



# Microsoft Access 2007

## Advanced Queries

When you run a query in Microsoft Access 2007, it is not only able to display records, but also able to perform specific tasks and actions based on user defined criteria.

### **Make Table Query**

A **Make Table Query** creates a new table in your database based on the results of a query.

### **Append Query**

An **Append Query** adds records to an existing table based on the criteria within the query.

### **Update Query**

An **Update Query** updates records in an existing table based on the criteria within the query.

### **Delete Query**

A **Delete Query** deletes records from a table based on the criteria within a query.

### **Find Duplicates Query**

A **Find Duplicates Query** will search a table/query and find duplicated records based on a common field found in both tables.

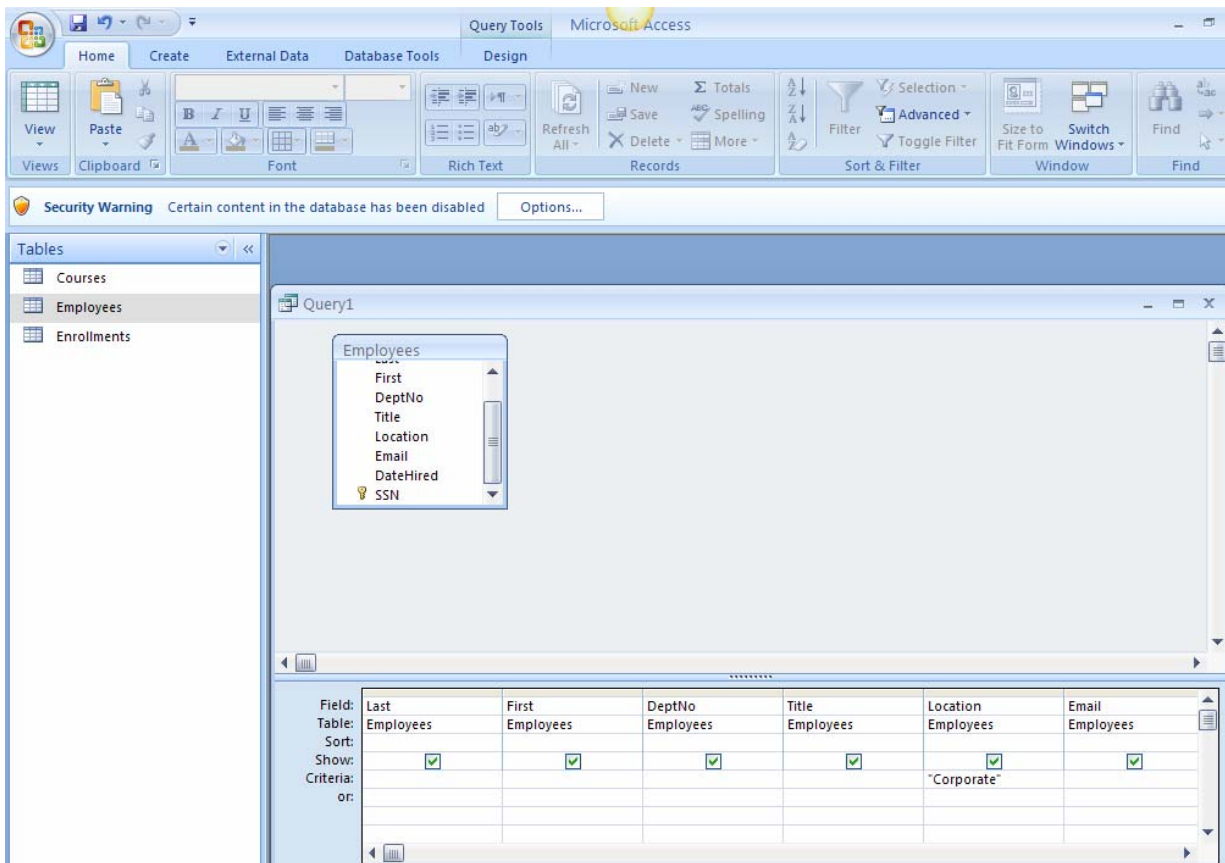
### **Find Unmatched Records Query**

An **Unmatched Records Query** will examine the data found in 2 different tables/queries and compare the records based on a common field.

