

Session (01.02)

Building Database using Microsoft Access II

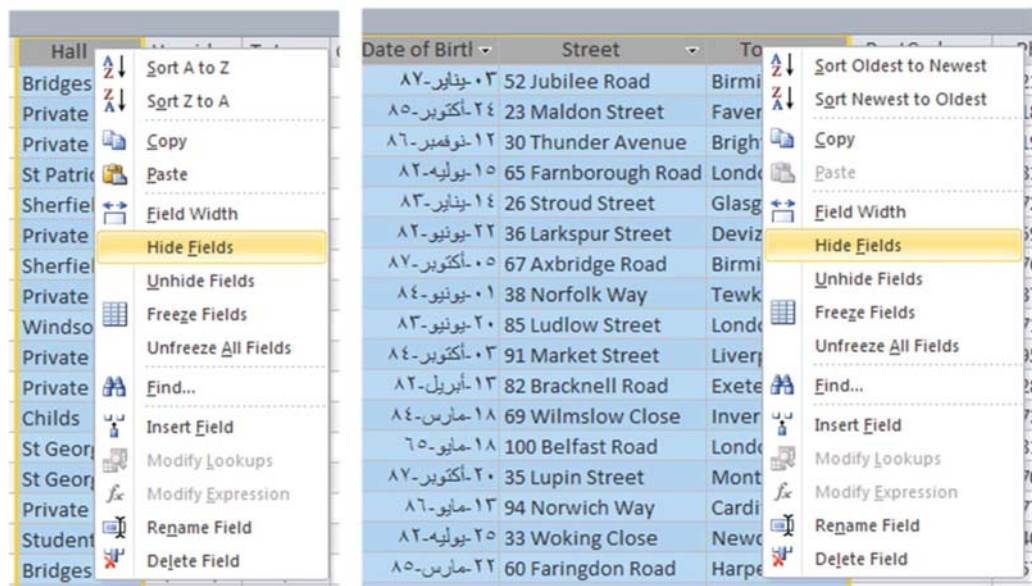
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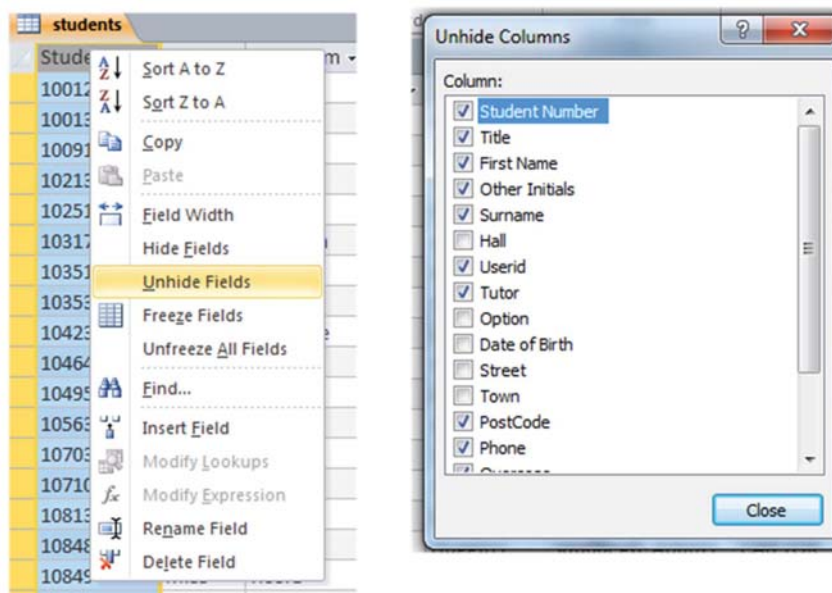
Changing the Fields Displayed

- Tables often contain a lot of data, only some of which may be required. You can control which fields are shown and which hidden

- Hiding field(s)

