

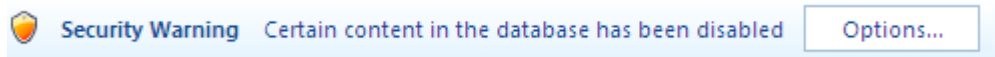
Finding Information

How to Search with a Query in Access

Unlike last 2 sessions (Excel Filter / Access Form) the Access databases have **NOT** been set up to help you to find the information needed to solve various problems. This time you have to build the search method yourself. This example uses the 04ClothesHire database.

You should download and save the appropriate database onto your “P” Drive (Home – My Documents). Then use the “Open” option to Load (< First time only – do not download again as you will delete your earlier work! To load on subsequent occasions double click on the file to load it direct from where you saved it!

If you get this...



Click on options and change the option to enable this content

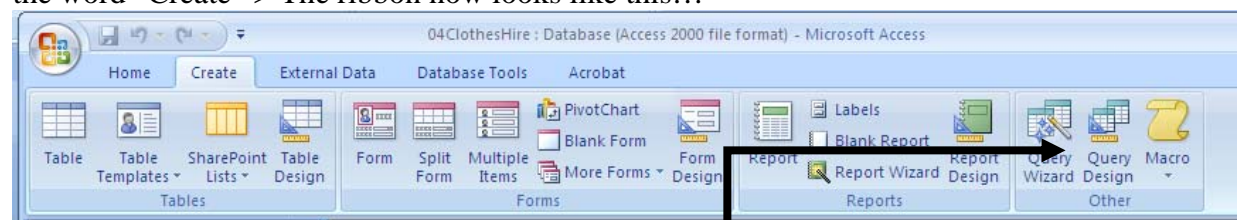
- Help protect me from unknown content (recommended)
- Enable this content

The question below is a worked example to help you....

Example Question: **Produce a list of all formal large clothes that have been hired out.**

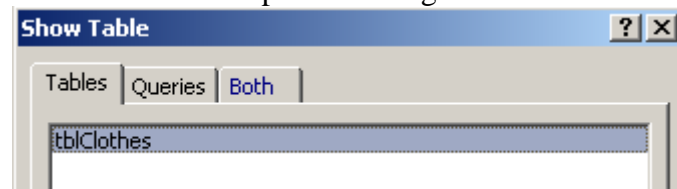
To do this, after loading the database, you must first establish which “fields” the information you want is in!

You can look at the table or start to create the search using what is known as a **Query**. To be able to **Create** a query you need to move to the “Create” section of the ribbon by clicking on the word “Create” > The ribbon now looks like this...



Now click on Query Design

Various windows open including this one

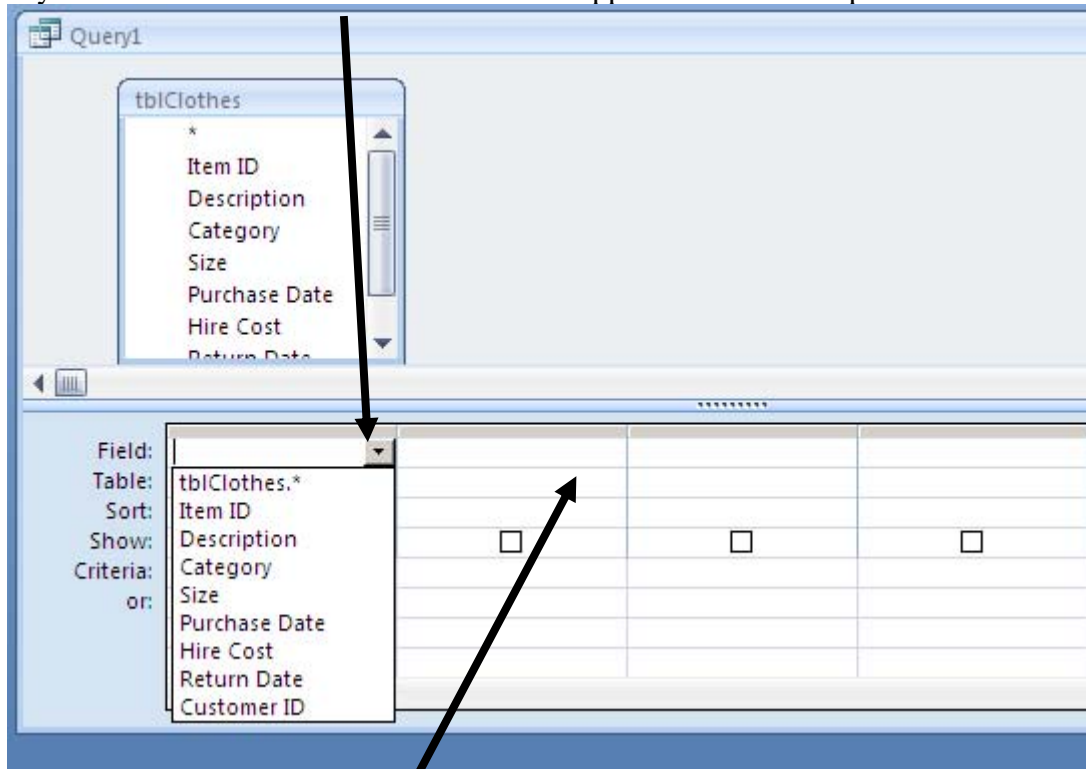


Click tblClothes and ADD at the bottom.