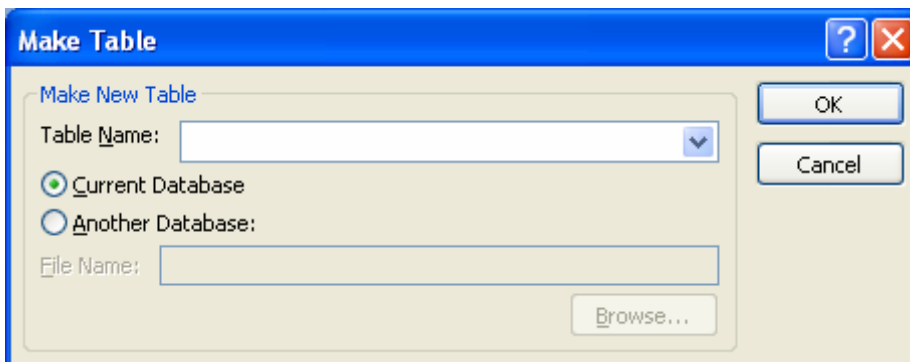
# Make Table Query

## To Create a Make Table Query:

- 1) Select the **Create** tab on the Ribbon
- 2) Click the **Query Design** icon on the Ribbon
- 3) Double click on the table(s) you wish to include in the query
- 4) Close the **Show Table Dialog Box**
- 5) Select the fields that you would like to include in the query
- 6) Enter the criteria in the query

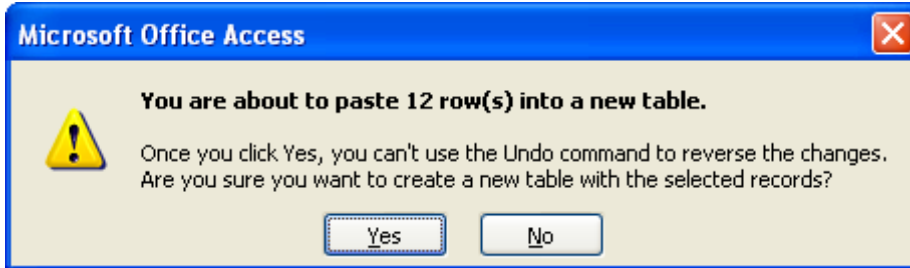


- 7) Select the **Design** tab on the Ribbon
- 8) Click the **Make Table** icon
- 9) Type a name for the new table
- 10) Select a current database



## To Select Another Database to Generate the Table in:

- 1) Click on the **Browse** button
- 2) Double click on the database
- 3) Click **OK**
- 4) Click the **Run Query** icon on the Ribbon
- 5) Click **Yes** to copy the results of the query to a new table



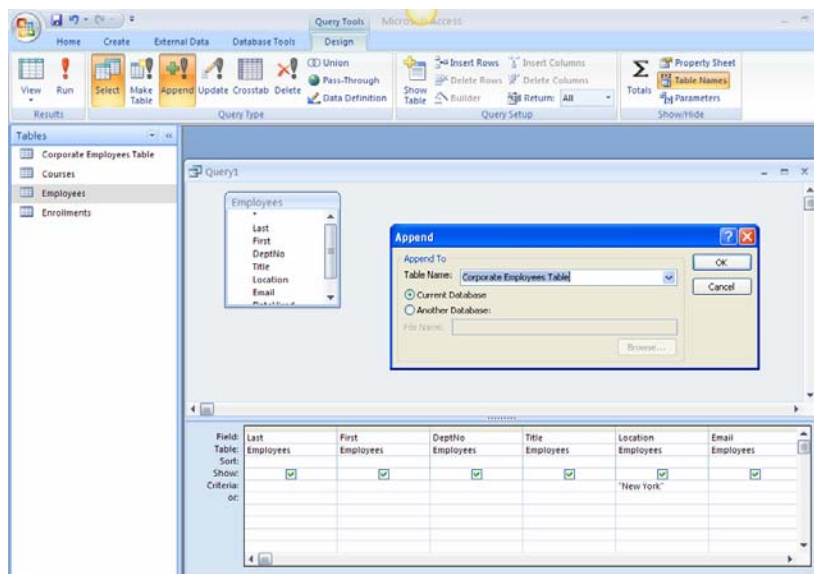
- 6) Close the query without saving

Notice, a new table has been added to the database. Open the table to view the records if necessary.