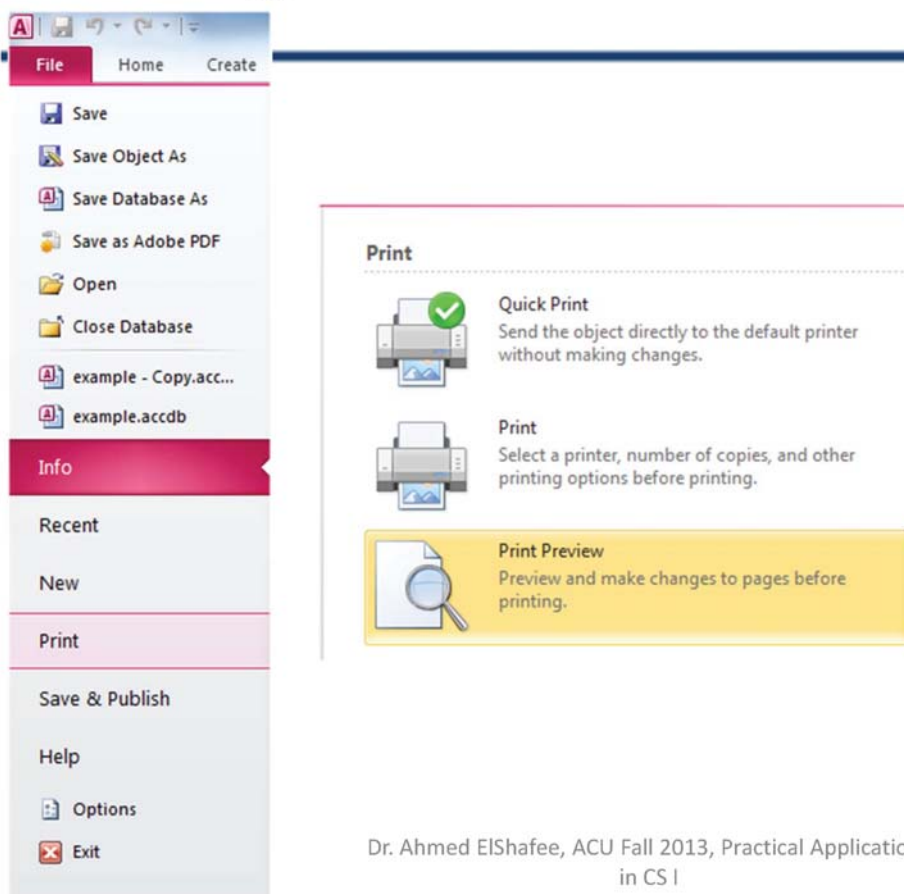


- Un-hiding field(s)



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Printing table



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example - Copy : Database (Access 2007) - Microsoft Access

