

## Microsoft Access 2013 simple query

This presentation shows a simple query using two tables in Microsoft Access 2013. The presentation assumes a table of NOAA site locations and at least one month of a locations data is available.

Preuss

3/26/2015



This PC



Google Chrome



Mozilla Firefox



Mozilla Thunderbird

The presentation logs into Windows 8.1.

# Apps by name

- 7-Zip**
  - 7-Zip File Manager
  - 7-Zip [?]
- Alternate**
  - Alter...
  - Alter...
  - Alternate HASH-Generator Licen...
  - Alternate HASH-Generator Read...
- Google Chrome**
  - Google Chrome
- Java**
  - About Java
- Microsoft Office 2013**
  - Access 2013
  - Database Compare 2013
  - Excel 2013
  - InfoPath Designer 2013
- Microsoft Office 2013**
  - InfoPath Filler 2013
  - Lync 2013
  - Lync Recording Manager
  - Office 2013 Language Prefere...
  - Office 2013 Upload Center
  - OneDrive for Business
  - OneNote 2013
  - Outlook 2013
  - PowerPoint 2013
  - Publisher 2013

The presentation starts Access.



# Access

## Recent

Database1.accdb  
Documents

Open Other Files

The presentation opens the previously created database.

Search for online templates

Tim Preuss  
tim\_preuss@my.minnesota.edu  
Switch account

Suggested searches: Database Business  
Logs Small Business Industry Lists  
Personal

Blank desktop database

FILE HOME **CREATE** EXTERNAL DATA DATABASE TOOLS

Application Table Table SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Report Report Design Blank Report Labels Macro Macros & Code

The presentation selects the Create tab.

The presentation selects the Query Wizard.

New Query

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

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

OK Cancel

The presentation selects Simple Query Wizard and selects OK.

Thunder

Ready

Application Parts  
Templates

### All Access Objects

Search...

**Tables**

- 2013apr\_KACT
- station\_codes\_with\_header2...
- station\_id

### Simple Query Wizard

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

Tables/Queries  
Table: station\_id

Available Fields:

- ICAO Location
- Block Number
- Station Number
- Place Name
- State
- Country Name
- WMO Region
- Station Latitude

Selected Fields:

Cancel < Back

The presentation changes the table to station\_id.

Application Parts  
Table Design  
Table Design  
SharePoint Lists

Form Wizard  
Navigation  
Report Wizard  
Labels

Macro  
Macros & Code

All Access Objects  
Search...  
Tables  
2013apr\_KACT  
station\_codes\_with\_header2...  
station\_id

### Simple Query Wizard

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

Tables/Queries  
Table: station\_id

Available Fields:	Selected Fields:
ICAO Location	Place Name
Block Number	State
Station Number	Country Name
WMO Region	
Station Latitude	
Station Longitude	
Upper Air Latitude	
Upper Air Longitude	

Buttons: Cancel, < Back, Next >, Finish

The presentation adds the fields shown from Available Fields to Selected Fields using the > button.

Application Parts ▾  
 Templates

Table Design  
 Table Design  
 SharePoint Lists ▾

All Access Objects

Search...

Tables

- 2013apr\_KACT
- station\_codes\_with\_header2...
- station\_id

Form Wizard  
 Navigation ▾  
 Report Wizard  
 Labels  
 Macro  
 Macros & Code

### Simple Query Wizard



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

Tables/Queries  
 Table: 2013apr\_KACT

Available Fields:

- stationid
- year
- minimum temp
- average temp
- depart from normal
- average dew point
- average wet bulb
- heating degree days

Selected Fields:

- Place Name
- State
- Country Name
- month
- date
- maximum temp

Cancel < Back Next >

The presentation changes the table to 2013apr\_KACT.

The presentation adds the fields shown from Available Fields to Selected Fields using the > button.

The presentation selects the Next button.



Application Parts  
Table Design Lists  
SharePoint Lists

Form Wizard Navigation  
Report Wizard Labels  
Macro Macros & Code

All Access Objects  
Search...  
Tables  
2013apr\_KACT  
station\_codes\_with\_header2...  
station\_id

### Simple Query Wizard

Would you like a detail or summary query?

Detail (shows every field of every record)  
 Summary

Summary Options ...

1	aa
2	aa
3	cc

1	bb
2	dd
3	dd

1	aa
2	aa
3	bb
4	cc
5	dd
6	dd

Cancel < Back Next > Finish

The presentation selects the Detail option, then selects Next.

Application Parts, Table Design, SharePoint Lists, Form Wizard, Navigation, Report Wizard, Labels, Macro

All Access Objects  
Search...  
Tables  
2013apr\_KACT  
station\_codes\_with\_header2...  
station\_id

### Simple Query Wizard

What title do you want for your query?  
Query01

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

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

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

Cancel < Back Next > Finish

The presentation changes the query name as shown.