## Append Query

### To Create an Append Records Query

- 1) Select the **Create** Tab on the Ribbon
- 2) Click the **Query Design** Icon on the Ribbon
- 3) Double click on the table(s) you wish to include in the query
- 4) Close the **Show Table Dialog Box**
- 5) Select the fields that you would like to include in the query



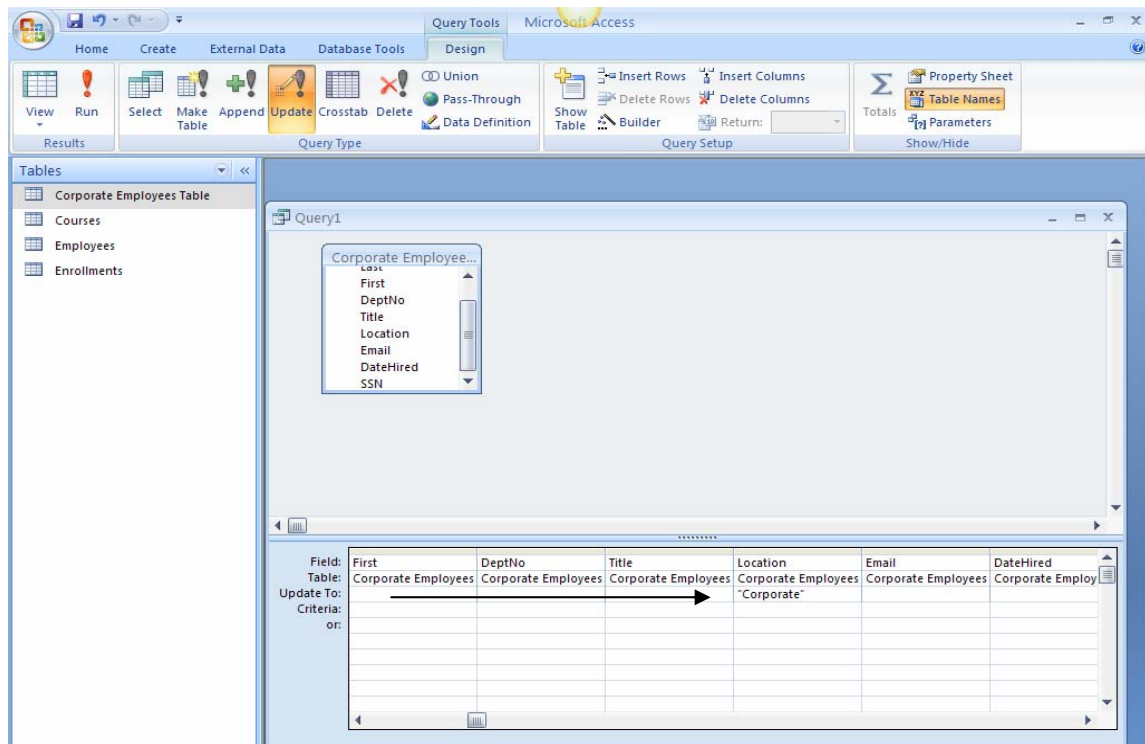
- 6) Enter the criteria in the query
- 7) Select the **Design** tab on the Ribbon
- 8) Click the **Append Query** icon

- 9) Select the table where the records should be appended to
- 10) Click **OK**
- 11) Click the **Run Query** icon on the Ribbon
- 12) Click **Yes** to the message to append the records
- 13) Close the query without saving

