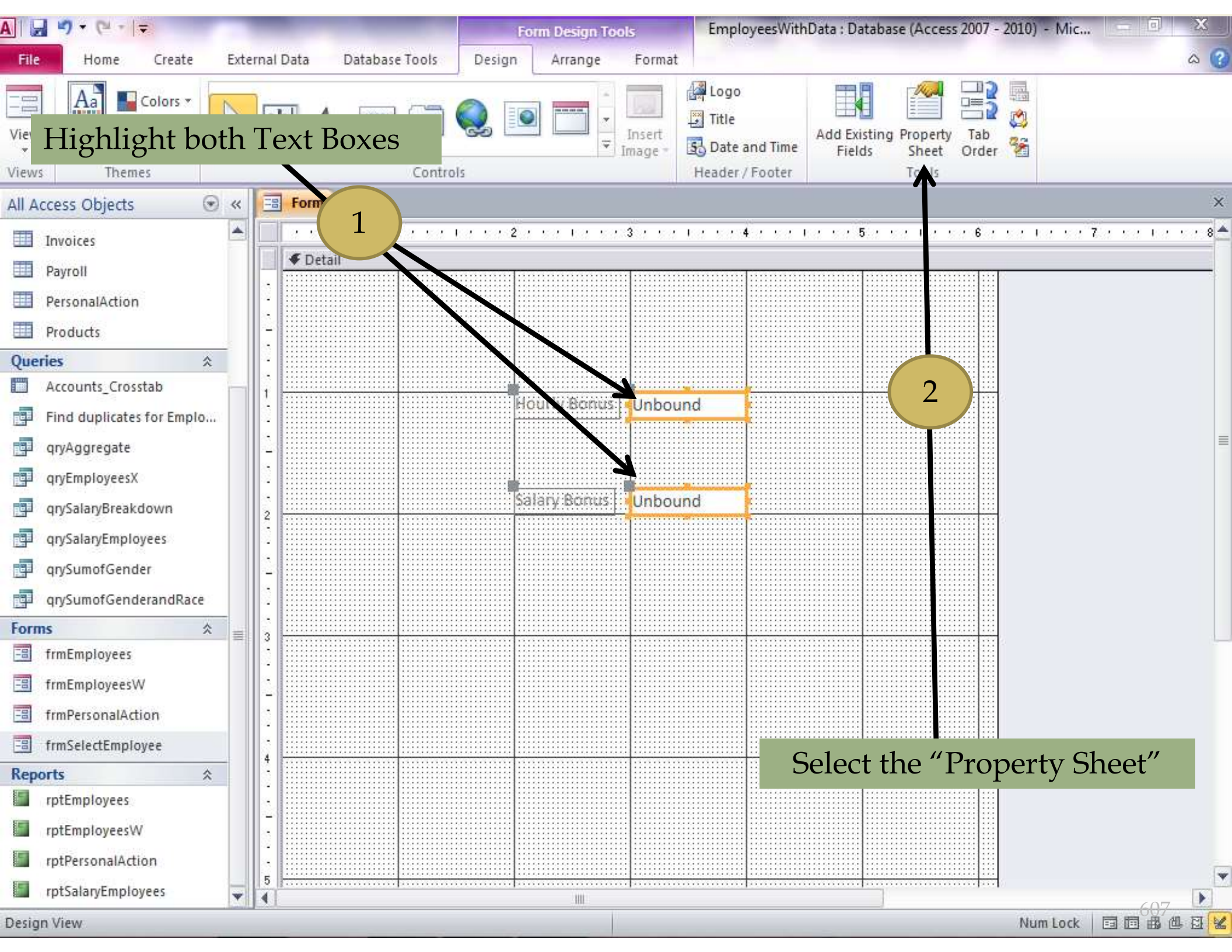
Add Existing Fields Property Sheet Tab Order

Tools

- All Access Objects
- Invoices
 - Payroll
 - PersonalAction
 - Products
- Queries
- Accounts_Crosstab
 - Find duplicates for Emplo...
 - qryAggregate
 - qryEmployeesX
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace
- Forms
- frmEmployees
 - frmEmployeesW
 - frmPersonalAction
 - frmSelectEmployee
- Reports
- rptEmployees
 - rptEmployeesW
 - rptPersonalAction
 - rptSalaryEmployees

Form1

Detail	
1	Hourly Bonus: Unbound
2	Salary Bonus: Unbound
3	
4	
5	



Highlight both Text Boxes

1

2

Select the "Property Sheet"

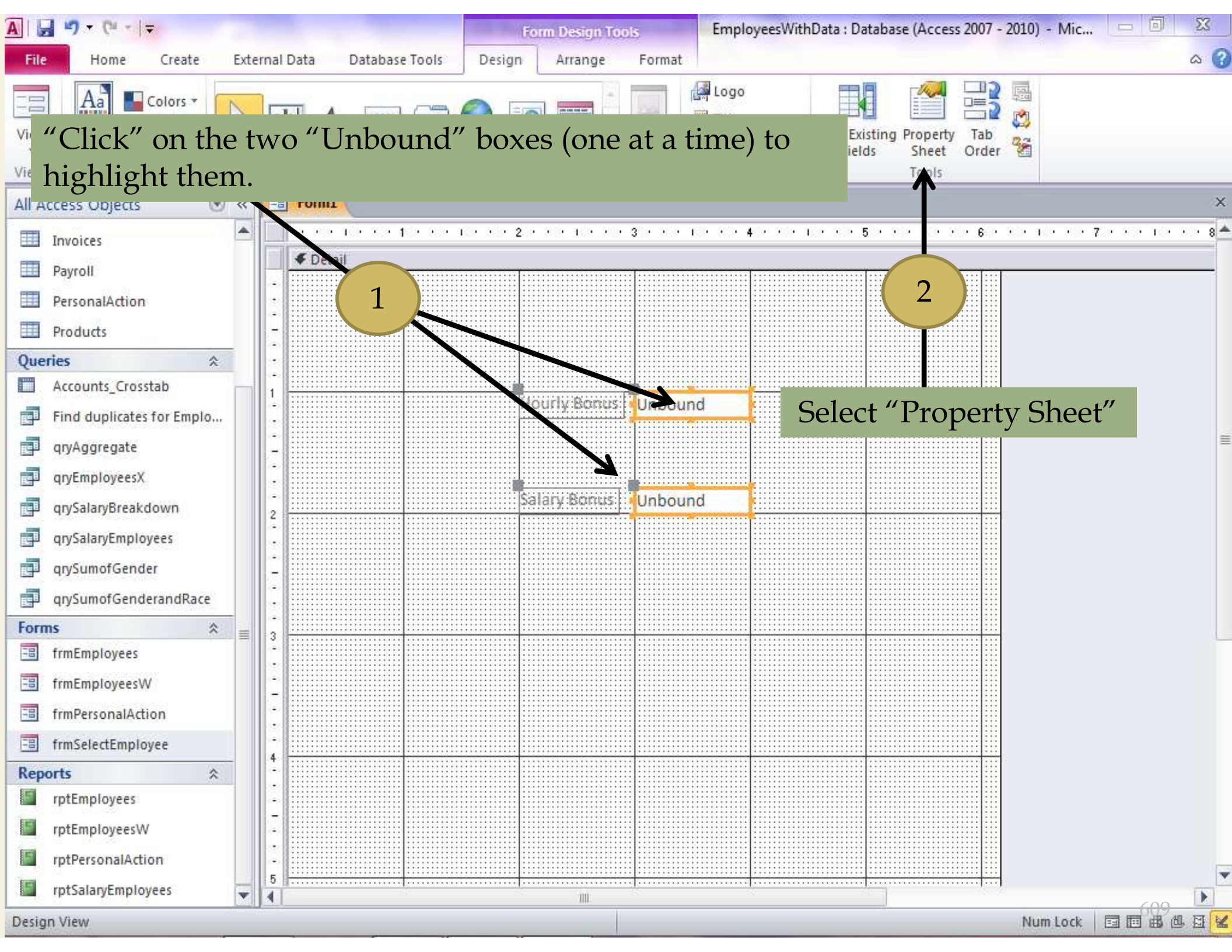
Property Sheet
Selection type: Multiple selection

Format Data Event Other All

Control Source	
Format	Percent
Decimal Places	Auto
Visible	Yes
Text Format	Plain Text
Datasheet Caption	
Show Date Picker	For dates
Width	1"
Height	0.2188"
Top	
Left	3"
Back Style	Normal
Back Color	Background 1
Border Style	Solid
Border Width	Hairline
Border Color	Background 1, Darker 35%
Special Effect	Flat
Scroll Bars	None
Font Weight	Normal
Font Underline	No
Font Italic	No
Fore Color	Text 1, Lighter 2

In the "Format" row, select "Percent"

Select the "x" to close the "Property Sheet"

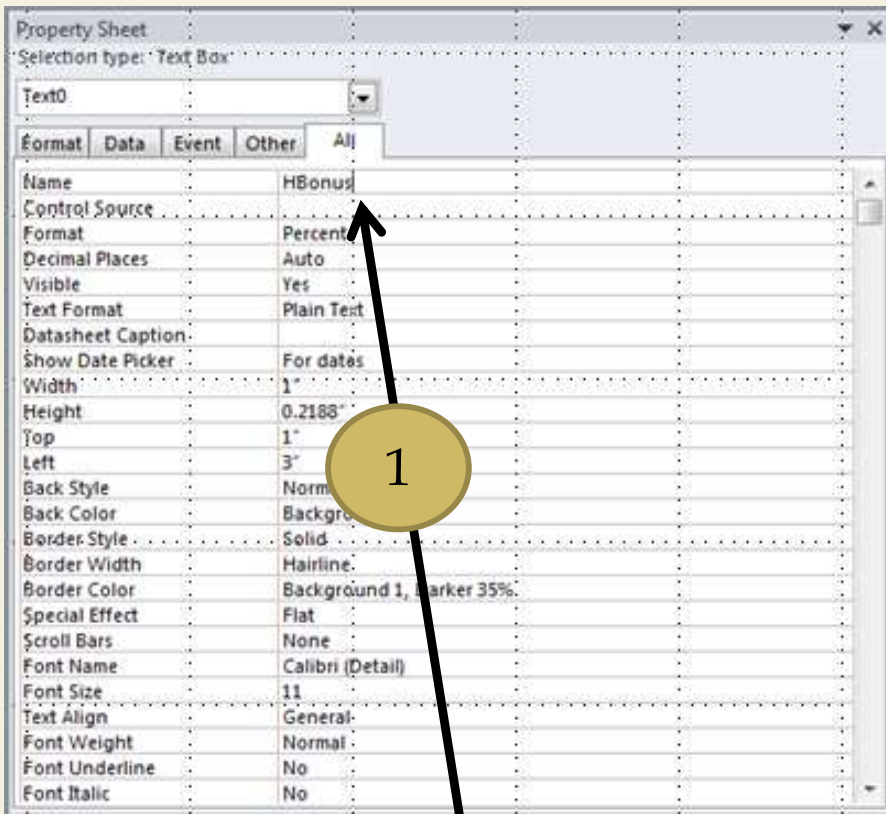


“Click” on the two “Unbound” boxes (one at a time) to highlight them.

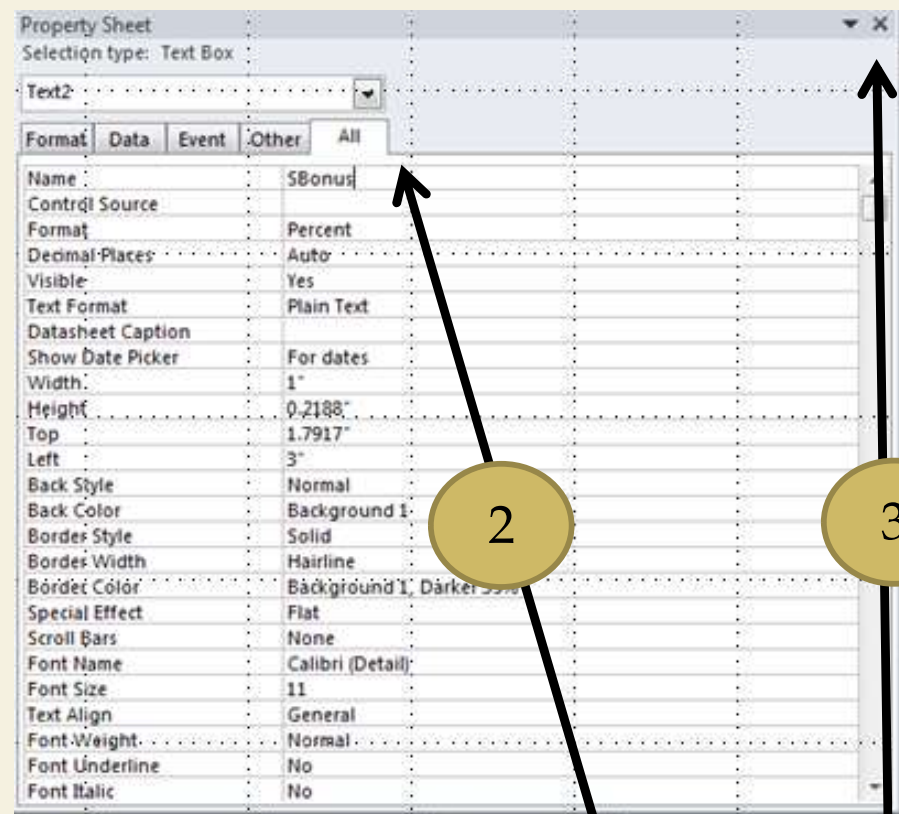
1

2

Select “Property Sheet”