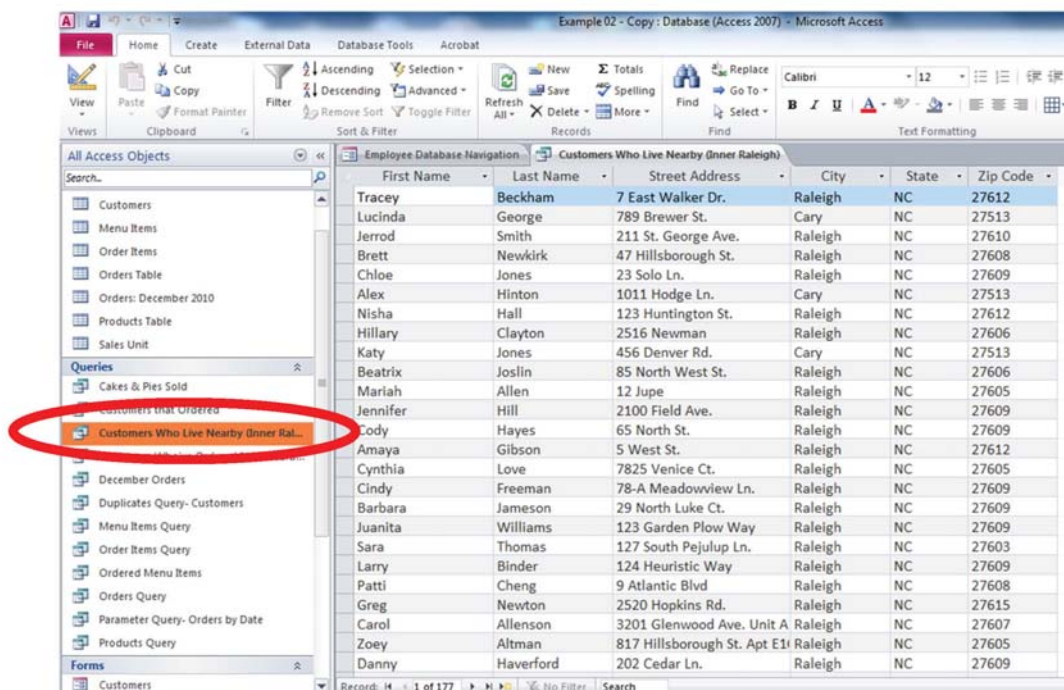
students 11/09/2013

Student Num	Title	First Name	Town	PostCode	Phone	Overseas
10012	Mr	David	Birmingham	B11 5FN	0121-720156	☐
10013	Mrs	Polly	Faversham	FA8 0ES	0118-996344	☐
10091	Mr	Elliot	Brighton	BR2 6UN	0119-173876	☐
10213	Miss	Laura	London	NE6 6CD	0181-233249	☐
10251	Mr	Roger	Glasgow	G12 3QR	0172-946543	☒
10317	Mrs	Philippa	Devizes	DE7 0EI	0159-854399	☐
10351	Miss	Gemma	Birmingham	B29 6AE	0176-530593	☐
10353	Mrs	Liz	Tewkesbury	TE7 2YE	0187-960374	☐

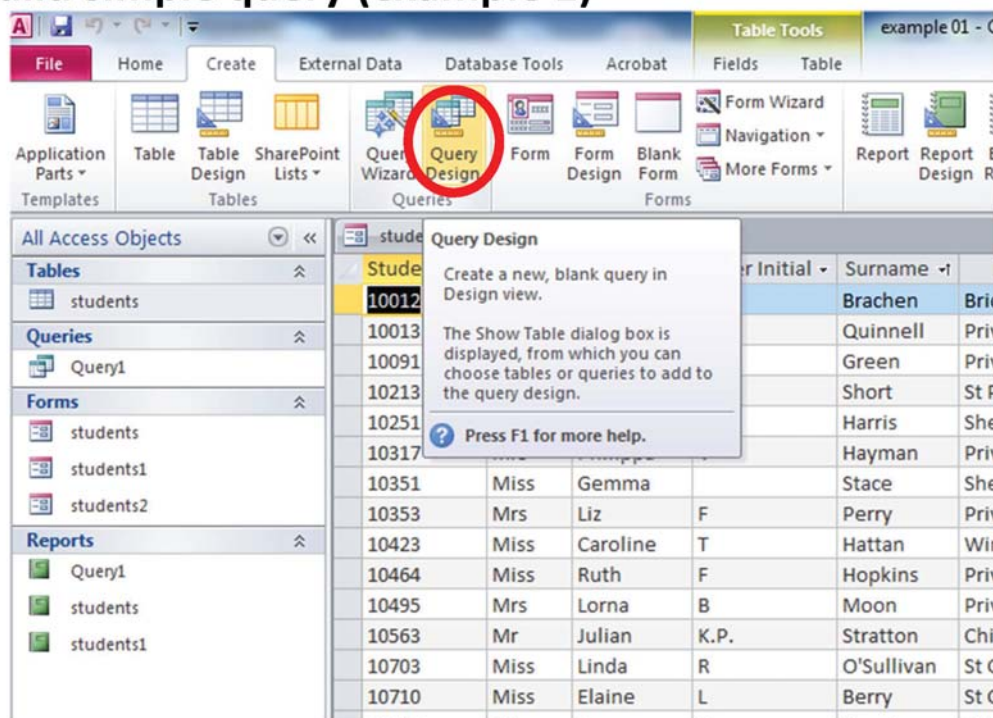
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Queries

