MICROSOFT ACCESS PART FIVE

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DISCLAIMER!: anything between asterisks(\*) is what is spoken by the screen reader.

# Introduction

Hey Guys, it’s Thee Quinn here and I’m back with another video in this series, and this may very well be the last video in this series. So in this video we’ll be running queries and creating reports. And before we get started in this video, I want to tell you guys that I am really excited and happy about the support we’ve been getting on these videos, and I want you to keep the comments coming. And be sure to subscribe and like the videos to keep me encouraged and to keep me going. So, let’s get right into it.

# Start of Tutorial

Let’s start with queries. A query is something that you can run based on different tables. It can give you answers to questions, perform calculations, combine data from different tables, as well as add, delete and change data from a database. So let’s get right into creating our query today.

# Creating A Query

OK. So we’re still using the database that we have been using from the start of this series. We will be creating a query today on the deliveries that were not delivered. So remember we had that little status column, so this query will be showing the orders in which I did not check that checkbox in the status column. So that means the deliveries were undelivered. OK, so I have my database open and I’m currently in my Objects list. Now, to create a query, first thing you want to do is to go up into the Menu, so you press your Alt, then you press your Right Arrow to get to the Create tab, or you could have just used the keystroke Alt plus C. Then I’m going to Tab until I hear Query Design. And there it is. Then we’ll press Enter on this. OK, remember when we were creating relationships when it lists the different tables? Now this is exactly what it does here as well, it lists the different tables in your database. And you’re currently selected on a table, but it doesn’t announce to you which table you’re currently selected on. Now in order to create our query, we will need to add the tables that we will require in the query. So, let me Down Arrow and Up Arrow again to hear which table I’m selected on. OK, so I was selected on Customers. So I want to add this table. So I would Tab to the Add button then press Enter. Now that is added. So I would Shift Tab back up to the list of tables and Down Arrow to the other table that I want which is the Orders table, then I would Tab to the Add button. And press Enter. Now I’m finished selecting all the tables that I want, so I’m on the Add button now, so I’ll Tab away and Enter on Close.

\*Row 1 row, collapsed\*

OK so let me explain this to you. What Access does is places us in a design view where we’ll be able to choose our different field names from the different tables that you want in the query, as well as setting different criteria for them. Or we can show it or we can hide it. For this query, say at the end of the month, I want to know all of the orders that I did not deliver, because I need to deliver them to my customers or else they will be unsatisfied. So let’s see the different fields that I would need.

The first field that I would need is possibly my Order ID, so I can identify which order it was. This first row that we’re selected in, is where we will be able to choose the field that we want to add in this query. So the first row in each column has a Collapse Box where you can add another field in which you want in the query. But first, remember it’s two different tables. So we would need to choose the table first so that we can get that list of fields for that table to add. So I want to add Order ID, but I need to make sure that it’s selecting from the Orders table. So if I Down Arrow, you will hear Row 3. Now what Row 3 has is where you can choose the table in which the fields will be listed from. So, if I use my Alt plus Down Arrow to open the Collapse Box, then I will Down Arrow once, then use my Insert plus Tab to let you hear what I’m selected on. \*Customers dropped cell customers dropped focused\*. It’s not the Customers table that I want. So I would Down Arrow to Orders. Then I will do Insert plus Tab. \*Orders dropped cell Orders dropped focused\*. And that is what I want. Now I want the field Order ID from this Orders table that I’ve selected. So I would press my Tab key right here. Now, once you press Tab, it will shift you over into the other column. But I’m not finished dealing with this column yet, so I’ll press my Left Arrow to go back into that column. Then I’ll press Up arrow to go up into the row where I would select the Field Name. Now here I said I wanted Order ID. So I would use my Alt plus Down Arrow to open this menu, then press my Down Arrow once, then Insert plus Tab. OK, so the Orders dot Star is the name of the table. So it’s going to list the names of the fields of this table right under this. So let me press my Down Arrow then Insert plus Tab again. OK and that is what I want, Order ID. I don’t

know why it kind of cut off the D, but yes, it’s Order ID, and that’s what I want for this field. So I have it in, I can just Tab away.

Alright, so now I’m in the next column. And what I would want here is the Customer ID. So I’m going to assume that my Customers table is already selected down below, since it will be the first table in the list. So I will use my Alt plus Down Arrow to open this, then Down Arrow once, then Insert plus Tab. Down arrow again, Insert plus Tab. I don’t know why it keeps cutting off the D but yes, that’s Customer ID and that’s what I need. Then I’ll Tab to my next column.

OK, so I’m choosing my next field. I have the Order ID and I have the Customer ID. Now what I would need to know is their address. Because if I didn’t deliver it to them, I would want it to list their address so I could just go there and deliver it to them. So let me do Alt plus Down Arrow, then Down Arrow, and Insert plus Tab until I get to Address. Then I can Tab away. Now I would also need their phone number to call them and apologize for the inconvenience and to tell them that their delivery is coming. So I’ll do the same to get my phone number right here. And there you go. Then I’ll Tab away.