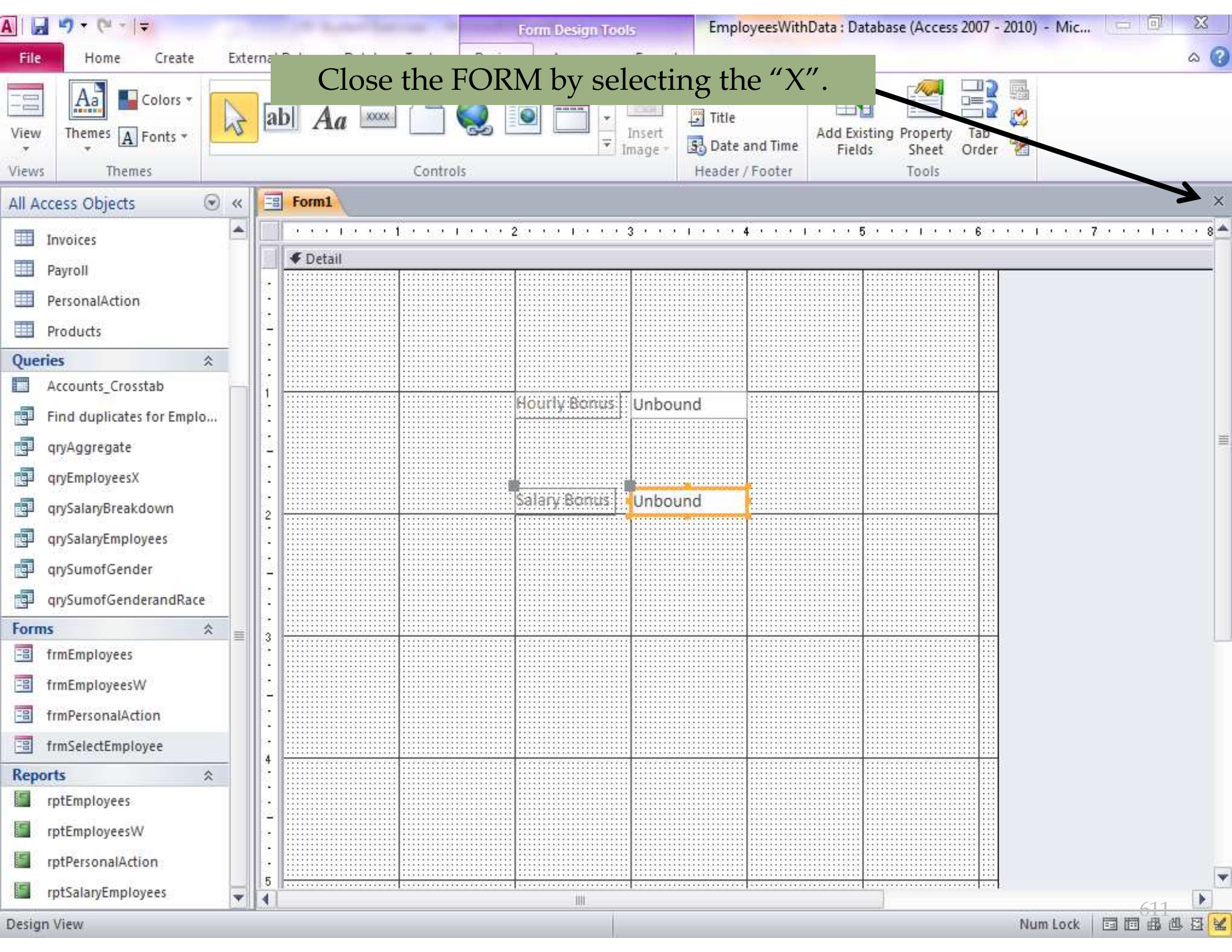


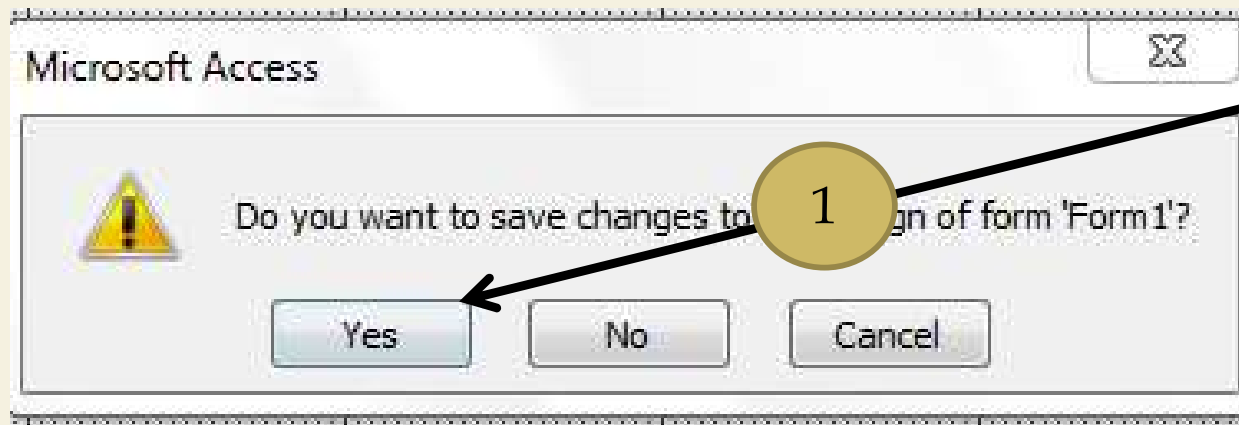
Change the "Text0" to "HBonus"



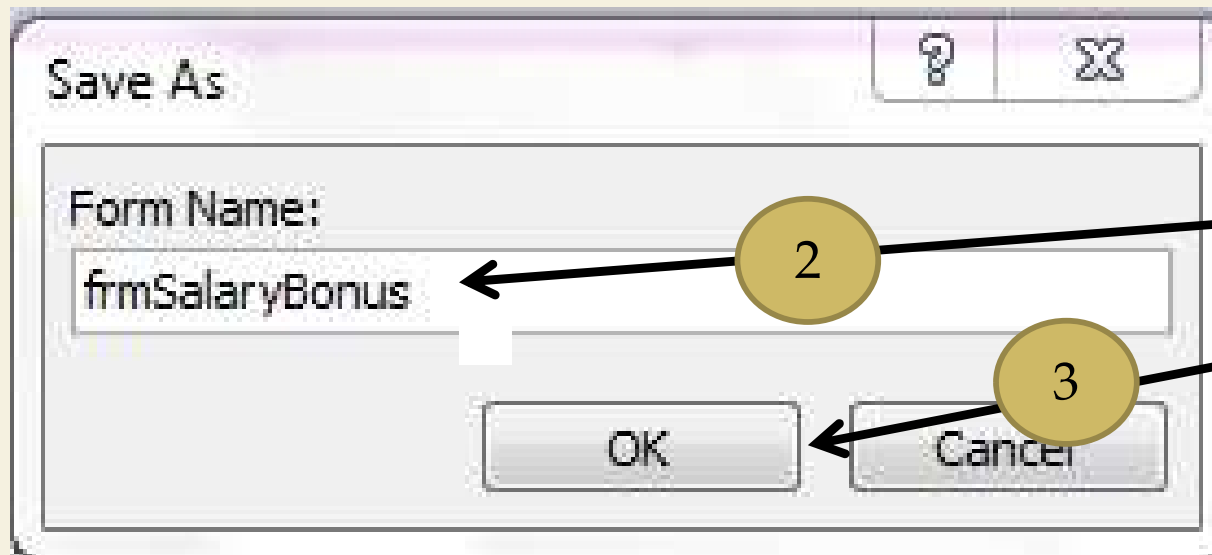
Change the "Text2" to "SBonus"

Select the "x" to close the "Property Sheet"





This warning will display.
Select "Yes"



Type "frmSalaryBonus"
Select "OK"

Using the “**EmployeeWithData**” DATABASE.

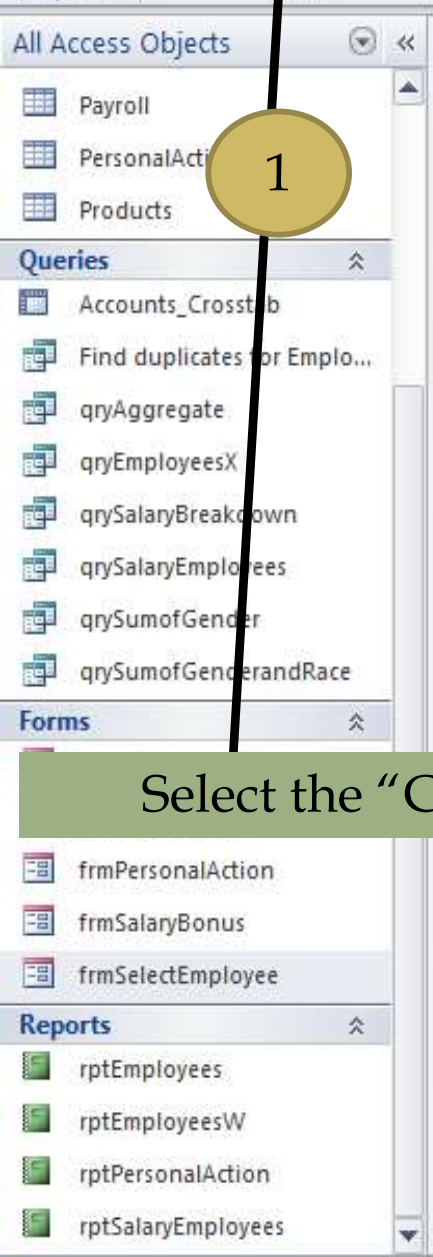
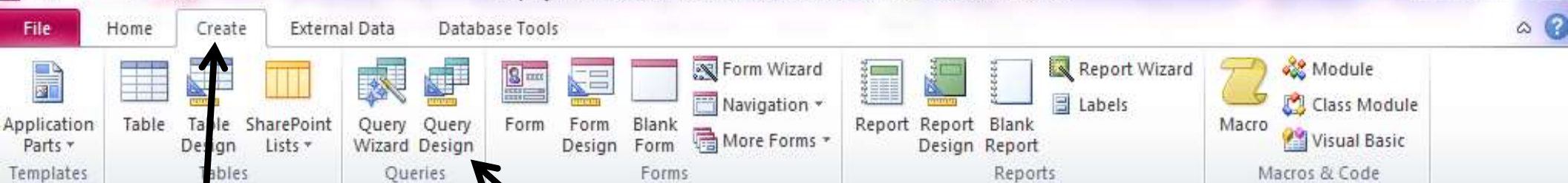
2. Create a query to determine the following bonus. Use the **frmSalaryBonus** to determine the:

Hourly Bonus Rate = 8%

Salary Bonus Rate = 12%

Employees with Part Time are not to receive a Bonus.

Hint: Make (1) Make TABLE query and (1) Append Query



1

2

Select "Query Design"

Select the "Create"

All Access Objects

Query1

Employees

- EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address

Payroll

- SalaryID
- FLSA
- PayRate
- PType
- PositionDate
- EmployeeID

1

Find duplicates for Emplo...
qryAggregate
qryEmployeesX
qrySalaryBreakdown
qrySalaryEmployees
qrySumofGender
qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW
- frmPersonalAction
- frmSalaryBonus
- frmSelectEmployee

Reports

- rptEmployees
- rptEmployeesW
- rptPersonalAction
- rptSalaryEmployees

Show Table

Tables Queries Both

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

2

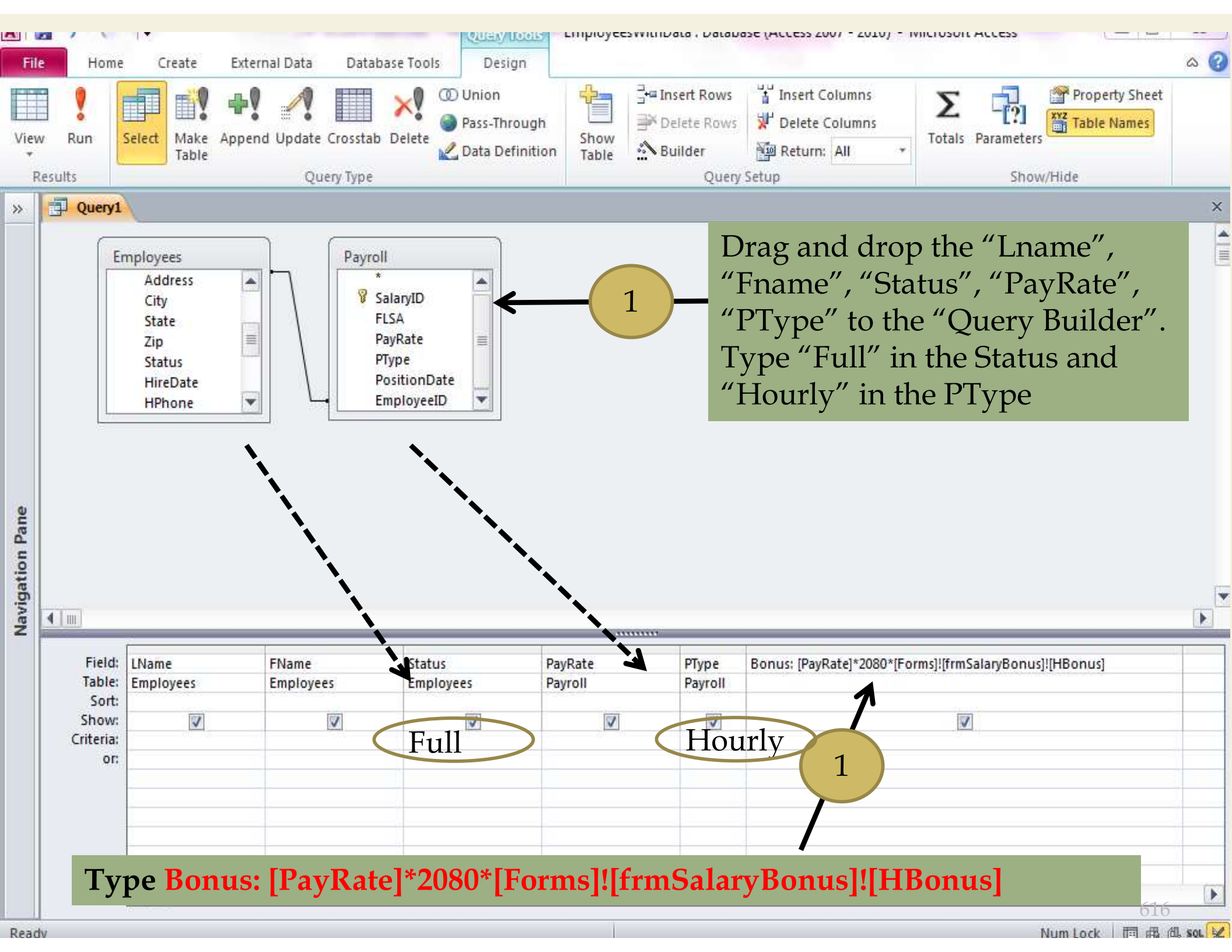
Select "Add"

Add Close

Select the "Employees" and "Payroll" TABLES

Select "Add"





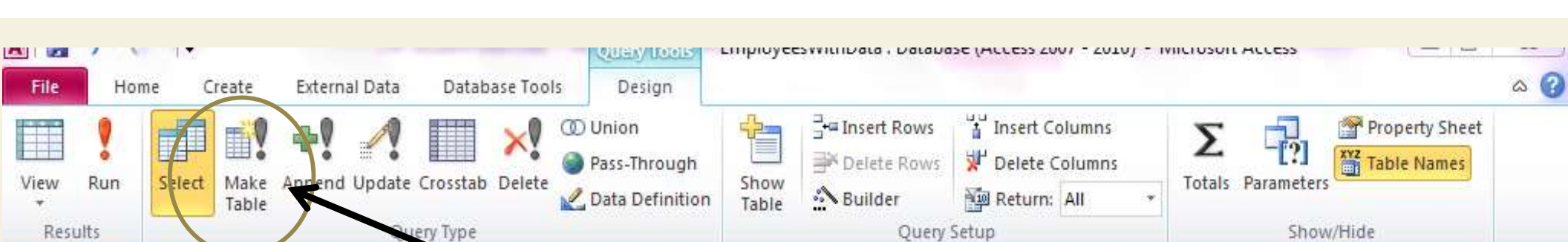
Drag and drop the "Lname", "Fname", "Status", "PayRate", "PType" to the "Query Builder". Type "Full" in the Status and "Hourly" in the PType

1

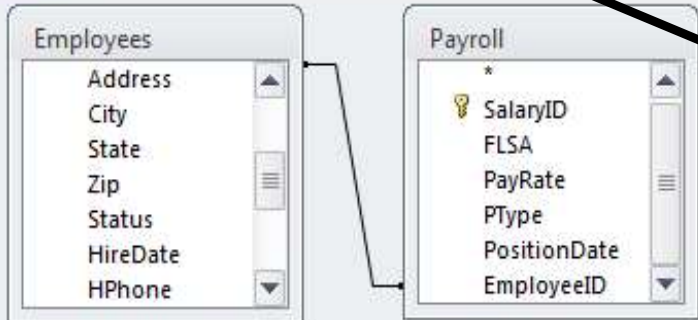
1

Type **Bonus: [PayRate]*2080*[Forms]![frmSalaryBonus]![HBonus]**

Field:	LName	FName	Status	PayRate	PType	Bonus: [PayRate]*2080*[Forms]![frmSalaryBonus]![HBonus]
Table:	Employees	Employees	Employees	Payroll	Payroll	
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			Full		Hourly	
or:						



Select "Make Table"



Navigation Pane

Field:	LName	FName	Status	PayRate	PType	Bonus: [PayRate]*2080*[Forms]![frmSalaryBonus]![HBonus]
Table:	Employees	Employees	Employees	Payroll	Payroll	
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:						
or:						

Full

Hourly

Select "OK"

2

The image shows a 'Make Table' dialog box with the following elements:

- Title:** Make Table
- Buttons:** ? (Help), Σ (Cancel), OK, Cancel
- Section:** Make New Table
- Table Name:** A text field containing 'Bonus' with a dropdown arrow on the right.
- Database Selection:** Two radio buttons: 'Current Database' (selected) and 'Another Database:'.
- File Name:** A text field with a 'Browse...' button below it.