## Update Query

### To Create an Update Query:

- 1) Select the **Create** tab on the Ribbon
- 2) Click the **Query Design** icon on the Ribbon
- 3) Double click on the Table(s) you wish to include in the query
- 4) Close the **Show Table Dialog Box**
- 5) Select the fields that you would like to include in the query
- 6) Click the **Update Query** icon on the Ribbon
- 7) In the **Update To** row, enter the data to update
- 8) Select the **Design** tab on the Ribbon

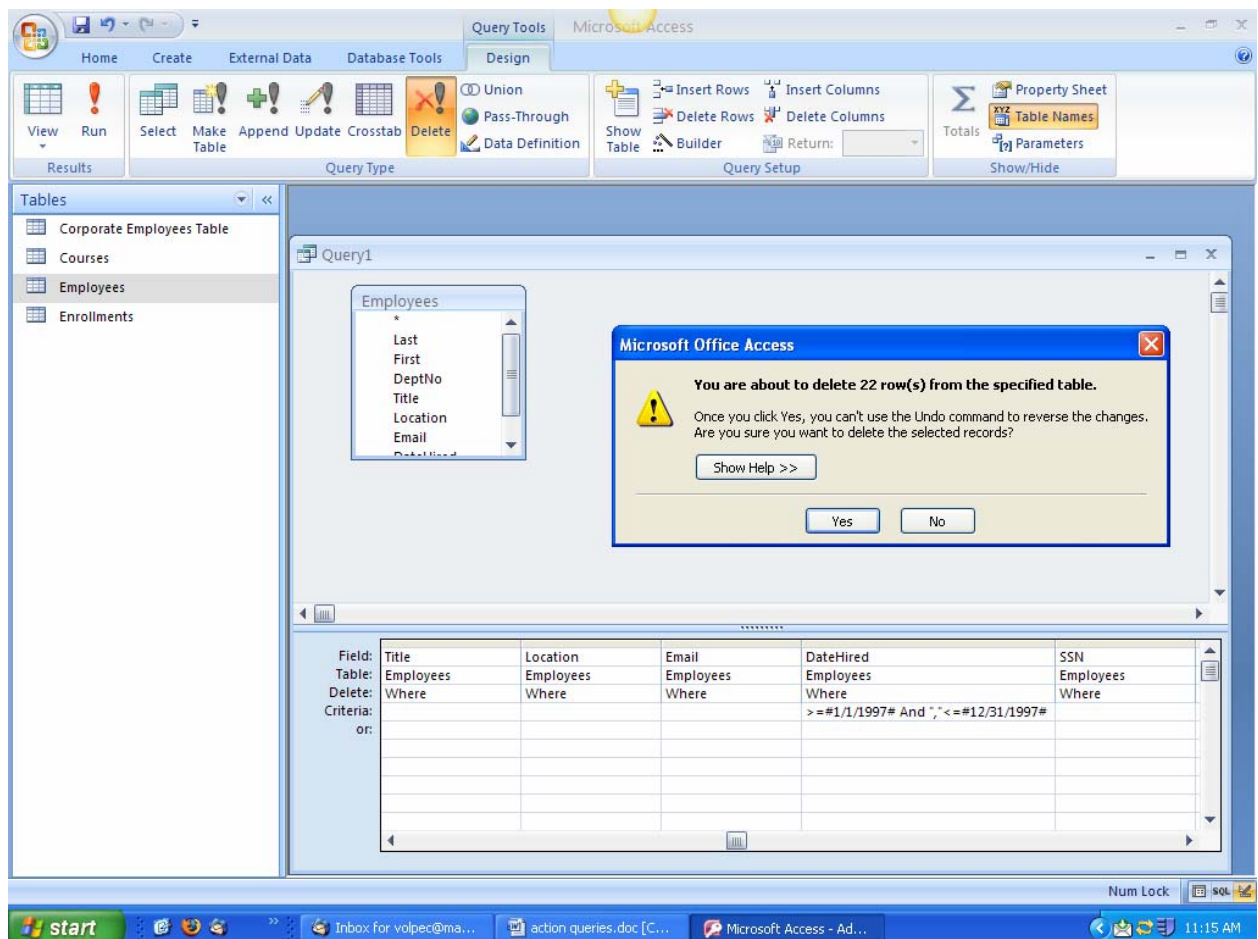


- 9) Click the **Run Query** icon
- 10) Close the query without saving
- 11) Open the table to view the updated records