The presentation selects the Finish button.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts, Tables, Queries, Forms, Reports, Macros & Code

All Access Objects

Tables: 2013apr\_KACT, station\_codes\_with\_header2..., station\_id

Queries: Query01

Place Name	State	Country Name	month	date	maximum temp
WACO REGIONAL AIRPORT	TX	United States	4	1	83
WACO REGIONAL AIRPORT	TX	United States	4	2	73
WACO REGIONAL AIRPORT	TX	United States	4	3	57
WACO REGIONAL AIRPORT	TX	United States	4	4	50
WACO REGIONAL AIRPORT	TX	United States	4	5	68
WACO REGIONAL AIRPORT	TX	United States	4	6	77
WACO REGIONAL AIRPORT	TX	United States	4	7	77
WACO REGIONAL AIRPORT	TX	United States	4	8	75
WACO REGIONAL AIRPORT	TX	United States	4	9	83
WACO REGIONAL AIRPORT	TX	United States	4	10	74
WACO REGIONAL AIRPORT	TX	United States	4	11	65
WACO REGIONAL AIRPORT	TX	United States	4	12	77
WACO REGIONAL AIRPORT	TX	United States	4	13	79
WACO REGIONAL AIRPORT	TX	United States	4	14	81
WACO REGIONAL AIRPORT	TX	United States	4	15	84
WACO REGIONAL AIRPORT	TX	United States	4	16	87
WACO REGIONAL AIRPORT	TX	United States	4	17	84
WACO REGIONAL AIRPORT	TX	United States	4	18	75
WACO REGIONAL AIRPORT	TX	United States	4	19	65
WACO REGIONAL AIRPORT	TX	United States	4	20	71
WACO REGIONAL AIRPORT	TX	United States	4	21	73

The presentation sees the results of the query. The presentation did adjust the field size after the query.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts, Table Templates, Table Design, SharePoint Lists, Query Wizard, Query Design, Form, Form Design, Blank Form, More Forms, Form Wizard, Navigation, More Forms, Report, Report Design, Blank Report, Labels, Report Wizard, Macro, Macros & Code

All Access Objects

Search...

Tables

- 2013apr\_KACT
- station\_codes\_with\_header2...
- station\_id

Queries

- Query01

Open, Design View, Export, Rename, Hide in this Group, Delete, Cut, Copy, Paste, Object Properties

Query01

Place Name	State	Country Name	month	date	maximum temp
WACO REGIONAL AIRPORT	TX	United States	4	1	83
WACO REGIONAL AIRPORT	TX	United States	4	2	73
WACO REGIONAL AIRPORT	TX	United States	4	3	57
WACO REGIONAL AIRPORT	TX	United States	4	4	50
WACO REGIONAL AIRPORT	TX	United States	4	5	68
WACO REGIONAL AIRPORT	TX	United States	4	6	77
WACO REGIONAL AIRPORT	TX	United States	4	7	77
WACO REGIONAL AIRPORT	TX	United States	4	8	75
WACO REGIONAL AIRPORT	TX	United States	4	9	83
WACO REGIONAL AIRPORT	TX	United States	4	10	74
WACO REGIONAL AIRPORT	TX	United States	4	11	65
WACO REGIONAL AIRPORT	TX	United States	4	12	77
WACO REGIONAL AIRPORT	TX	United States	4	13	79
WACO REGIONAL AIRPORT	TX	United States	4	14	81
WACO REGIONAL AIRPORT	TX	United States	4	15	84
WACO REGIONAL AIRPORT	TX	United States	4	16	87
WACO REGIONAL AIRPORT	TX	United States	4	17	84
WACO REGIONAL AIRPORT	TX	United States	4	18	75
WACO REGIONAL AIRPORT	TX	United States	4	19	65
WACO REGIONAL AIRPORT	TX	United States	4	20	71
WACO REGIONAL AIRPORT	TX	United States	4	21	73