Annotations include:

- A yellow circle with the number '1' and an arrow pointing to the 'Table Name' field.
- A yellow circle with the number '2' and an arrow pointing to the 'OK' button.
- A green box containing the text 'Type "Bonus"' with an arrow pointing to the 'Table Name' field.

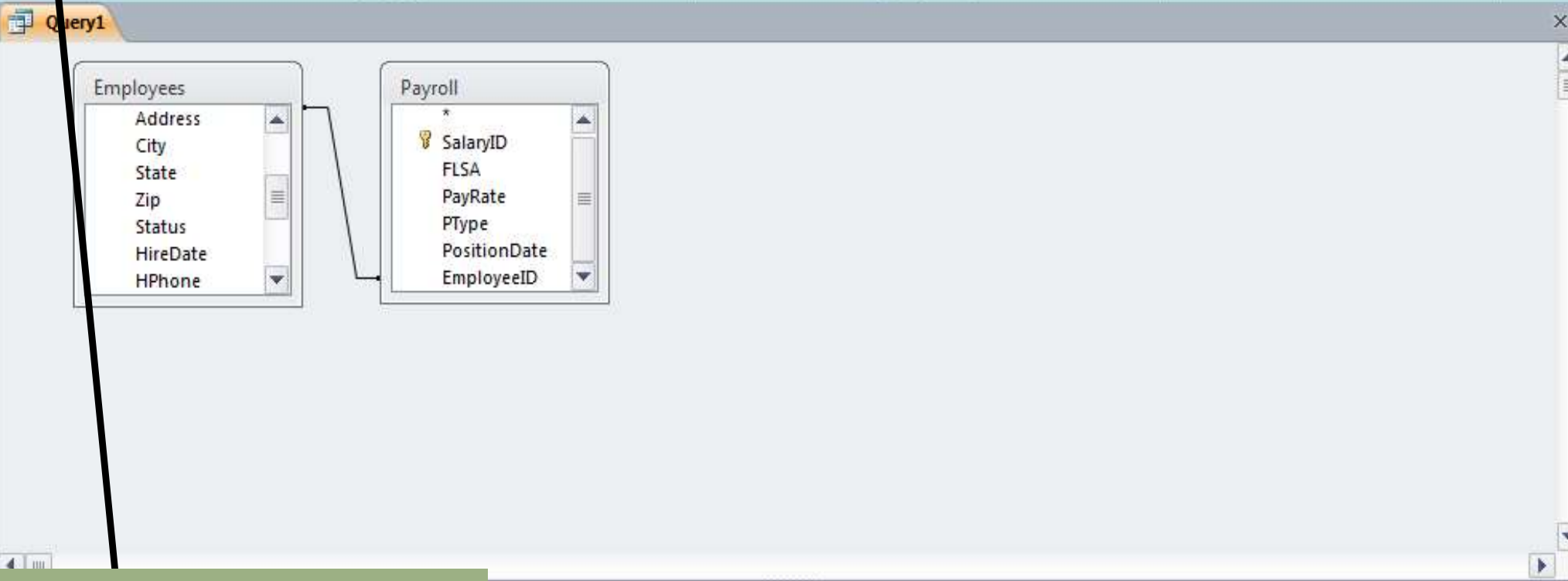
1

Type "Bonus"

EmployeesWithData : Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Insert Columns Delete Columns Return: All Builder Property Sheet Table Names Totals Parameters Show/Hide



Select the "Bang"

	Employees	Employees	Status	PayRate	PType	Bonus: [PayRate]*2080*[Forms]![frmSalaryBonus]![HBonus]
Table:	Employees	Employees	Employees	Payroll	Payroll	
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:						
or:						

Enter Parameter Value

Forms!frmSalaryBonus!HBonus

OK Cancel

Leave the "Parameter Value" blank and select "OK"

Select "Yes"

Microsoft Access

You are about to paste 65 row(s) into a new table.

Once you click Yes, you can't use the Undo command to reverse the changes. Are you sure you want to create a new table with the selected records?

Yes No

Close the QUERY by selecting the "X".

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete

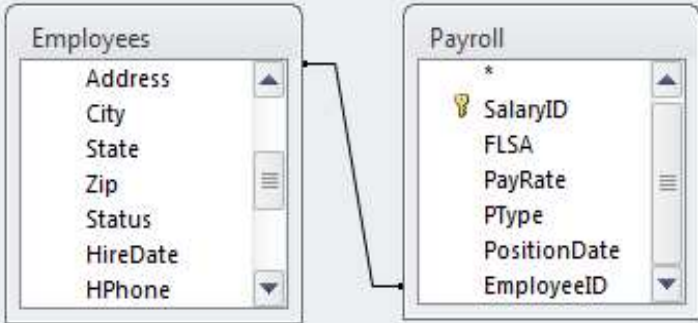
Pass-Through Data Definition Show Table Delete Rows Delete Columns

Builder Return: All

Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

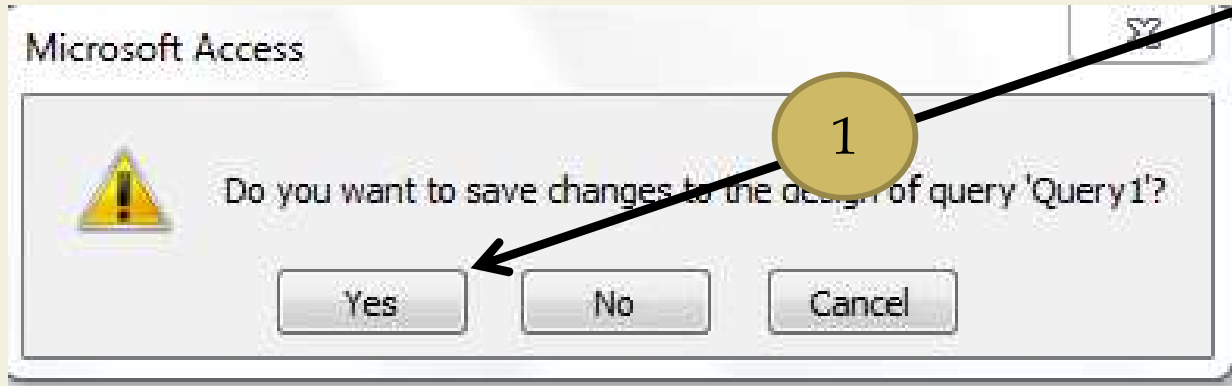
Query1



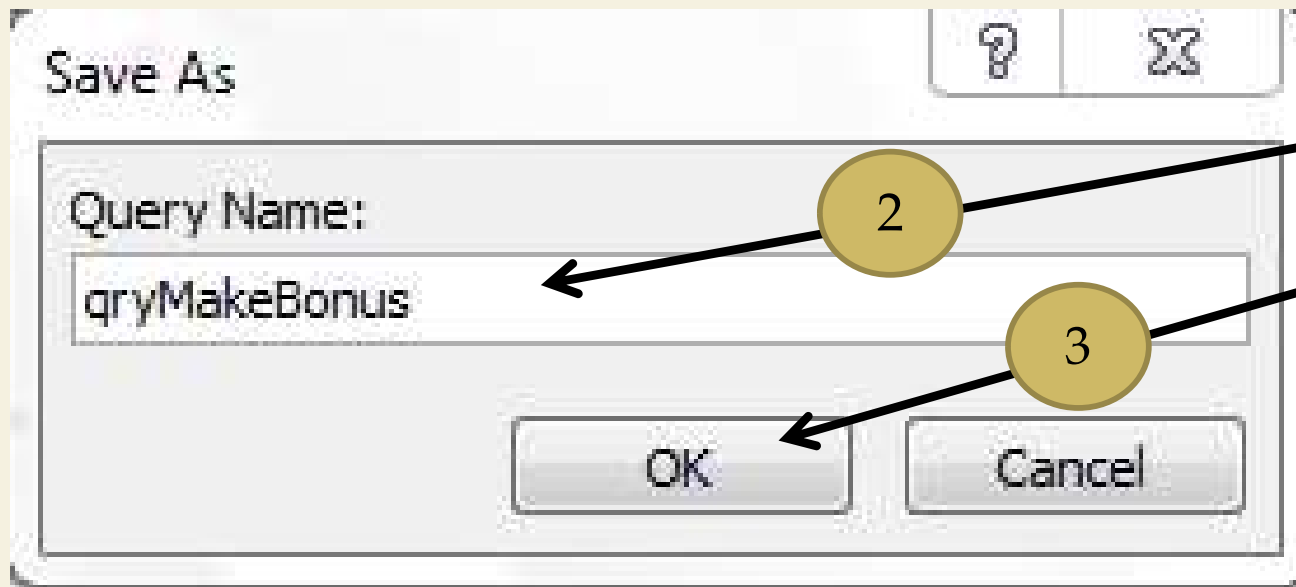
Navigation Pane

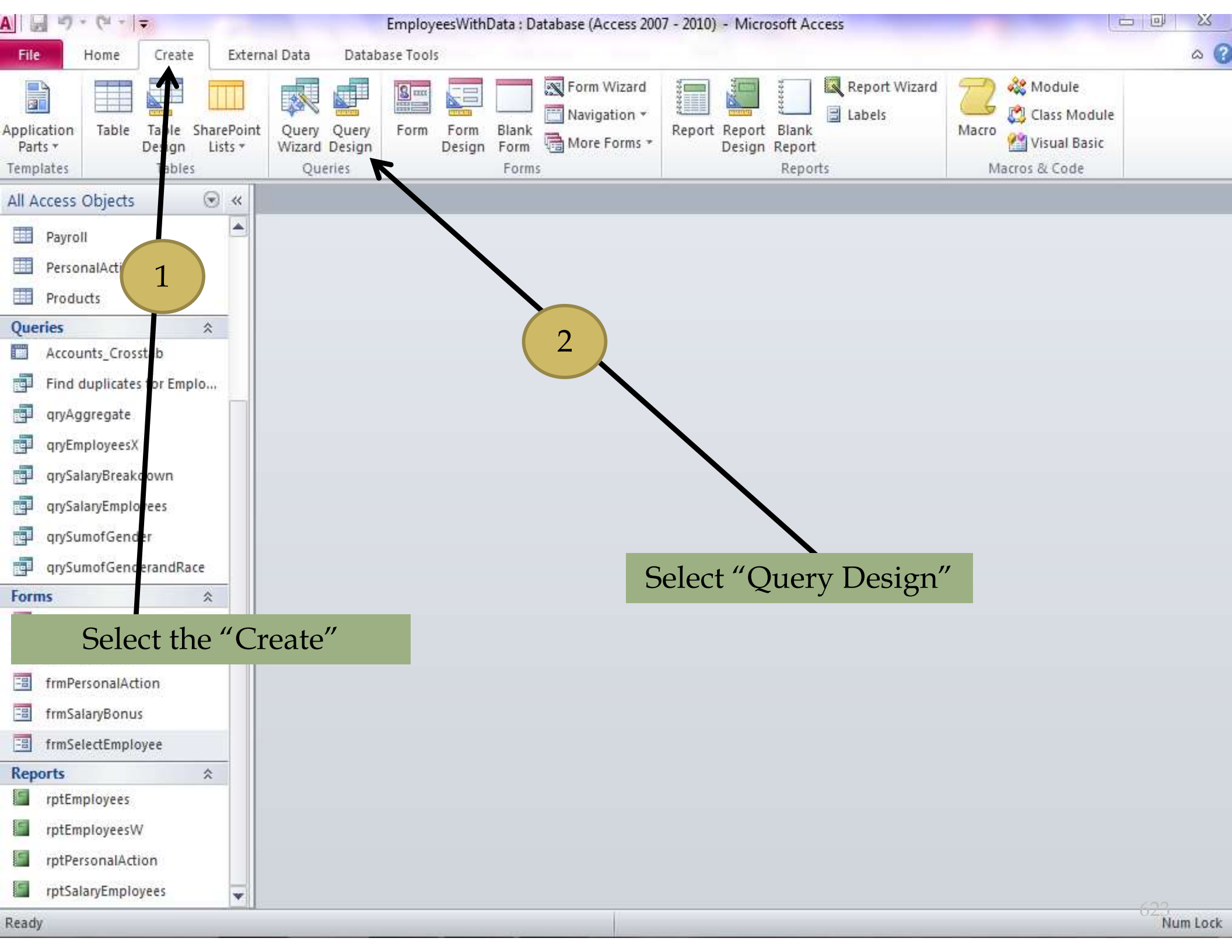
Field:	LName	FName	Status	PayRate	PType	Bonus: [PayRate]*2080*[Forms]![frmSalaryBonus]![HBonus]
Table:	Employees	Employees	Employees	Payroll	Payroll	
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Full <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hourly <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:						
or:						