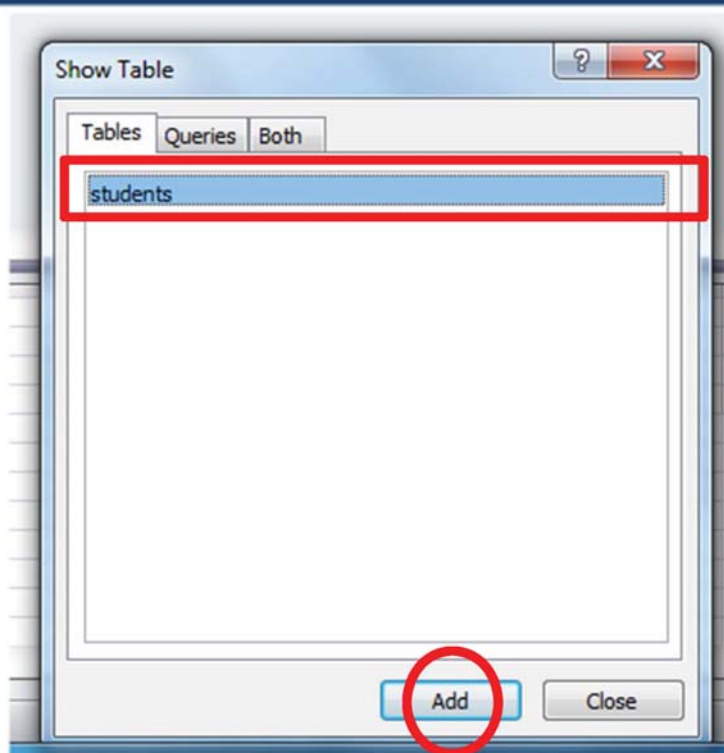
- **Queries** allow you to **pull information** from one or more tables based on a set of search conditions you define.

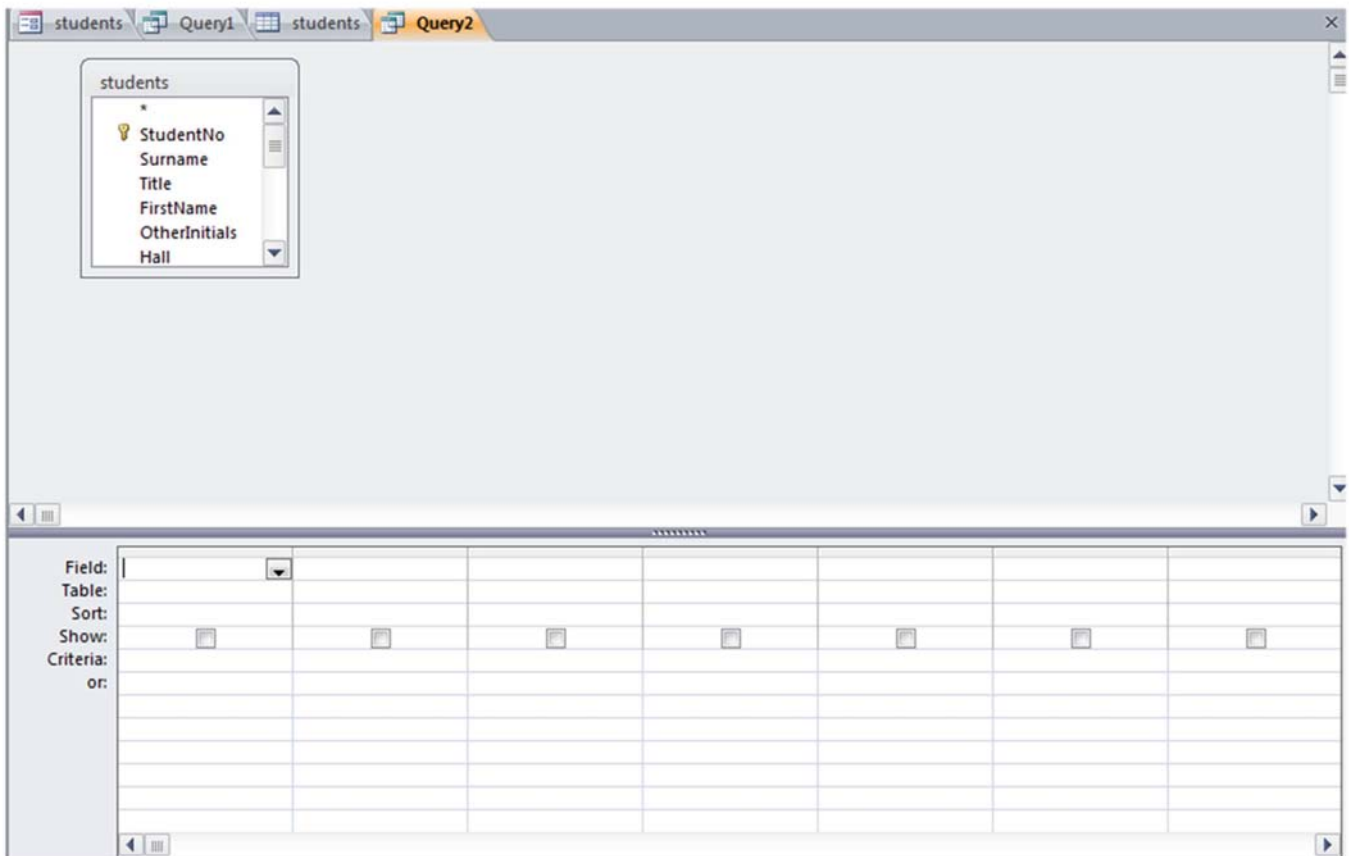


- Build simple query (example 1)