Record: 1 of 30 | No Filter | Search

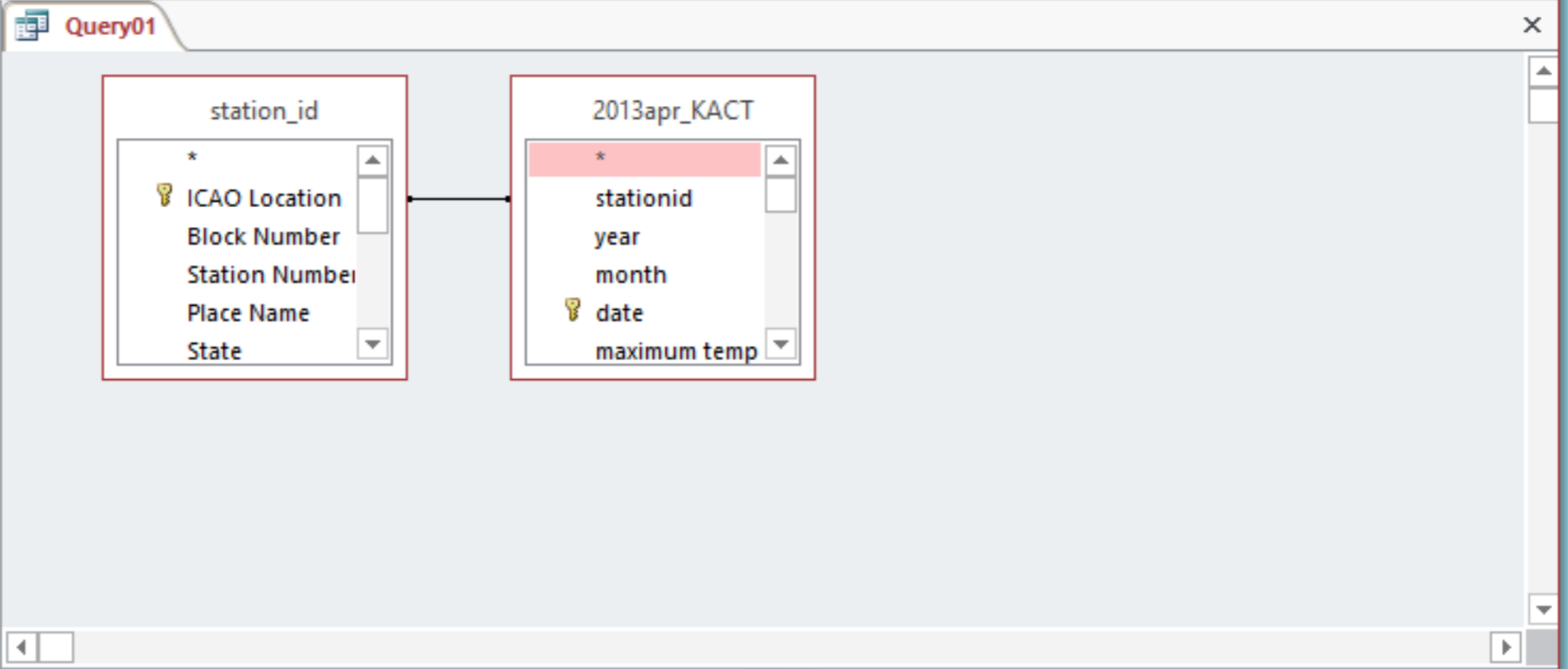
The presentation right clicks on the query name and selects Design View.



Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, QUERY TOOLS (DESIGN). Database1: Database- C:\Users\Tim\Documents\D... Tim Preuss

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

All Access Objects pane: Search..., Tables (2013apr\_KACT, station\_codes\_with\_header2..., station\_id), Queries (Query01).



Field:	Country Name	month	date	maximum temp
Table:	station_id	2013apr_KACT	2013apr_KACT	2013apr_KACT
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				>80
or:				

The presentation is only interested in temperatures greater than 80. The presentation changes the criteria as shown.

Form View

The presentation selects the run button to see the results.

View Run Select Results

All Access Objects

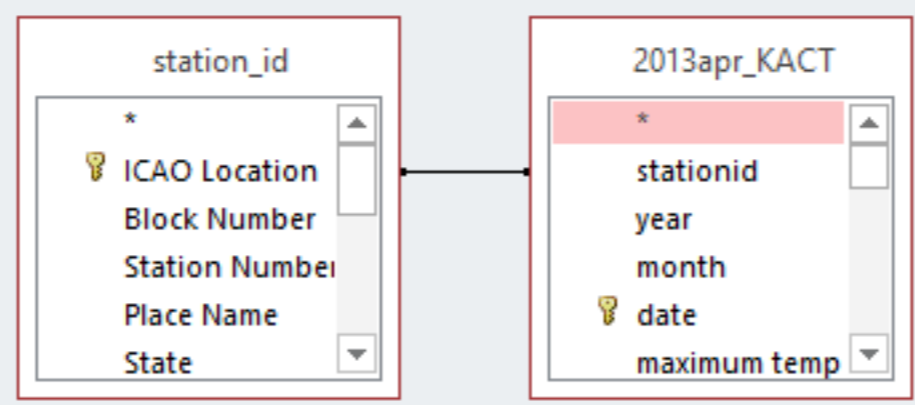
Search...

Tables

- 2013apr\_KACT
- station\_codes\_with\_header2...
- station\_id

Queries

- Query01



Field:	Country Name	month	date	maximum temp		
Table:	station_id	2013apr_KACT	2013apr_KACT	2013apr_KACT		
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:				> 80		
or:						

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Cut Copy Format Painter Filter Sort & Filter (Ascending, Descending, Remove Sort) Refresh All Records (New, Save, Delete) Find Find Text Formatting (Calibri, 11, Bold, Italic, Underline, Font Color, Paragraph)

All Access Objects

Search...

Tables

- 2013apr\_KACT
- station\_codes\_with\_header2...
- station\_id

Queries

- Query01

Query01

Place Name	State	Country Name	month	date	maximum temp
WACO REGION	TX	United States	4	1	83
WACO REGION	TX	United States	4	9	83
WACO REGION	TX	United States	4	14	81
WACO REGION	TX	United States	4	15	84
WACO REGION	TX				87
WACO REGION	TX				84
WACO REGION	TX				81
WACO REGION	TX				85
WACO REGION	TX				83
WACO REGION	TX				83
*					

Record: 1 of 10 | No Filter | Search

The query now only shows maximum temp greater than 80.