This warning will display.
Select "Yes"



Type "qryMakeBonus"
Select "OK"





File Home Create External Data Database Tools

Application Parts Templates Table Table Design Tables SharePoint Lists Query Wizard Queries Query Design Forms Form Design Blank Form More Forms Form Wizard Navigation Report Report Design Blank Report Reports Report Wizard Labels Macro Class Module Visual Basic Macros & Code

All Access Objects

- Payroll
- PersonalAct
- Products

Queries

- Accounts_Crosstab
- Find duplicates for Emplo...
- qryAggregate
- qryEmployeesX
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace

Forms

- frmPersonalAction
- frmSalaryBonus
- frmSelectEmployee

Reports

- rptEmployees
- rptEmployeesW
- rptPersonalAction
- rptSalaryEmployees

1

2

Select the "Create"

Select "Query Design"

All Access Objects

Query1

Employees

- EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address

Payroll

- SalaryID
- FLSA
- PayRate
- PType
- PositionDate
- EmployeeID

1

Find duplicates for Emplo...
qryAggregate
qryEmployeesX
qrySalaryBreakdown
qrySalaryEmployees
qrySumofGender
qrySumofGenderandRace

Forms

- frmEmployees
- frmEmployeesW
- frmPersonalAction
- frmSalaryBonus
- frmSelectEmployee

Reports

- rptEmployees
- rptEmployeesW
- rptPersonalAction
- rptSalaryEmployees

Show Table

Tables Queries Both

- Accounts
- Categories
- Departments
- Employees
- EmployeesX
- Insurance
- Invoices
- Payroll
- PersonalAction
- Products

2

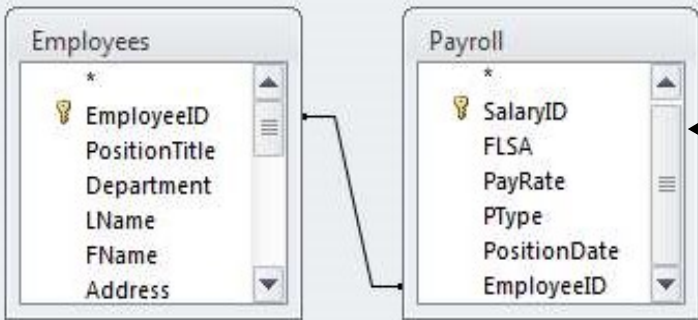
Select "Add"

Add Close

Select the "Employees" and "Payroll" TABLES

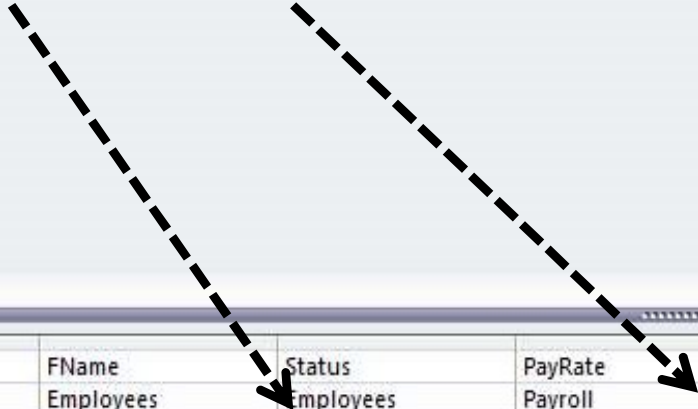
Select "Add"

Query1



Drag and drop the "Lname", "Fname", "Status", "PayRate", "PayType" to the "Query Builder". Type "Full" in the Status and "Salary" in the PType

1



Field:	LName	FName	Status	PayRate	PType	Bonus: [PayRate]*[Forms]![frmSalaryBonus]![SBonus]
Table:	Employees	Employees	Employees	Payroll	Payroll	
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			Full		Salary	
or:						

1

Type Bonus: [PayRate]*2080*[Forms]![frmSalaryBonus]![SBonus]

File Home Create External Data Database Tools Help **Query Design** Tell me what you want to do

View Run Select Make Table **Append** Update Crosstab Delete Union Pass-Through Data Definition Add Tables Insert Rows Delete Rows Builder Return: All

Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access... < qryAppendBonus x

Employees

- EmployeeID
- PositionTitle
- Department
- LNName

Payroll

- SalaryID
- FLSA
- PayRate
- PType

Select "Append"

Field:	LName	FName	Status	PayRate	PType	Bonus: [PayRate]*[Forms]![frmSalaryBonus]![SBonus]			
Table:	Employees	Employees	Employees	Payroll	Payroll				
Sort:									
Append To:	LName	FName	Status	PayRate	PType	Bonus			
Criteria:			"Full"		"Salary"				
or:									

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Builder Return: All

Results Query Type Query Setup Show/Hide

Property Sheet Table Names

Query1

Employees

- EmployeeID
- PositionTitle
- Department
- LName
- FName
- Address

Payroll

- Sal
- FLS
- Pay
- PTY
- Pos
- Em

Append

Append To

Table Name:

- Accounts
- Bonus
- Categories
- Departments
- Employees
- EmployeesX

Current Database

Another Database

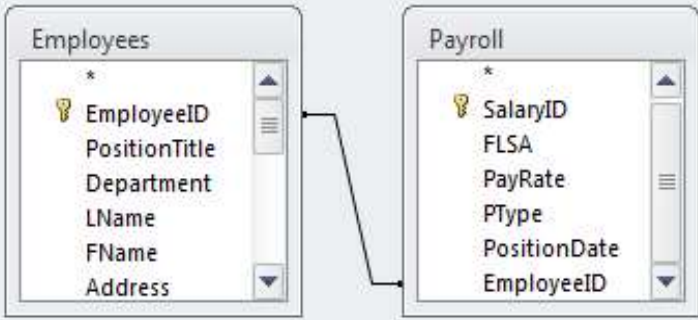
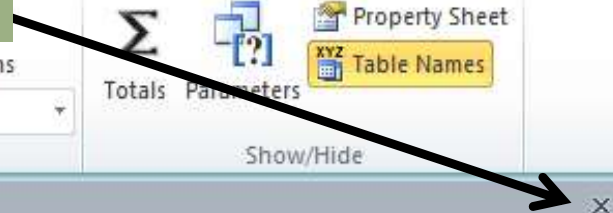
File Name:

OK

Cancel

Field:	LName	FName	Status	PayRate	PType	Bonus: [PayRate]*[Forms]![frmSalaryBonus]![SBonus]
Table:	Employees	Employees	Employees	Payroll	Payroll	
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			"Full"		"Salary"	
oc						

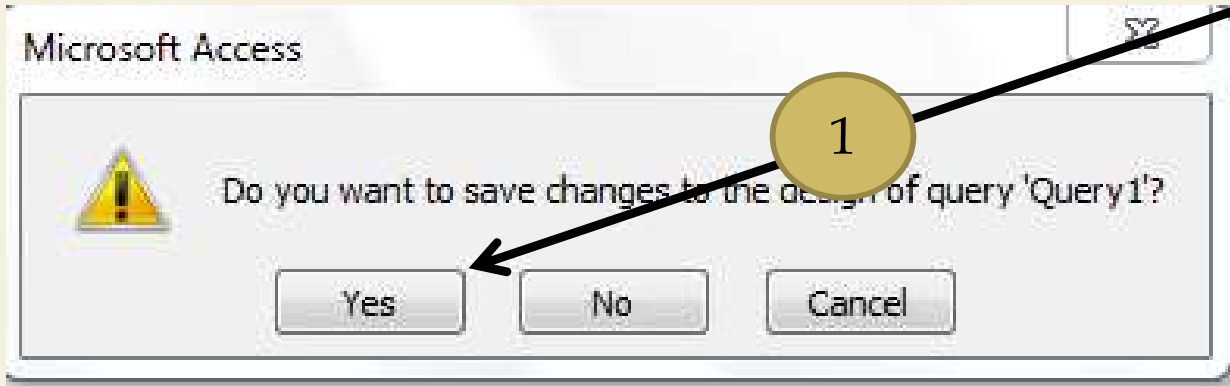
Close the QUERY by selecting the "X".



Field:	LName	FName	Status	PayRate	PType	Bonus: [PayRate]*[Forms]![frmSalaryBonus]![SBonus]
Table:	Employees	Employees	Employees	Payroll	Payroll	
Sort:						
Append To:	LName	FName	Status	PayRate	PType	Bonus
Criteria:			"Full"		"Salary"	
or:						

A new "Append To" row will appear and all of the fields will match up

This warning will display.
Select "Yes"

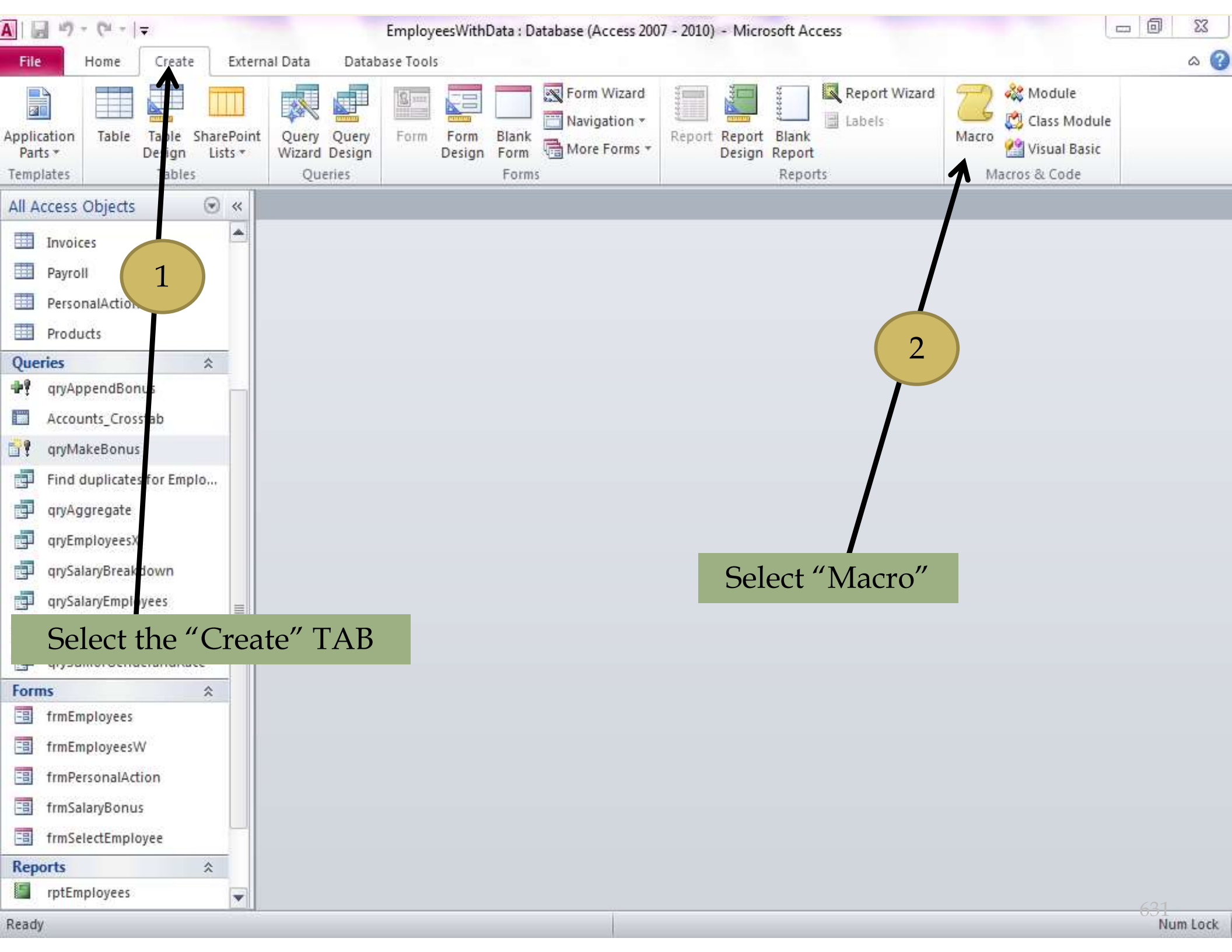


Type "qryAppendBonus"
Select "OK"



Using the “**EmployeeWithData**” DATABASE.

3. Create a macro to run your queries from your form. This will require a command button to run the macro. Name the macro “**MacroBonus**”.



File Home **Create** External Data Database Tools

Application Parts Templates Table Table Design Tables SharePoint Lists Query Wizard Queries Form Form Design Forms Blank Form More Forms Report Report Design Reports Report Wizard Labels Macro Module Class Module Visual Basic Macros & Code

- All Access Objects
- Invoices
 - Payroll
 - PersonalAction
 - Products
- Queries
- qryAppendBonus
 - Accounts_CrossTab
 - qryMakeBonus
 - Find duplicates for Emplo...
 - qryAggregate
 - qryEmployeesX
 - qrySalaryBreakdown
 - qrySalaryEmployees
- Forms
- frmEmployees
 - frmEmployeesW
 - frmPersonalAction
 - frmSalaryBonus
 - frmSelectEmployee
- Reports
- rptEmployees

1

2

Select the "Create" TAB

Select "Macro"

EmployeesWithData : Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools Design

Run Convert Macros to Visual Basic

Expand Actions Collapse Actions Expand All Collapse All

Action Catalog Show All Actions

Tools Collapse/Expand Show/Hide

All Access Objects

- Invoices
- Payroll
- PersonalAction
- Products

Queries

- qryAppendBonus
- Accounts_Crosstab
- qryMakeBonus
- Find duplicates for Emplo...
- qryAggregate
- qryEmployeesX
- qrySalaryBreakdown
- qrySalaryEmployees

Forms

- frmEmployees
- frmEmployeesW
- frmPersonalAction
- frmSalaryBonus
- frmSelectEmployee