## Delete Query

### To Create a Delete Records Query:

- 1) Select the **Create** tab on the Ribbon
- 2) Click the **Query Design** icon on the Ribbon
- 3) Double click on the table(s) you wish to include in the query
- 4) Close the **Show Table Dialog** box
- 5) Select the fields that you would like to include in the query
- 6) Click the **Delete Records Query** icon on the Ribbon
- 7) In the **Delete Where** row, enter the criteria

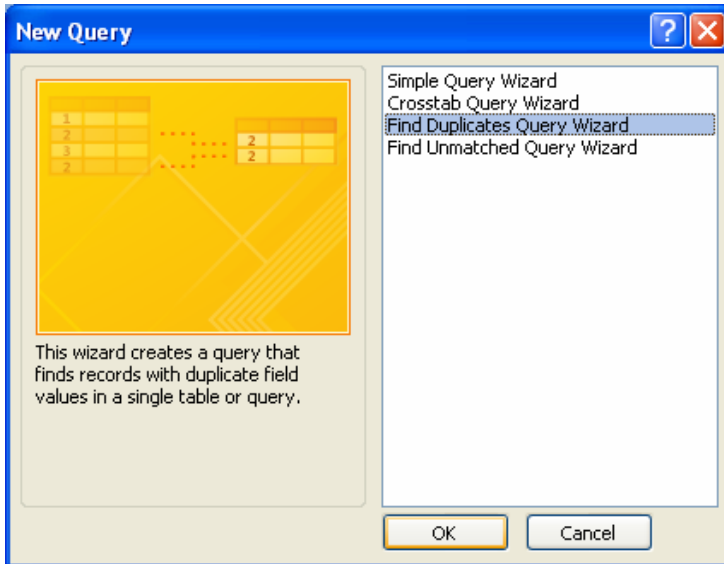


- 8) Click the **Run Query** icon
- 9) Click **Yes** to delete the records
- 10) Close and do not save the query
- 11) Open the table to see if the records were removed

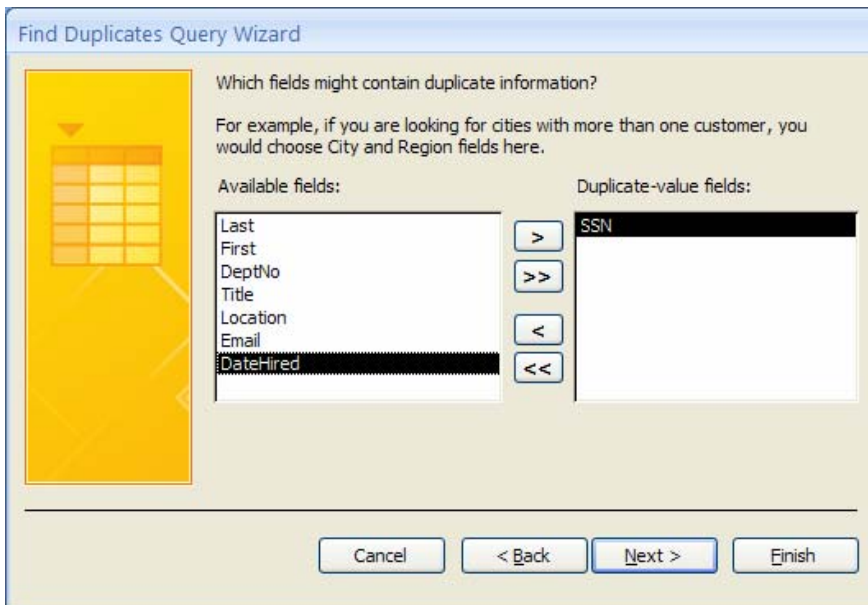
# Find Duplicates Query

## To Create a Find Duplicates Query

- 1) Click the **Create** tab on the Ribbon
- 2) Click the **Query Wizard** button
- 3) Select **Find Duplicates Query Wizard**

