

QUERIES

Date _____
Page _____

1. DEFINITION.

2. RELATIONSHIP BETWEEN TABLES.

3. CREATION OF QUERY.

4. SIMPLE CRITERIA.

5. MULTIPLE CRITERIA.

1. QUERY is a DATABASE OBJECT that helps you to retrieve and view information from one or more database tables that meet a specific condition or criteria you define. The information retrieved on the basis of specified criteria in the query is stored in a separate table called the Query TABLE. Queries are used to VIEW, CHANGE, SUMMARISE AND ANALYSE specific data in different ways.

2. RELATIONSHIP BETWEEN TABLES

Two tables must be linked by a relationship, to enable a query with more than one table to return meaningful results. The two tables having different information can be linked:

1. Open one of the tables in Datasheet View.
2. Click on Database Tools TAB
3. On The Ribbon, click on the Relationships button from the Relationships group.
4. The Show Table dialog box appears. Select the required tab and click on the Add button to add it in the Relationships window. Likewise, add more tables to the Relationships window.
5. Click on the Close button to close the Show Table dialog box
6. Drag the Primary Key of The parent table and drop it over the same field in the child table

7. The cursor changes to an arrow.
8. The Edit Relationships dialog box appears.
9. Click on the Create button. Access creates the relationship between the tables.
10. A Line linking the two tables will appear indicating that both been linked.
11. Click on the Save button on the Quick Access to save the relationship.

Note: After a relationship has been created between two tables, you must delete the relationship before you make modifications to the fields on which relationship is based. To delete a relationship, click on the line that connects the tables and press the Delete Key.

3. CREATE A QUERY IN DESIGN VIEW

DESIGN VIEW allows you to create a query from scratch and gives more control over a query.

1. Open The Database and Click on the Create tab. Select the Query Design button in The Queries group.
2. Dialog box appears:

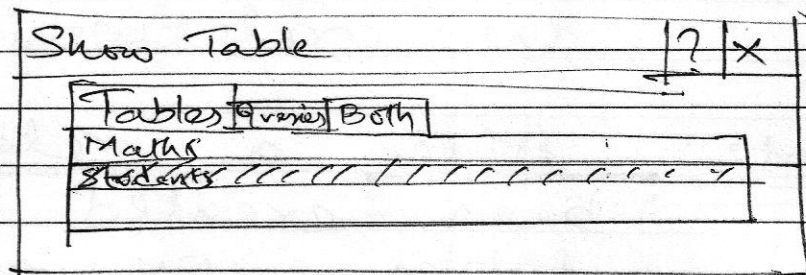


fig. ①

3. Select the record source of your query either by selecting Tables, Queries, or Both tab.
4. Here, we have selected the table Students. Click on the Add button and then, click on the Close button.
5. The Query window appears which is divided into two panes: Top and Bottom.



fig ②

6. The top pane displays the table(s) selected for the query. In case of multiple tables, the field lists are joined by a line. These lines link key fields that share the same field name. The joined lines indicate table relationships that relate the data in one table to the data in another. The selected query table displays a list of fields which you can add to the query.

7. The bottom pane displays the Design Grid. You can add fields to the query by dragging them from the field list to the design grid or by double-clicking on the field. The design grid is similar to a spreadsheet, with columns representing each field in the query. DESIGN GRID has: 1) FIELDROW 2) TABLE 3) SHOW Row

4. SPECIFYING SIMPLE CRITERIA

Criteria is specified in the Criteria box of the Design Grid. Specify the criteria value in the Criteria row and the data will be filtered accordingly in the query output.

1. Open the QUERY from the Navigation Pane that you want to modify.
2. Click on the VIEW drop-down button on the Home tab.
3. Select the Design View option from the menu.
4. Query Window opens in Design View
5. To view the records, double-click on the Address field and click field in the field list.
6. Type the desired criteria in Class Field column.
7. Save the Query. Double-click on the Query name to view the Query Output.

5. SPECIFYING MULTIPLE CRITERIA.

More than one criteria can be specified in a query

1. To view more than one record, move the cursor to the criteria Row and type the desired "condition".

Type the second condition "condition 2" in the "Or" of the same column.

2. Save the Query by clicking on the Save button on Quick Access Toolbar.

3. Now, run the Query and observe the Output.

Q 2A

A. FILL IN THE BLANKS:

1. A Query is a database object that helps you to RETRIEVE and VIEW information from one or more database tables.
2. The information retrieved on the basis of specified criteria in the query is stored in a separate table called the QUERY TABLE.
3. A Query enables you to view data based on the specific CRITERIA you define.
4. Or property can be used to set multiple criteria in a query.

B. MULTIPLE CHOICE QUESTIONS:

1. To create a relationship, in the relationship window, drag the table and drop it over the same field in the child table.

A. COLUMNS

B. ROWS

☒ PRIMARY KEY.

(a)

2. The bottom pane of the Query Design view window displays the

☒ A. DESIGN GRID

☐ B. TABLE RELATION

☐ C. FIELDS

3. You can specify the filter for a query in the design view in the

☒ A. CRITERIA ROW

☐ B. CONDITION ROW

☐ C. CRITERIA PANE

C. STATE TRUE or FALSE.

1. The Joined lines indicate table relationships that relate the data in one table to the data in another. (TRUE)

2. An Action Query is a query that makes changes to or moves many records in just one operation. (TRUE)

3. The bottom pane displays the table(s) selected for the query. (FALSE)

4. You cannot delete a relationship once it is created. (FALSE)

ANSWER THE FOLLOWING:

1. What is a Query?

Queries are commands used to define the data structure and to add, modify, or delete in the database.

2. Explain the two panes of a query window?

REFER "CREATE A QUERY IN DESIGN VIEW"

Page "4" & "5", fig ②.

③ What is the difference between Sort and Criteria property?

Sort property is used to filter the data either in the ascending or descending order. It is optional. Whereas, Criteria property ~~condition~~ contains the condition. This is used to filter the records for the Query output.