Reports

- rptEmployees

Macro1

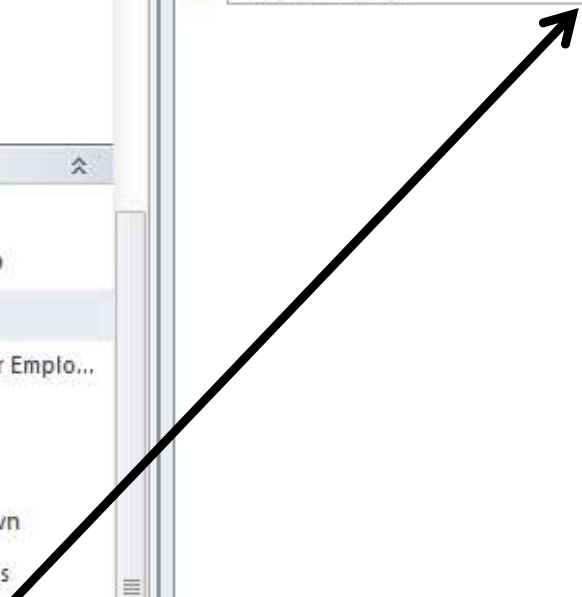
+ Add New Action

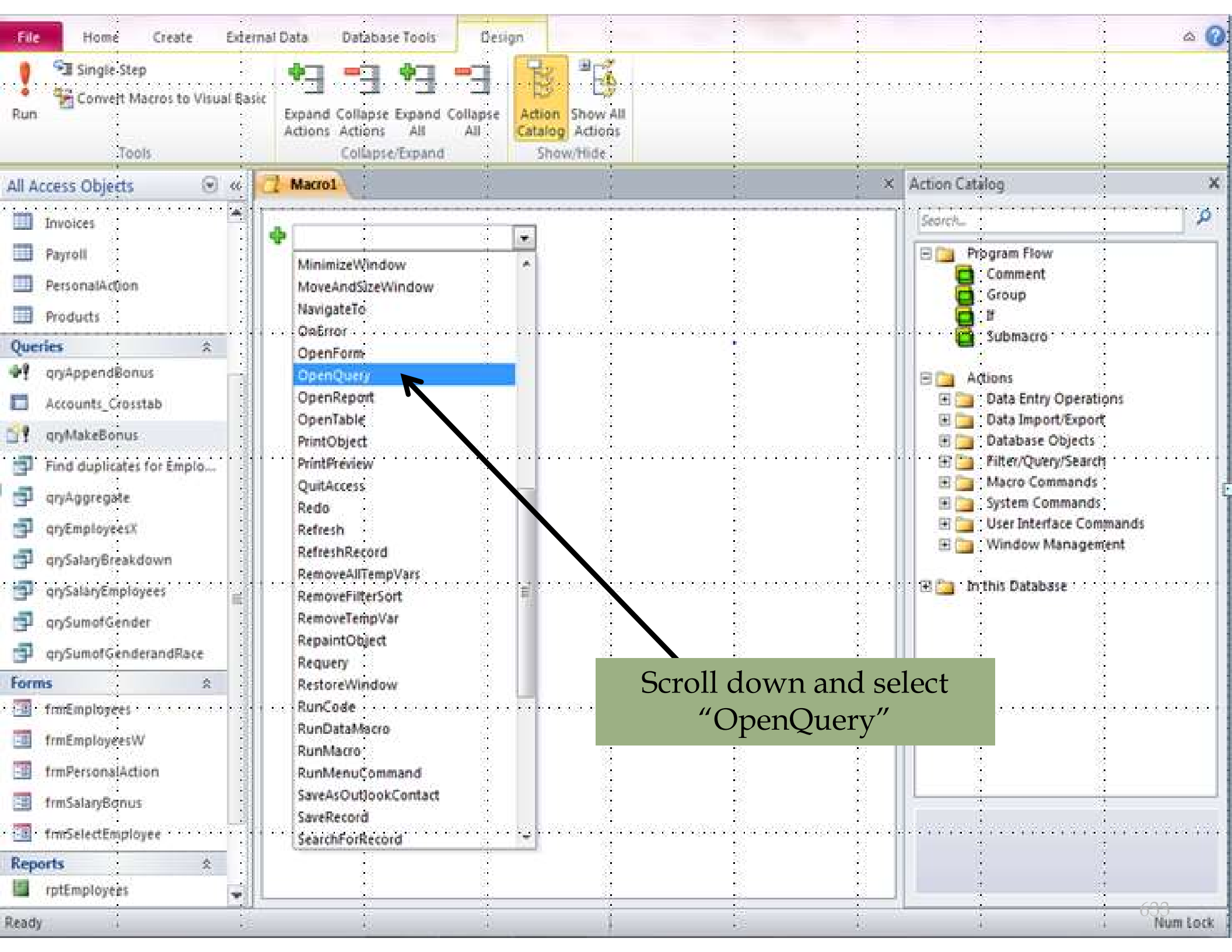
Action Catalog

Search...

- Program Flow
 - Comment
 - Group
 - If
 - Submacro
- Actions
 - Data Entry Operations
 - Data Import/Export
 - Database Objects
 - Filter/Query/Search
 - Macro Commands
 - System Commands
 - User Interface Commands
 - Window Management
- In this Database

Select the "Down Arrow"





Scroll down and select
"OpenQuery"

Close the MACRO by selecting the "X".

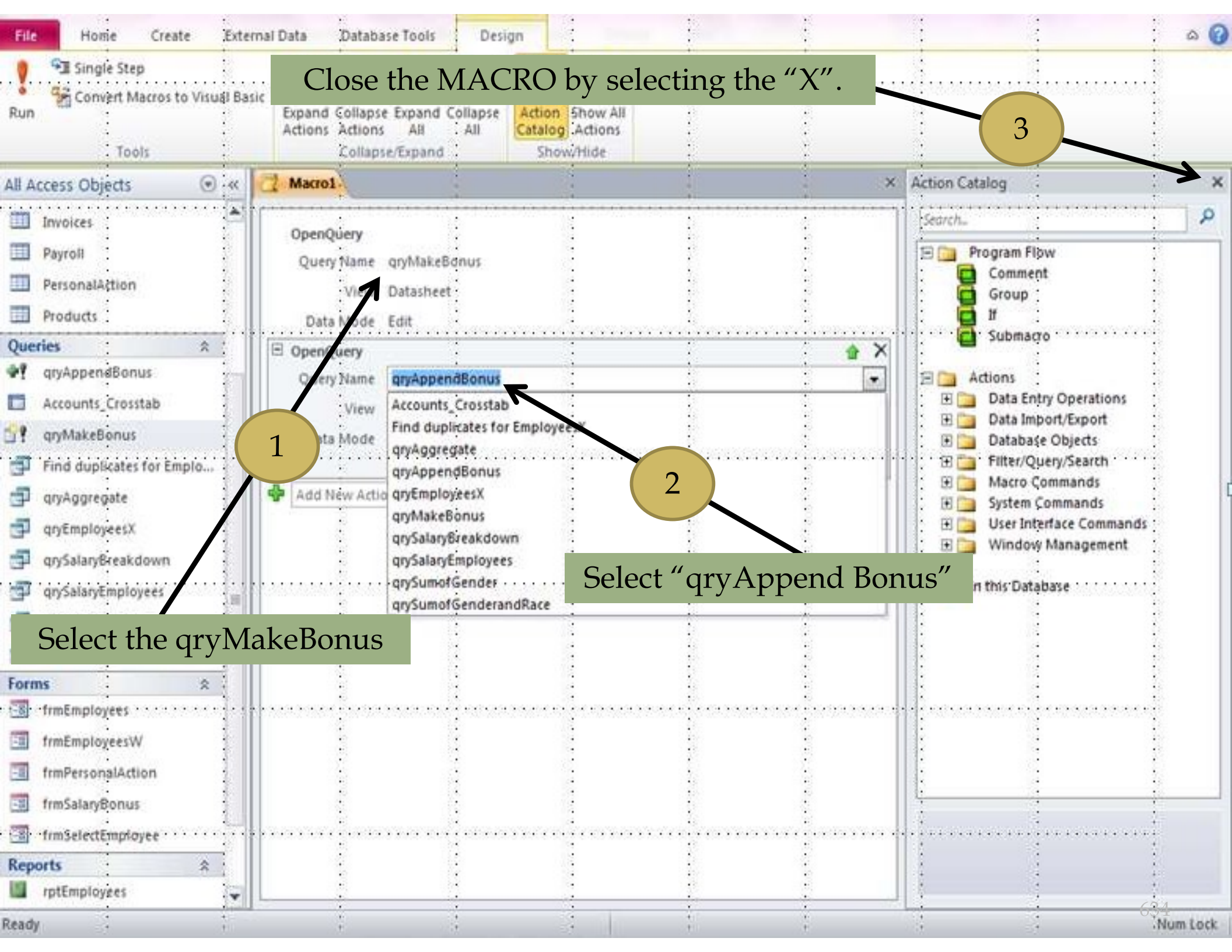
3

1

Select the qryMakeBonus

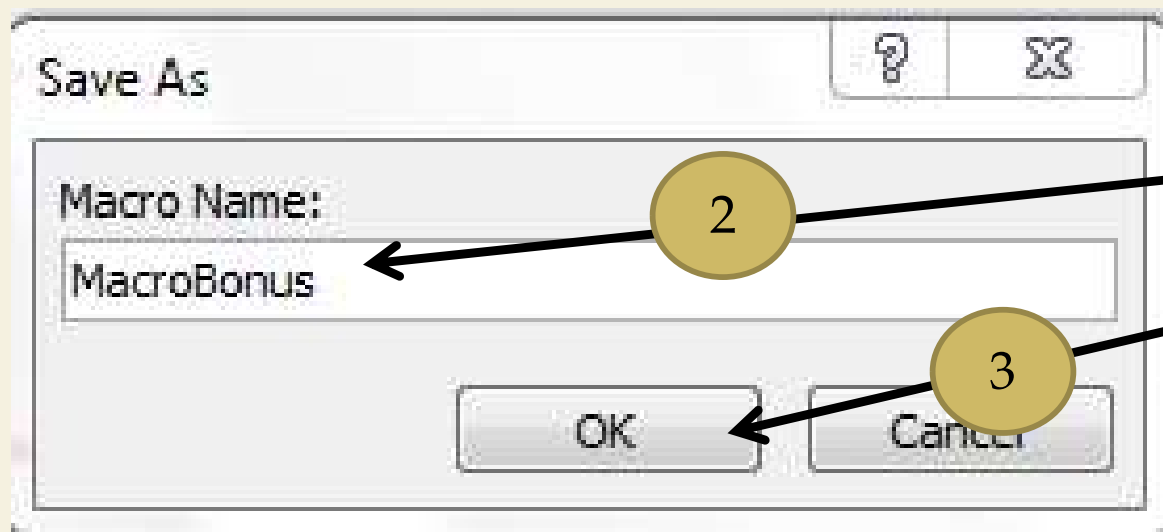
2

Select "qryAppend Bonus"





This warning will display.
Select "Yes"



Type "MacroBonus"
Select "OK"

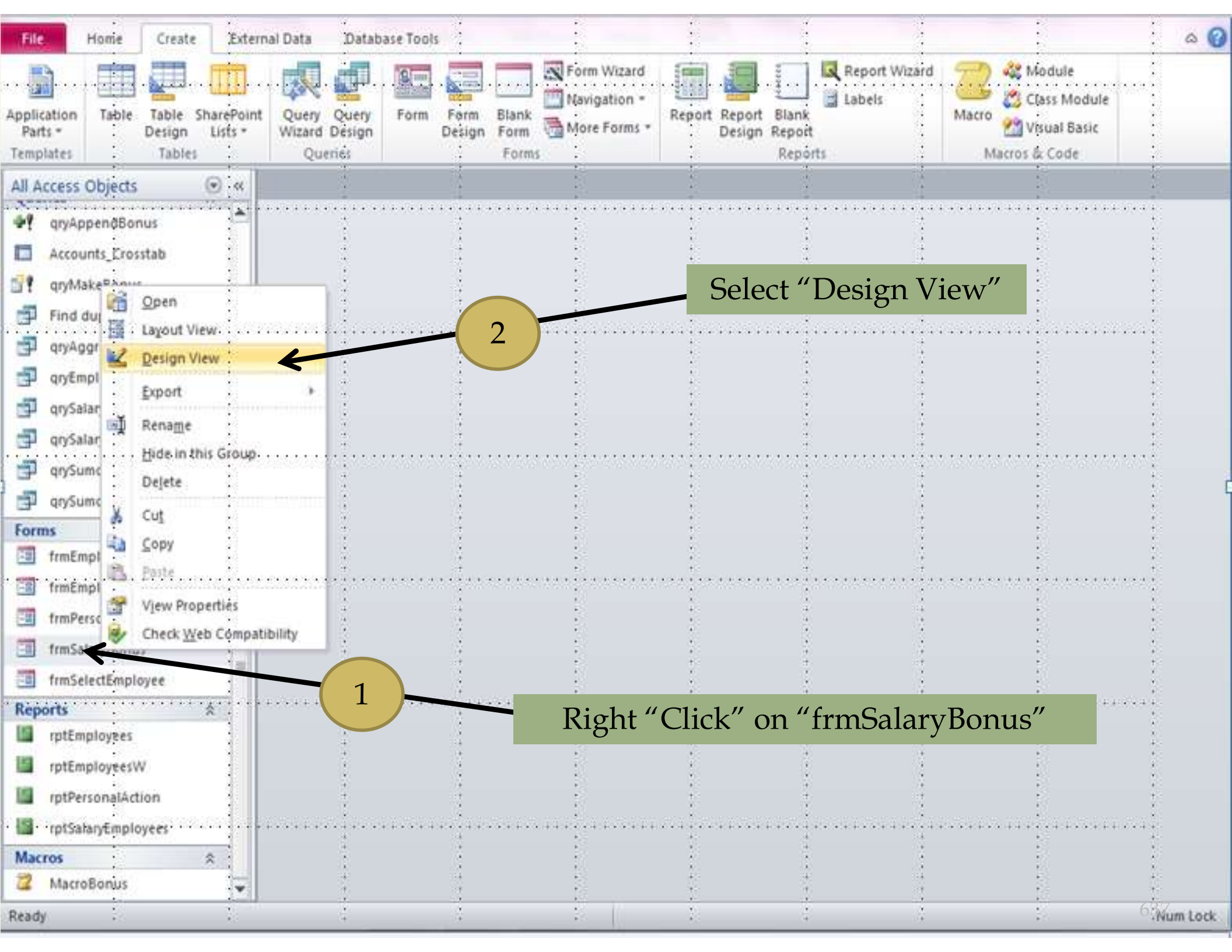
Views | Clipboard | Sort & Filter | Records | Find | Text Formatting

View | Paste | Copy | Format Painter | Filter | Ascending | Descending | Remove Sort | Selection | Advanced | Toggle Filter | Refresh | New | Save | Delete | More | Totals | Spelling | More | Find | Replace | Go To | Select

B *I* U | **A** | | | | | |

- All Access... <
- Products
 - Queries**
 - qryAppendBonus
 - Accounts_Crosst...
 - qryMakeBonus
 - Find duplicates f...
 - qryAggregate
 - qryEmployeesX
 - qrySalaryBreakd...
 - qrySalaryEmploy...
 - qrySumofGender
 - qrySumofGender...
 - Forms**
 - frmEmployees
 - frmEmployeesW
 - frmPersonalAction
 - frmSalaryBonus
 - frmSelectEmploy...
 - Reports**
 - rptEmployees
 - rptEmployeesW
 - rptPersonalAction
 - rptSalaryEmploy...
 - Macros**
 - MacroBonus

Your display should look like this.