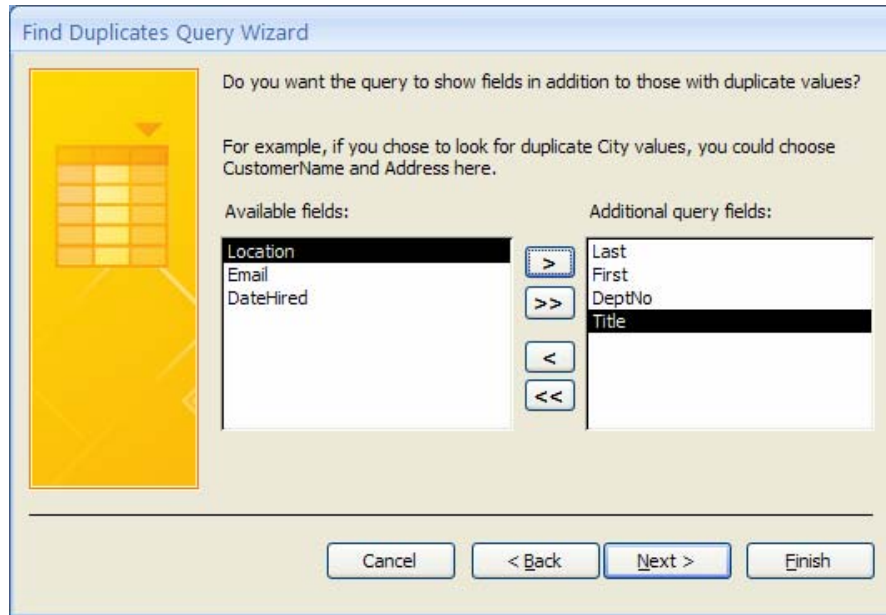


- 4) Click **OK**
- 5) Select the table that may contain duplicate values
- 6) Click **Next**
- 7) Select the field(s) that may contain duplicate values



- 8) Click **Next**

9) Select the fields that you wish to display



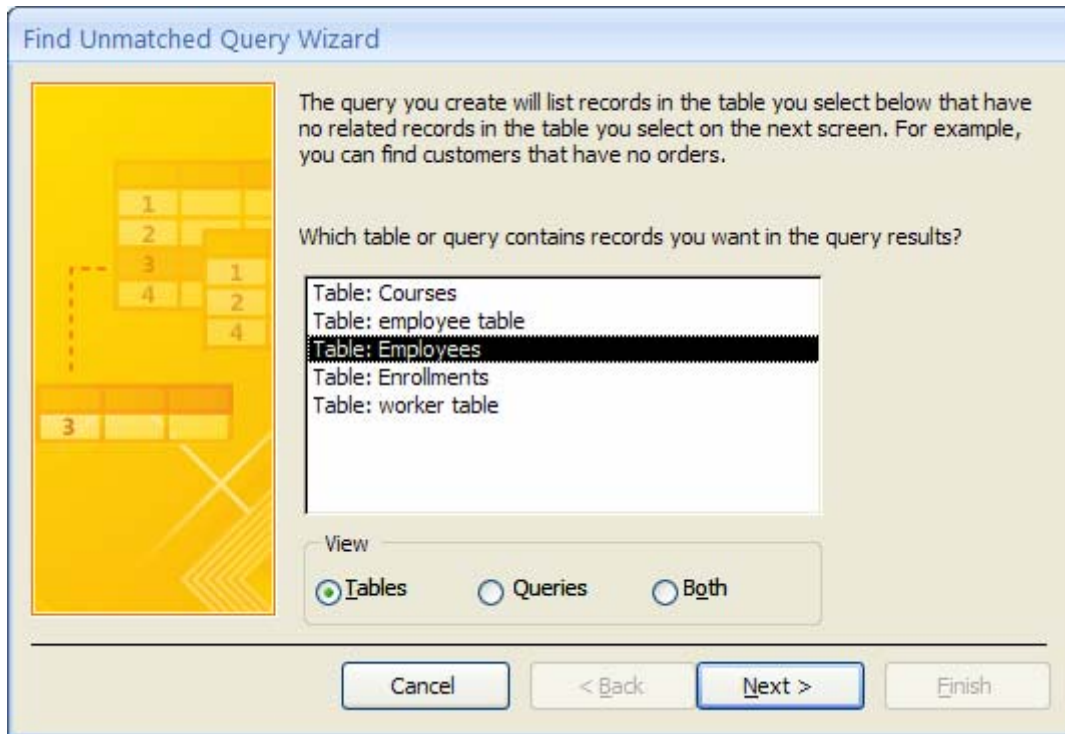
- 10) Click **Next**
- 11) Enter a name for the query
- 12) Click **Finish**
- 13) Close the query once you have viewed the results

