



Ultimate Access for Law Enforcement

QUERIES

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Recap the Tables Video

- ▶ Build with CLEAN DATA
 - ▶ MASSIVE time saver
- ▶ Work with the smallest, manageable bits of data
- ▶ Format your fields accordingly
- ▶ Keep data in tables with all relevant and like data

Microsoft Access - Queries

- ▶ Queries – asking questions of the data
 - ▶ WHAT can we ask?
 - ▶ ANYTHING about the data we have
 - ▶ We can ask questions of the data from more than one table as long as there is a relationship between the tables
 - ▶ Relationships between tables are from fields that carry unique data
 - ▶ EXAMPLE: SSN or case number are data fields that will only have one unique entry per record (there cannot be any duplicates)

Microsoft Access - Queries

- ▶ Several query types:
 - ▶ SELECT – selects the data as we have requested it and presents it in datasheet view
 - ▶ CROSSTAB – generate a “matrix” styled table providing data totals after creating a column, row and value you wish to see
 - ▶ MAKE TABLE – as it suggests, pick the columns you wish and create a table with the data stored in those columns
 - ▶ APPEND – add new records to a table (slightly more complex than this definition)
 - ▶ UPDATE – change the data values based on designated criteria
 - ▶ DELETE – delete records based on criteria given

Microsoft Access - Queries

- ▶ UPDATE query

- ▶ There is a danger involved in this query. While it is great to have and use, once it has been run, there is no way to UNDO the changes it performs.

- ▶ BE VERY CERTAIN THAT YOU WANT TO RUN THIS QUERY BEFORE YOU DO

- ▶ DELETE query

- ▶ SEE ABOVE

- ▶ DANGER Will Robinson, DANGER!!

- ▶ These records DO NOT come back. There is NO ctrl+z!!!

Microsoft Access - Queries

- ▶ Recap:
- ▶ There are several other queries you will see on the toolbar but we will only be working with those we have mentioned.
- ▶ UPDATE and DELETE queries are UNABLE to be UNDONE once the 'RUN' command has been executed
- ▶ Queries are a great way to pull data and even find data that has not been filled in (NULL values)