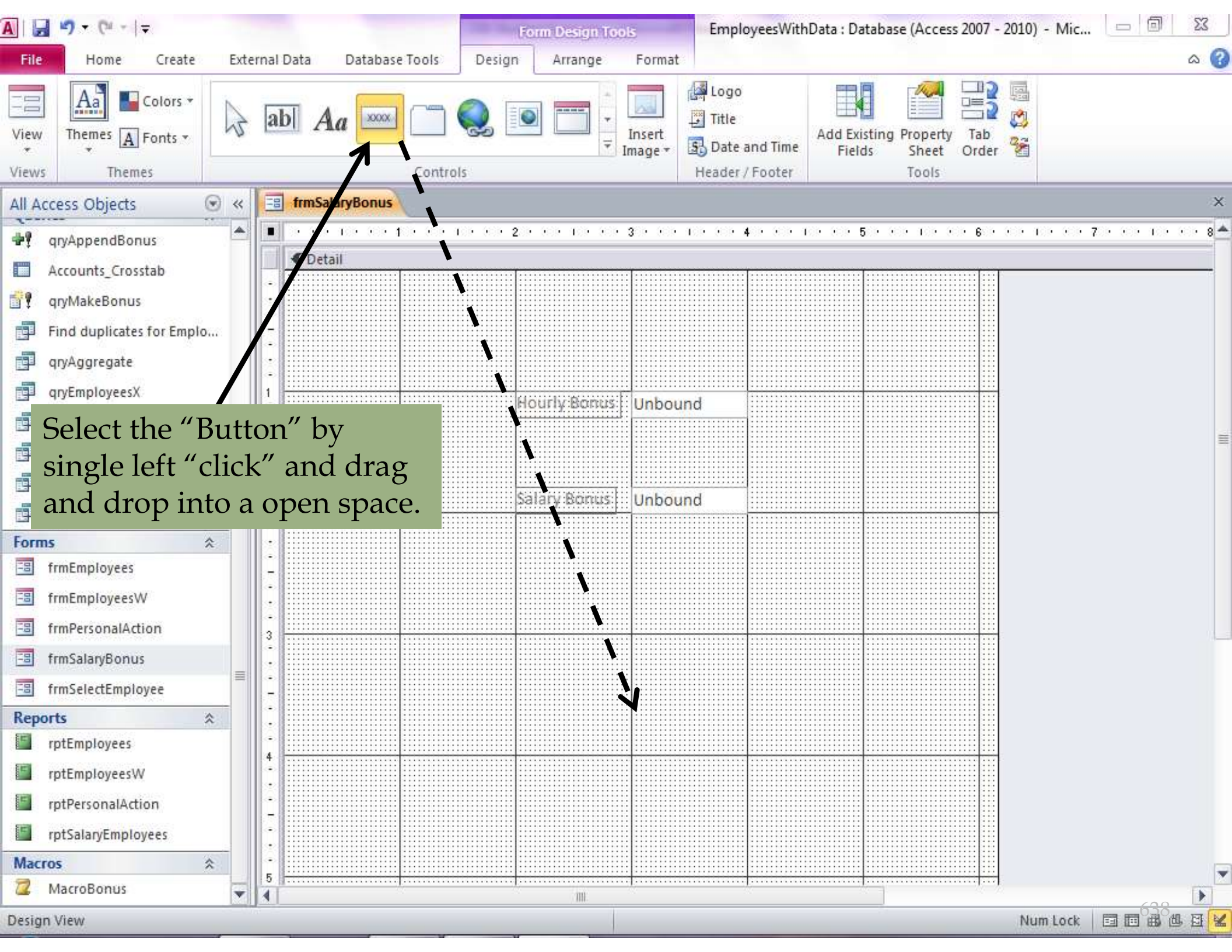


Select "Design View"

2

1

Right "Click" on "frmSalaryBonus"



Select the "Button" by single left "click" and drag and drop into a open space.

Command Button Wizard

Sample:



What action do you want to happen when the button is pressed?

Different actions are available for each category.

Categories:

- Record Navigation
- Record Operations
- Form Operations
- Report Operations
- Application
- Miscellaneous

Actions:

- Auto Dialer
- Print Table
- Run Macro
- Run Query

- Cancel
- < Back
- Next >
- Finish

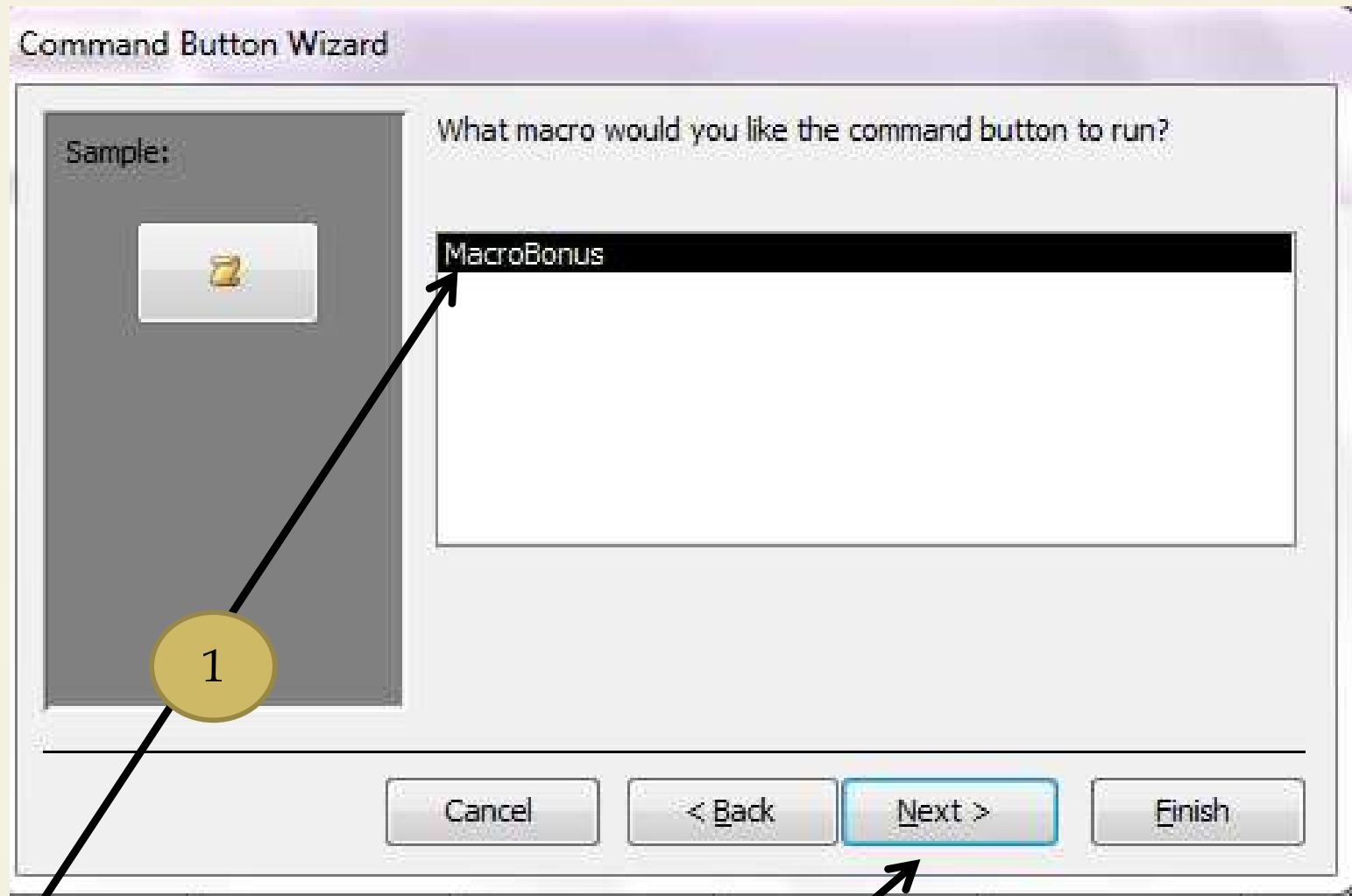
Select "Run Macro"



Select "Miscellaneous"

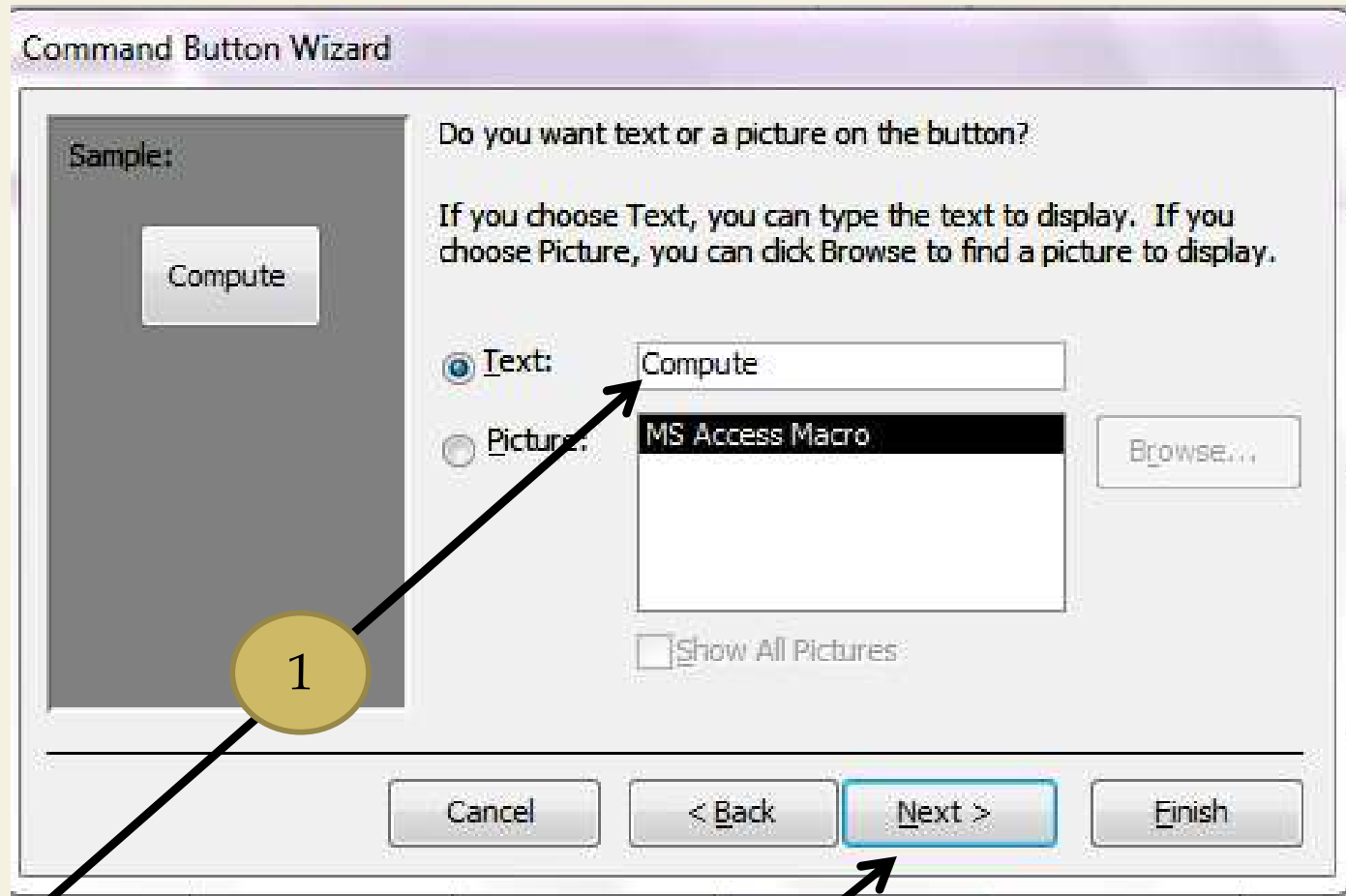


Select "Next"



Select "MacroBonus"

Select "Next"



Type "Computer"

Select "Next"

- All Access Objects
- qryAppendBonus
 - Accounts_Crosstab
 - qryMakeBonus
 - Find duplicates for Emplo...
 - qryAggregate
 - qryEmployeesX
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace
 - Forms**
 - frmEmployees
 - frmEmployeesW
 - frmPersonalAction
 - frmSalaryBonus
 - Reports**
 - rptEmployees
 - rptEmployeesW
 - rptPersonalAction
 - rptSalaryEmployees
 - Macros**
 - MacroBonus

frmSalaryBonus

Detail

		Hourly Bonus	Unbound			
		Salary Bonus	Unbound			
			Compute			

Select "Form View"

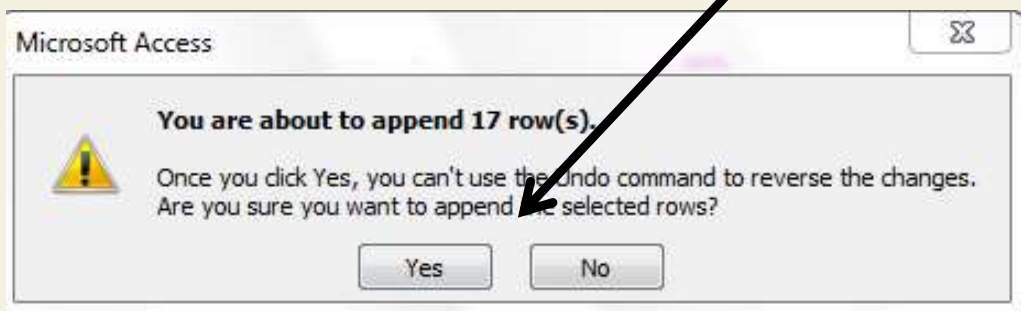
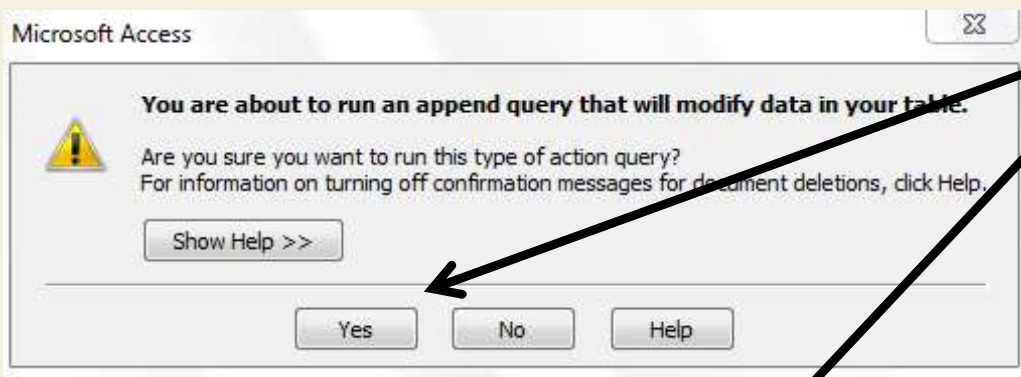
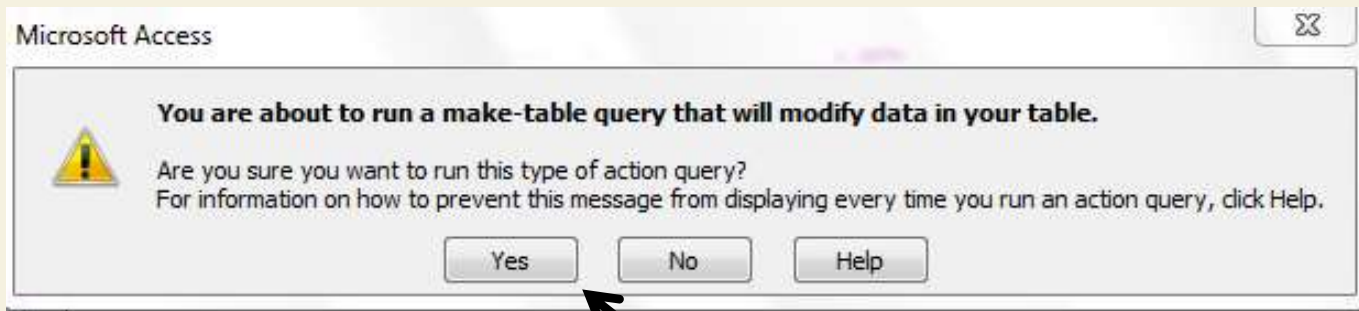
Type 10 in the "Hourly Bonus" and 8 in the "Salary Bonus" fields

Hourly Bonus 10.00%

Salary Bonus 8.00%

Compute

Select "Compute"



Select "Yes" for all of the warnings

Close the TABLE by selecting the "X".