## Find Unmatched Query

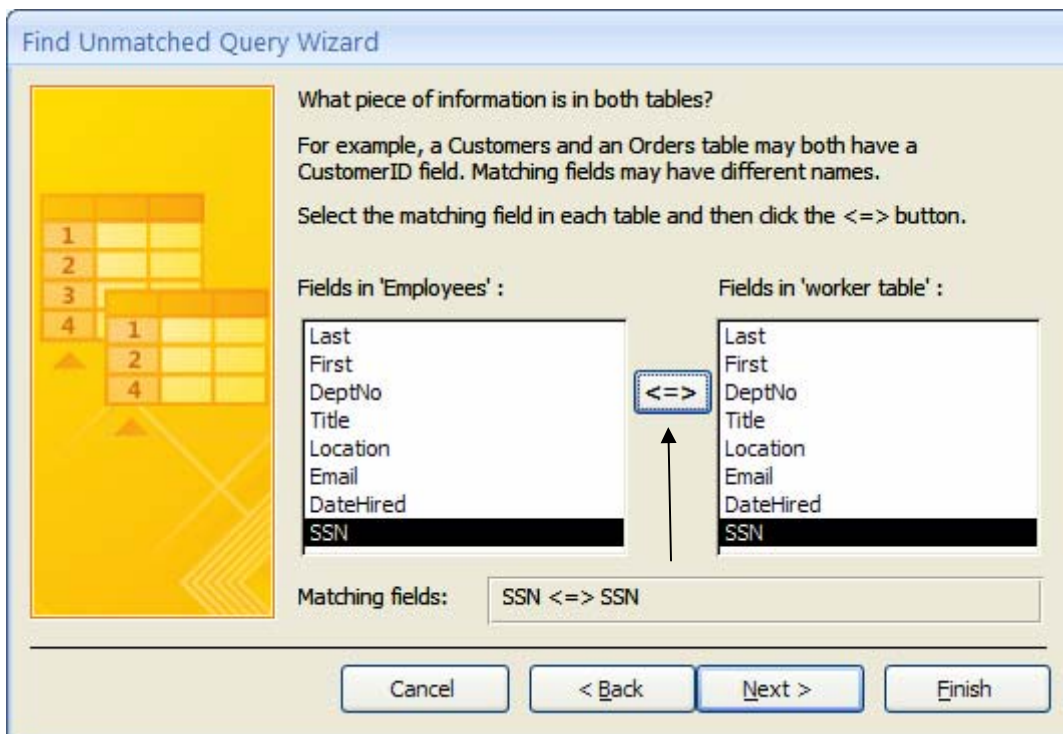
### To Run the Find Unmatched Records Query

- 1) Click the **Create** tab on the Ribbon
- 2) Click the **Query Wizard** button
- 3) Select Find **Unmatched Query Wizard**
- 4) Click **OK**
- 5) Select a table/query

**Note:** The query that you will be creating will compare the records in the table/query you select on this page in the wizard with those records found in the second table you select on the next page of this wizard.



- 6) Click **Next**
- 7) Select the table/query that contains related records
- 8) Select the fields from each table that should be compared
- 9) Click the **Matching Fields** button



In the example above, the SSN field from the Employees Table has a matching field in the Worker Table.

10) Click **Next**

11) Select the fields that you would like to display in the query results by double clicking on the fields

Notice that the query already has a name. You can change the name of the query if needed.

12) Click **Finish** to create and run the query

13) Close the query