Lastly, the field that I would need next is the Status field. Because remember I’m doing a query based on those who weren’t delivered to. So I would need the Status column. So first I would have to go down to the next row to change it to the Orders table because that field was in the Orders table, so Down Arrow, then Alt plus Down Arrow, then Down arrow once, Insert plus Tab, Down Arrow again, Insert plus Tab. Then I can Tab away. But then I would have to Left Arrow back over to that column and Up Arrow back up to where I choose the field. Alright. So now I would do the same thing here, Alt plus Down Arrow, Down Arrow and Insert Tab until I get my Status field. \*Status dropped cell Status dropped focused\*. And then I can Tab away here. But wait, I’m not finished with this column yet. So let me Left Arrow back over to it. Remember I said the query is based on if it was delivered or not delivered, so it’s whether the check box was checked or if it was not checked. So I would have to put in a criteria for this field. So let me Down Arrow. \*Row 3 row, Orders collapsed\*. So Row one has in the field names, and Row 3 has in the names of the tables. If I Down Arrow one more time. \*Row 6 row, collapsed\*. Row 6 in the query design is where you can choose your sorting options, so you can choose to sort the query by a field like say ascending or descending order, and you will open the Collapse Box by using the same Alt plus Down Arrow. WE won’t be sorting in this tutorial, but it’s just for you to know. Now let’s Down Arrow again. \*Row 7 row, checked checkbox\*. Now Row 7, where you see this Check box, this is where you determine if the field should be shown or it should be hidden. So, let’s Down Arrow again. \*Row 11 row, cell\*. Here is Row 11. This is the very critical row that we need because this is where you will enter any criteria that you need for your field. Now remember it was a Yes or No data type that we for this status in which you had a check box. So we want the options that were not checked. So those would be the No options. So right here in the criteria, we would type Equals No. So your equal sign then No. And we’re finished. And it’s time to save our query.

But I want to make sure that I note to you, please remember that every column in this query design has options to do with the field which you have selected in Row One. So remember, if I have Order ID selected in Row One, then if I Down Arrow in that same column, Row 3 would have the table name. And if I Down Arrow in that same column, Row 6 would have the Sorting options. And if I Down Arrow into the same column again, Row 7 would have the Show or Hide, and if I Down Arrow again, Row 11 would have where you put your criteria.

Now I can save this query. So I would use my Control plus S. Now I’m going to call this query Undelivered. Then I can just click Enter. Then I’m going to take the query out of Design View an put it into Datasheet view, so that we can see what the results of the query would be. So press your Alt, then Tab, then Alt plus Down Arrow. Then Enter. And it brings me into my Data Sheet view. Now I can see the orders that were undelivered.

So let me Right Arrow and go through these results that the query did for me. So you see, the fields in the order that we did it, you had Order ID, now here’s the Customer ID, then Address, then Phone number, then Right Arrow again, and there you go. It shows the one with the unchecked check box. And if I should Down arrow, you’d see that it would only show the orders with the unchecked Check box. OK, let me go to Control Home again. So I’m back to the first cell in my table.

Now there’s something important that I must note to you. Say after I delivered to one person from out of this list, that means they no longer belong in this query that I have created. So I would therefore go into my Orders table and check that Checkbox. Now, let me close this query first. So let me keep note that the person with the order ID 2 had a delivery that was undelivered. So let me close this query, so Control plus F4. Now let me find my Orders table. So let me Up Arrow. And as you can see, the Query is place under the Orders grouping because the Orders table is a part of the query. So Up arrow again. Then press Enter. Now. I want to go and check the Checkbox for Order 2, because I had made his delivery to him now. Now let me Right Arrow over to the Status column. Now let me check it with my Space bar. Let me Left Arrow and Right Arrow back over to let you see that it’s checked. And there you go, it’s checked.

Now let me save this table. So Control plus S, then let me close it with Control plus F4.

Now let me go back to the query to let you see that the query automatically updates itself. So Down Arrow to the query, now press Enter. And you realize the 2 is gone. So the order with the Order ID 2 is gone because I checked the Checkbox in the Orders table. And I can always close this query by doing Control plus F4. And remember you can always go in and change your query design by going up into the Menu, Tabbing to View, then Alt plus Down Arrow and then you change it to your Design View. But that is it for queries. Now let’s get right into reports.

# Creating Reports

A report is something that you’d use to display data. So it’s like a nice little layout that you’d use to display your information like a little printout or like a report at the end of the month.

So I want to create a report for the end of the month for the number of customers that I did not deliver to, because I want to add that into my file. So I’ll be creating a report of that Undelivered query that we created. So I have my database open.

First I would need to look for that query that I created. So I’m in my Table list right now, so let me Down Arrow. Actually, it’s above this, so let me Up arrow again. Then I’ll enter to open my Query. Alright. So in order to create a report based on this query, first you’d use your Alt key, right arrow to Create, or you could have used Alt plus C. Then you Tab until you hear the first option that says Report. And then I’d press my Enter. And there we go, the report has been created. And now you can print out this form, add it to your files for the end of that period or for whatever you created the report for. But now I can save it by using Control plus S. Then I will call it Undelivered Monthly Report. Then press Enter. And there it is.

That is it guys. For this series I’ve taught you how to create tables from scratch, I taught you around the Access database, I taught you how to import tables, how to crate relationships, forms, different keystrokes, and also how to create queries and reports. If there’s anything else that I figure out in this Access database, I’ll be sure to share the knowledge with you. But this looks like the end of the series for now. Thanks guys again for watching.