File Home Create External Views

View Paste Format Painter

Clipboard

All Access Objects

Tables

- Accounts
- Bonus
- Categories
- Departments
- Employee
- Employees
- Insurance
- Invoices
- Payroll
- PersonalAcco
- Products

Queries

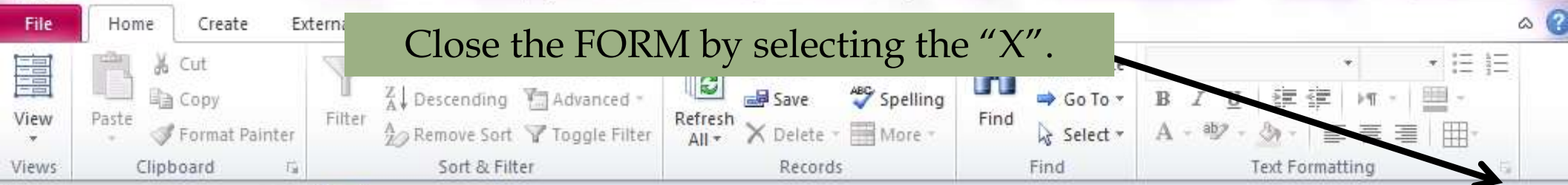
- qryAppendBonus
- Accounts_Crosstab
- qryMakeBonus
- qryAggregate
- qryEmployeesX
- qrySalaryBreakdown
- qrySalaryEmployees
- qrySumofGender
- qrySumofGenderandRace



LName	FName	Status	PayRate	PType	Bonus
Rollo	Deborah	Full	\$10.00	Hourly	\$2,080.00
Strunk	Deena	Full	\$10.00	Hourly	\$2,080.00
Swanson	Deidra	Full	\$10.00	Hourly	\$2,080.00
Taylor	DeKeisha	Full	\$10.00	Hourly	\$2,080.00
Teel	Delonia	Full	\$10.00	Hourly	\$2,080.00
Tener	Delonia	Full	\$10.00	Hourly	\$2,080.00
Thomas	Demetria	Full	\$10.00	Hourly	\$2,080.00
Tolton	Denice	Full	\$10.00	Hourly	\$2,080.00
Turner	Denise	Full	\$10.00	Hourly	\$2,080.00
Viney	Denise A.	Full	\$10.00	Hourly	\$2,080.00
Walker	Desirae D.	Full	\$10.00	Hourly	\$2,080.00
Shi	Paula	Full	\$14.00	Hourly	\$2,912.00
Shoemake	Jamie	Full	\$14.00	Hourly	\$2,912.00
Sligar	Jamie	Full	\$16.00	Hourly	\$3,328.00
Sunderland	Jana	Full	\$12.00	Hourly	\$2,496.00
Suttle	Jane Ann	Full	\$12.00	Hourly	\$2,496.00
Sheets	Kenneth	Full	\$16.00	Hourly	\$3,328.00
			\$18.00	Hourly	\$3,744.00
			\$18.00	Hourly	\$3,744.00
Youngblood	Kyle	Full	\$22.00	Hourly	\$4,576.00
Allen	Lendell	Full	\$22.00	Hourly	\$4,576.00
Divilio, III	Marcus	Full	\$8.50	Hourly	\$1,768.00
Draper	Marcus	Full	\$8.50	Hourly	\$1,768.00
House	Michael	Full	\$10.50	Hourly	\$2,184.00
Roberts	Milton	Full	\$16.00	Hourly	\$3,328.00

Open up the "Bonus" TABLE

Close the FORM by selecting the "X".



- All Access Objects
- Tables
 - Accounts
 - Bonus
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
- Queries
 - qryAppendBonus
 - Accounts_Crosstab
 - qryMakeBonus
 - Find duplicates for Emplo...
 - qryAggregate
 - qryEmployeesX
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace

frmSalaryBonus

Hourly Bonus

Salary Bonus

Compute

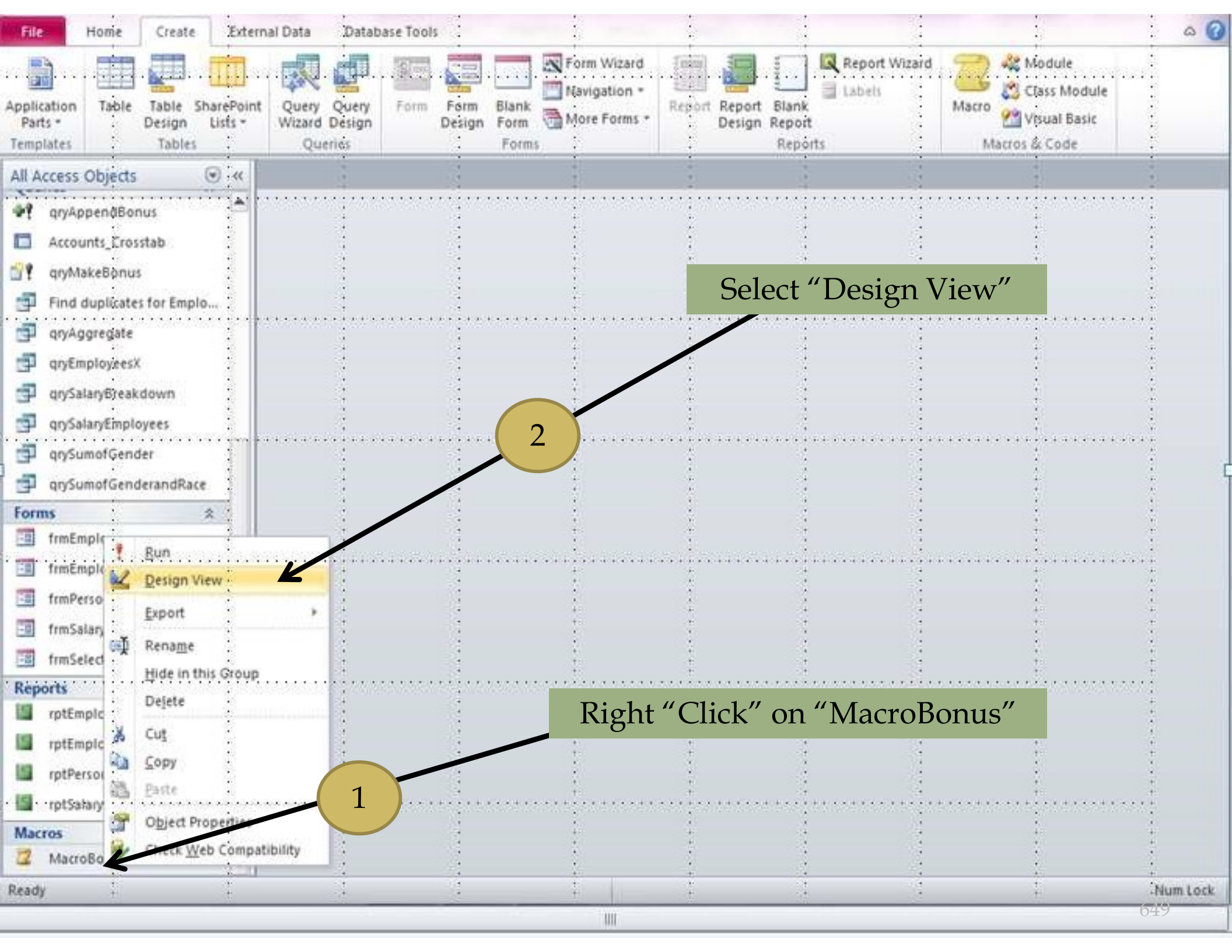
Record: 1 of 1 No Filter Search

This warning will display.
Select "Yes"



Using the “**EmployeeWithData**” DATABASE.

4. Turn off the warnings and set a message to let you know that the Bonus Amount has been updated (Use the VBA method).

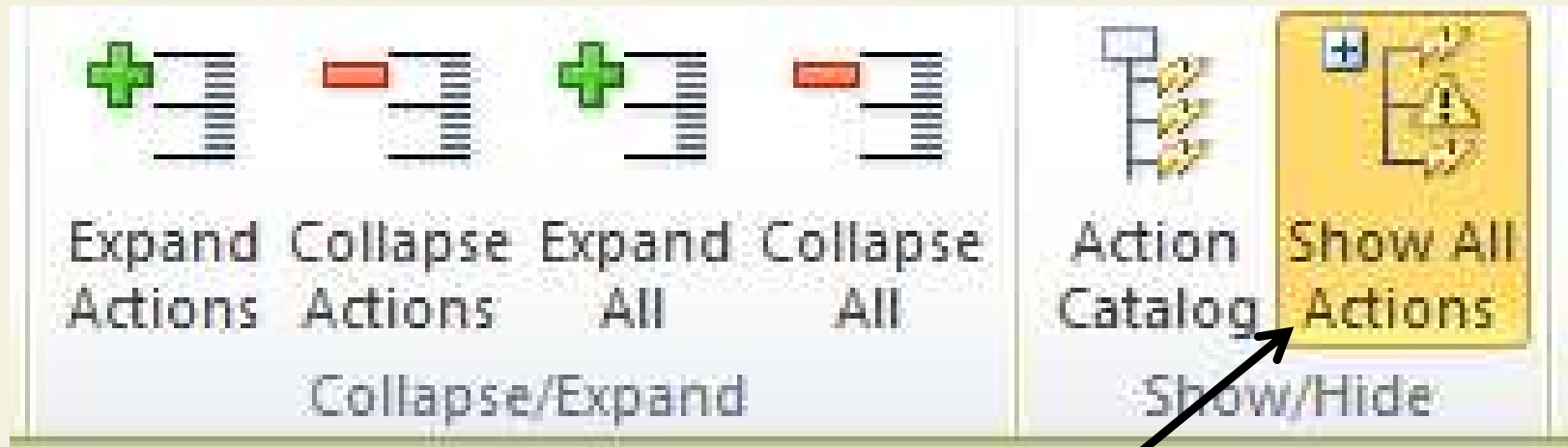


Select "Design View"

2

Right "Click" on "MacroBonus"

1



On the Ribbon select the "Show All Actions"

Use the "x" to close the MACRO

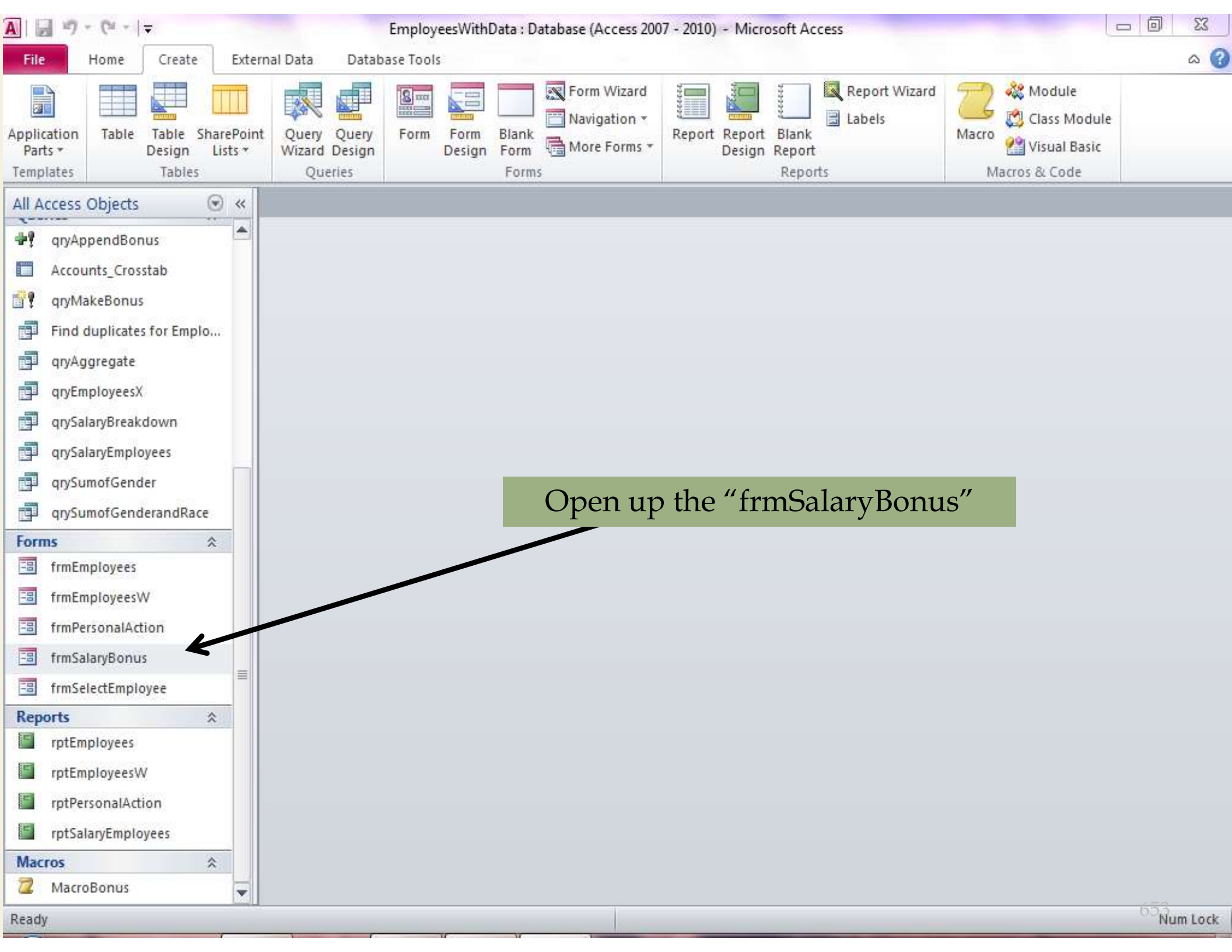
2

1

Add two new "SetWarning" events. Make one "No" and one "Yes". Move the "No" one to the top of the events.