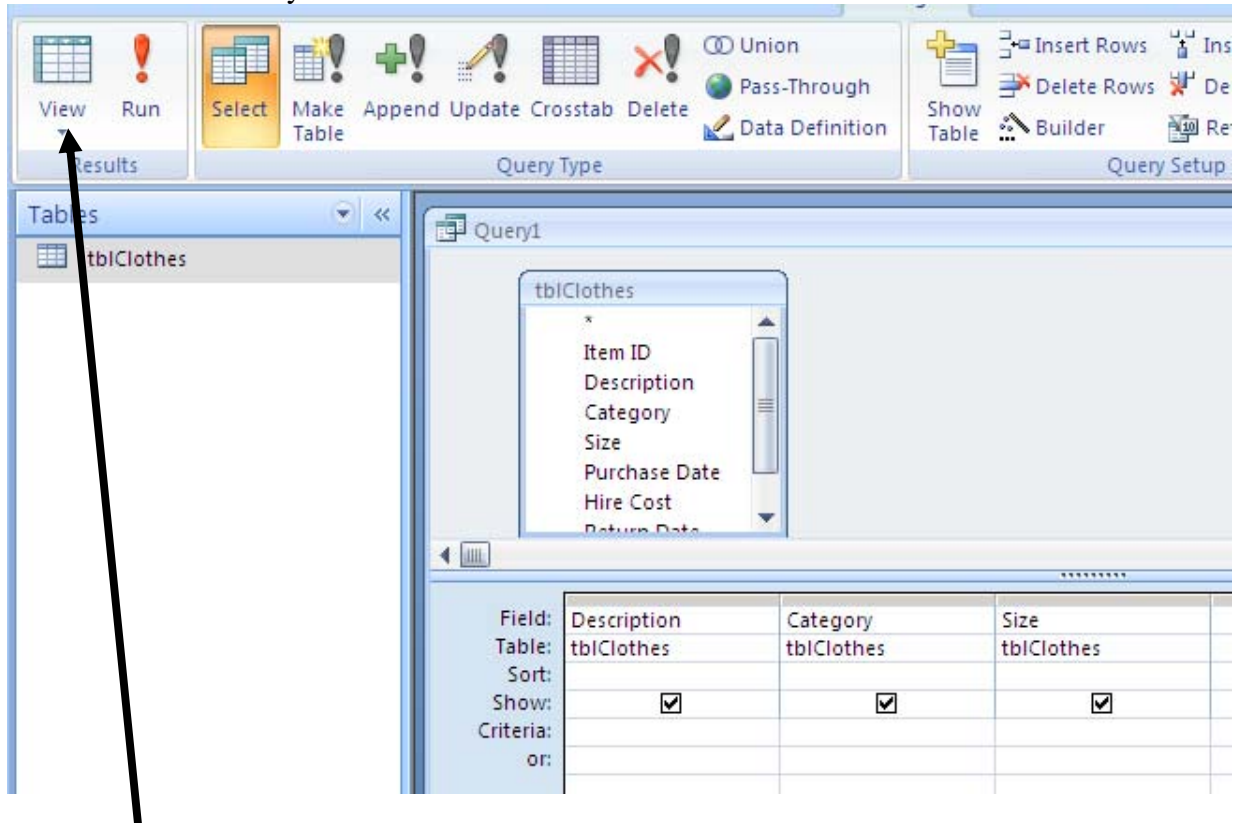
Now you can close this single window.

You are now ready to set up your query to solve the problem(s) set!

If you now click here a list of the fields will appear. Select Description.



In the next section along you can obtain another identical field listlist. Choose “Category” this time. In the third box you can select Size. The window should look like this....



To see the results of all of this you will need to convert the query from “design mode” to “view mode”. To do that click on the icon shown by the arrow (top left)!

Now you should get the results shown on the right! The column widths can be modified by dragging the join between the field names at the top.

Description	Category	Size
Morning Suit	Formal	Large
Superman Out	Fancy	Medium
Ballroom Dres:	Formal	Small
Morning Suit	Formal	Large
Superman Out	Fancy	Medium
Superman Out	Fancy	Medium
Superman Out	Fancy	Small
Morning Suit	Formal	Large
Superman Out	Fancy	Medium
Superman Out	Fancy	Large
Ballroom Dres:	Formal	Medium
Morning Suit	Formal	Large

All we have so far achieved is a reduction in the fields to be shown, rather than finding the info we need.

We must return to design mode. Click in the same place as before (where view was), although the icon has changed to this



To return to the question...

Produce a list of all formal large clothes that have been hired out.

We can add the words “Formal” to the Criteria / Category box and “large” to the Criteria / Size box. As shown on the right.

Field:	Description	Category	Size
Table:	tblClothes	tblClothes	tblClothes
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		"Formal"	"Large"

Change to View mode to see the effect, before returning to Design mode. Add a few additional columns of data to be displayed (Use Purchase Date & HireCost).



Now we must save the Query. Click on the Disc icon to the left of the “Office” button above the word “Home”. You will then be asked for a query name. Use qryFormalLargeClothes.

When you are in “View Mode” you can use the standard “Copy” feature to transfer your results into Word. That is select all the data and click on the copy Item from the Home Tab > Clipboard.

