# Microsoft Access
Quick Tips

In the olden days, Access had separate windows for tables and queries. Today, they're in one index on the left. To look at a table double-click on it from the index.

To create a new query (remember, you can only ask questions in a query). Click CREATE tab, then click QUERY DESIGN.

Access will prompt you for the table that you want to query with the SHOW TABLE box. Highlight the table that you want and click add. Then close the SHOW TABLE window.
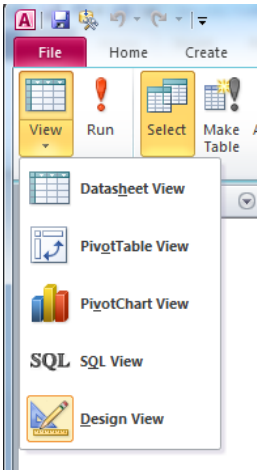
We'll be working in the SQL view to do our queries, so click on the VIEW button on the far left and choose SQL VIEW

To run your query, click this button:

No matter how complicated life gets, every query consists of four basic steps:

1. **SELECT** the fields you want to show.

   In the SQL View window type:

   SELECT wound
   FROM DEER;

From tells Access which table to pull the information from.

2. **SORT** the data. In nerdy SQL language that is ORDER BY. Let's say we want to sort if by shooter age with the oldest at the top.

SELECT wound, SAGE
FROM DEER
ORDER BY SAGE desc

Access automatically assumes you want your sort ascending, so you need to add "desc" if you want it descending.

3. **FILTER** the data. If you want only part of your database, you use the WHERE statement

Let's say we want records for just Marathon County:

SELECT wound, SAGE
FROM DEER
WHERE County='Marathon'
ORDER BY SAGE desc

Use a 'single' quote for text.

You have many criteria options using operators such as greater than > less than < and the wildcard *

>20 in the SAGE field = all shooters older than 20

<19 in the VAGE field = all victims younger than 19

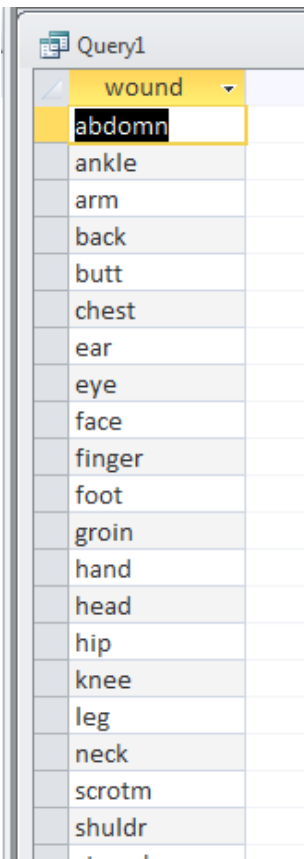*deer* in the cause field = all causes that contain the word "deer"

*deer = all causes that end with "deer"

deer*= all causes that begin with "deer"

4. **SUMMARIZE** your data. If you don't just want to see individual records, use GROUP BY

Let's say we wanted to know what the most common wound was. First, we must put the wounds into groups.

> SELECT wound
> FROM DEER
> GROUP BY wound

That gives you a list of every unique entry in the wound field. This means that leg and legs would get listed separately if they were entered that way.

Once you have groups, you can do all sorts of things with them. Let's say we want to count all of the different wounds.

SELECT wound, Count(*)
FROM DEER
GROUP BY wound;

SELECT wound, Count(*)
FROM DEER
GROUP BY wound
ORDER BY COUNT(*) DESC

Query1

wound
abdomn
ankle
arm
back
butt
chest
ear
eye
face
finger
foot
groin
hand
head
hip
knee
leg
neck
scrotm
shuldr

Instead of Counting the wounds, we might want to average the age by wound:

SELECT wound, avg(SAGE)
FROM DEER
GROUP BY wound
ORDER BY avg(SAGE) desc

Joining tables:

SELECT tncands.name, tenngive.CONT_NAM, tenngive.AMOUNT
FROM tenngive INNER JOIN tncands ON tenngive.FILERID = tncands.pcommid;

You can join and group, as if it's one big table

SELECT tncands.name, Sum(tenngive.AMOUNT)
FROM tenngive INNER JOIN tncands ON tenngive.FILERID = tncands.pcommid
GROUP BY tncands.name;

Note that the table name is added to the front of the field name. You don't have to do that unless you have tables with the same field name.

Putting the results in a table: Most queries are called Select Queries -- that means you just see the answer on the screen, but the results are not saved anywhere.

To put your results in a new table, use the INTO statement:

SELECT tncands.name, Sum(tenngive.AMOUNT) INTO mynewtable
FROM tenngive INNER JOIN tncands ON tenngive.FILERID = tncands.pcommid
GROUP BY tncands.name;

Importing text files: To import a text file, click FILE/IMPORT -- access will prompt you for the type of file you want to import. Most text files are either FIXED or DELIMITED. Access will then ask you for the file name.

If it's a fixed file, you also will have to create a SPEC file -- basically the record layout for the database. If you don't have that information, you can't use the data. Once, you've typed in the spec, save the spec file -- then Access will do the import.

For more tip sheets, go to www.jenster.com/nicar2013