This warning will display.
Select "Yes"



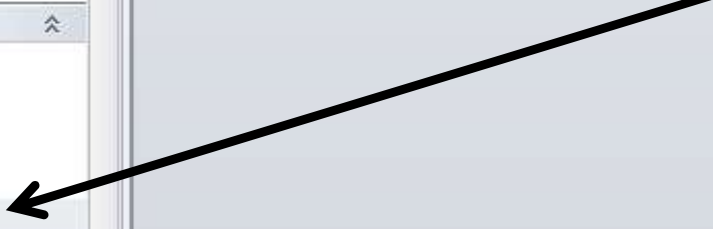


File Home Create External Data Database Tools

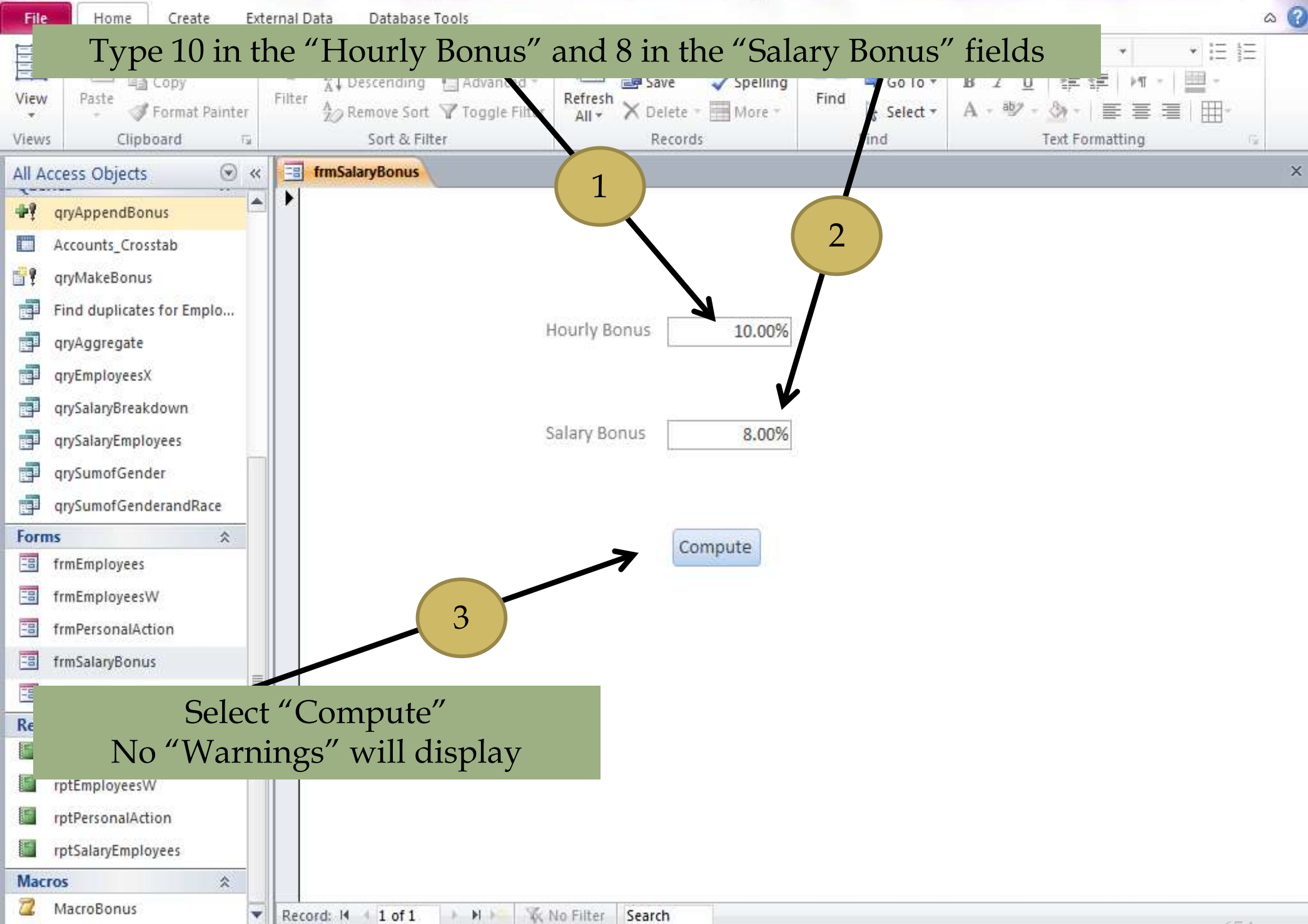
Application Parts Templates Table Table Design Tables SharePoint Lists Queries Query Wizard Query Design Forms Form Form Design Blank Form More Forms Form Wizard Navigation Labels Report Report Design Blank Report Reports Report Wizard Macro Class Module Visual Basic Macros & Code

- All Access Objects
- qryAppendBonus
 - Accounts_Crosstab
 - qryMakeBonus
 - Find duplicates for Emplo...
 - qryAggregate
 - qryEmployeesX
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace
 - Forms**
 - frmEmployees
 - frmEmployeesW
 - frmPersonalAction
 - frmSalaryBonus**
 - frmSelectEmployee
 - Reports**
 - rptEmployees
 - rptEmployeesW
 - rptPersonalAction
 - rptSalaryEmployees
 - Macros**
 - MacroBonus

Open up the "frmSalaryBonus"



Type 10 in the "Hourly Bonus" and 8 in the "Salary Bonus" fields



Select "Compute"
No "Warnings" will display

Close the TABLE by selecting the "X".

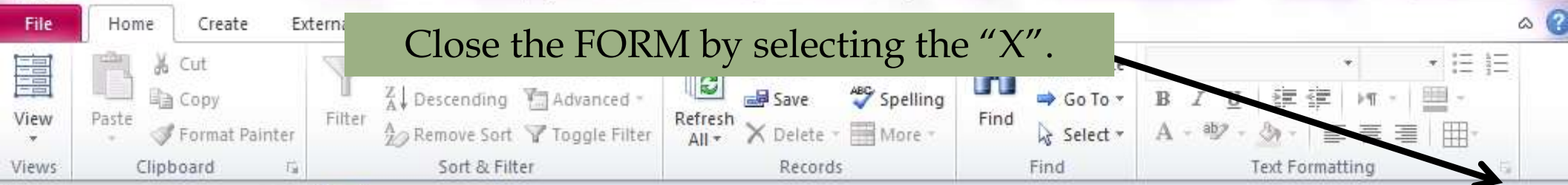
2

1

Open up the "Bonus" TABLE

LName	FName	Status	PayRate	PType	Bonus
Rollo	Deborah	Full	\$10.00	Hourly	\$2,080.00
Strunk	Deena	Full	\$10.00	Hourly	\$2,080.00
Swanson	Deidra	Full	\$10.00	Hourly	\$2,080.00
Taylor	DeKeisha	Full	\$10.00	Hourly	\$2,080.00
Teel	Delonia	Full	\$10.00	Hourly	\$2,080.00
Tener	Delonia	Full	\$10.00	Hourly	\$2,080.00
Thomas	Demetria	Full	\$10.00	Hourly	\$2,080.00
Tolton	Denice	Full	\$10.00	Hourly	\$2,080.00
Turner	Denise	Full	\$10.00	Hourly	\$2,080.00
Viney	Denise A.	Full	\$10.00	Hourly	\$2,080.00
Walker	Desirae D.	Full	\$10.00	Hourly	\$2,080.00
Shi	Paula	Full	\$14.00	Hourly	\$2,912.00
Shoemake	Jamie	Full	\$14.00	Hourly	\$2,912.00
Sligar	Jamie	Full	\$16.00	Hourly	\$3,328.00
Sunderland	Jana	Full	\$12.00	Hourly	\$2,496.00
Suttle	Jane Ann	Full	\$12.00	Hourly	\$2,496.00
Sheets	Kenneth	Full	\$16.00	Hourly	\$3,328.00
			\$18.00	Hourly	\$3,744.00
			\$18.00	Hourly	\$3,744.00
Youngblood	Kyle	Full	\$22.00	Hourly	\$4,576.00
Allen	Lendell	Full	\$22.00	Hourly	\$4,576.00
Divilio, III	Marcus	Full	\$8.50	Hourly	\$1,768.00
Draper	Marcus	Full	\$8.50	Hourly	\$1,768.00
House	Michael	Full	\$10.50	Hourly	\$2,184.00
Roberts	Milton	Full	\$16.00	Hourly	\$3,328.00

Close the FORM by selecting the "X".



- All Access Objects
- Tables
 - Accounts
 - Bonus
 - Categories
 - Departments
 - Employees
 - EmployeesX
 - Insurance
 - Invoices
 - Payroll
 - PersonalAction
 - Products
- Queries
 - qryAppendBonus
 - Accounts_Crosstab
 - qryMakeBonus
 - Find duplicates for Emplo...
 - qryAggregate
 - qryEmployeesX
 - qrySalaryBreakdown
 - qrySalaryEmployees
 - qrySumofGender
 - qrySumofGenderandRace

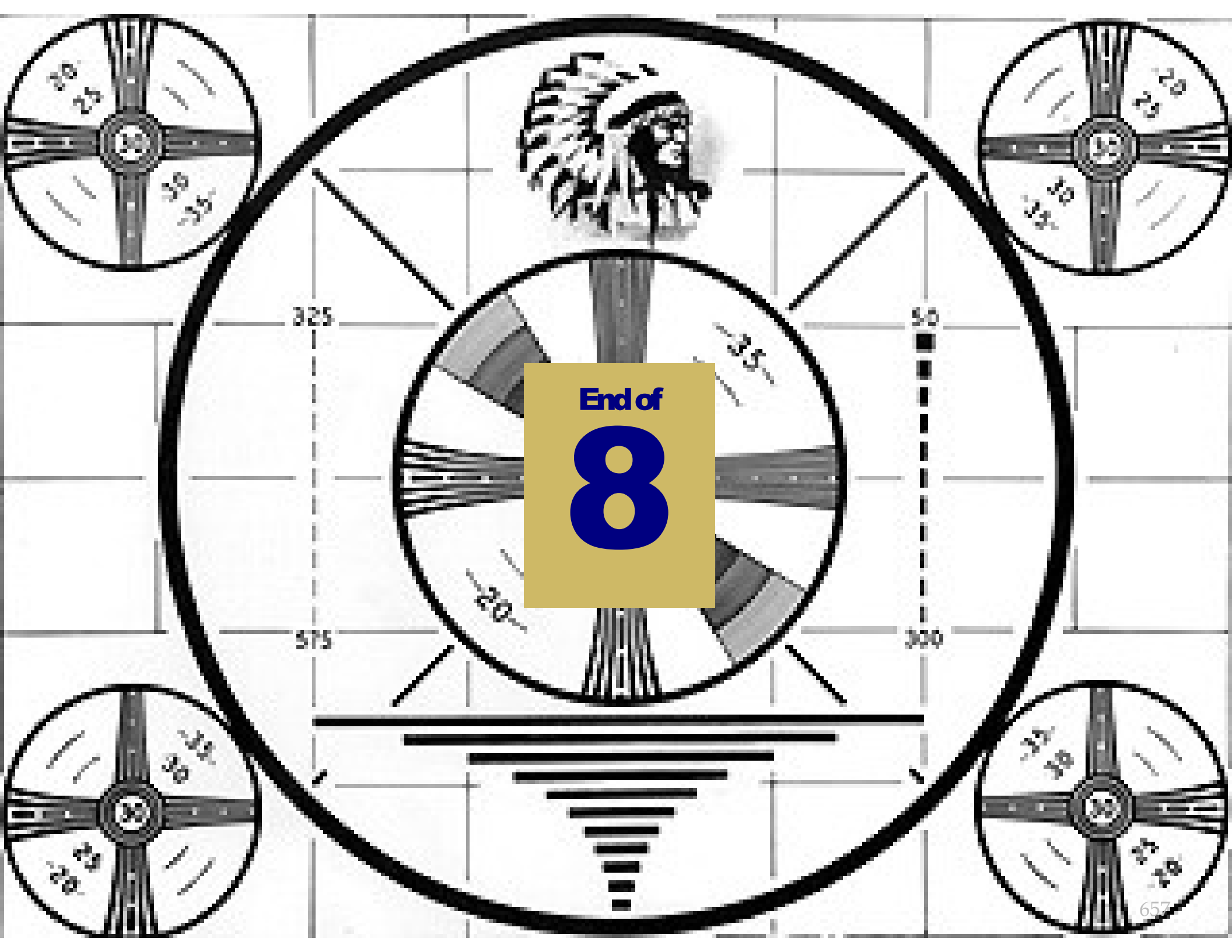
frmSalaryBonus

Hourly Bonus

Salary Bonus

Compute

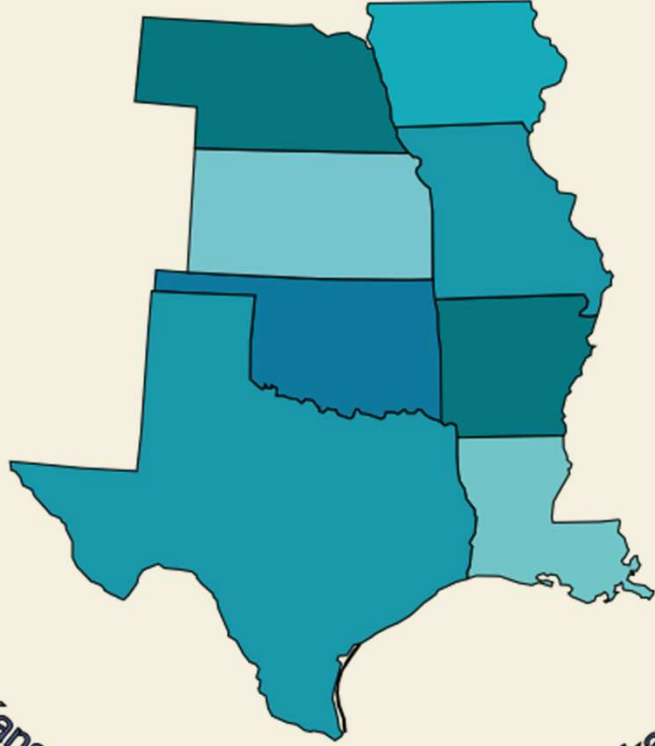
Record: 1 of 1 No Filter Search



End of

8

Central States Air Resource Agencies



Arkansas * Iowa * Kansas * Louisiana * Missouri * Nebraska * Oklahoma * Texas