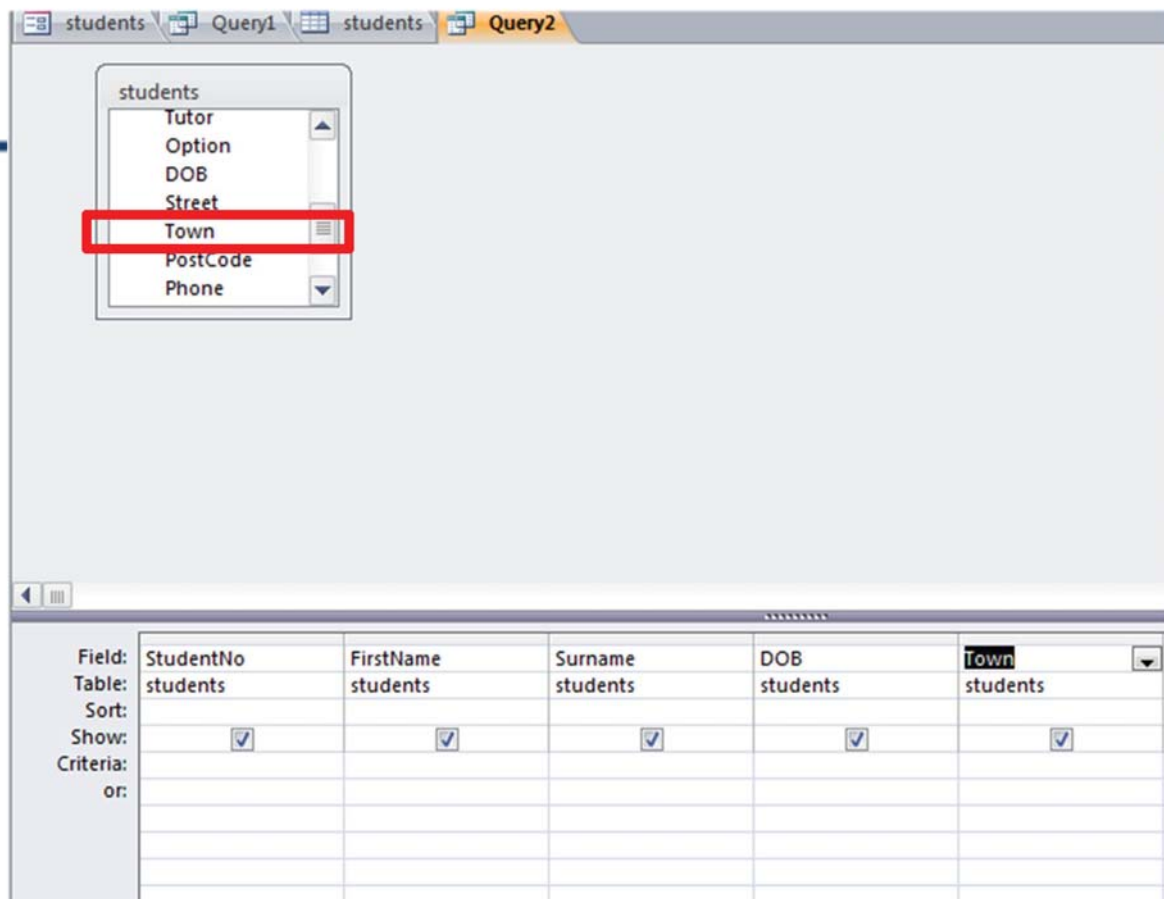
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students Query1 students Query2

students

- Tutor
- Option
- DOB
- Street
- Town
- PostCode
- Phone

Field:	StudentNo	FirstName	Surname	DOB	Town
Table:	students	students	students	students	students
Sort:	Ascending				
Show:	☒	☒	☒	☒	☒
Criteria:	Descending				
or:	(not sorted)				

in CS 1

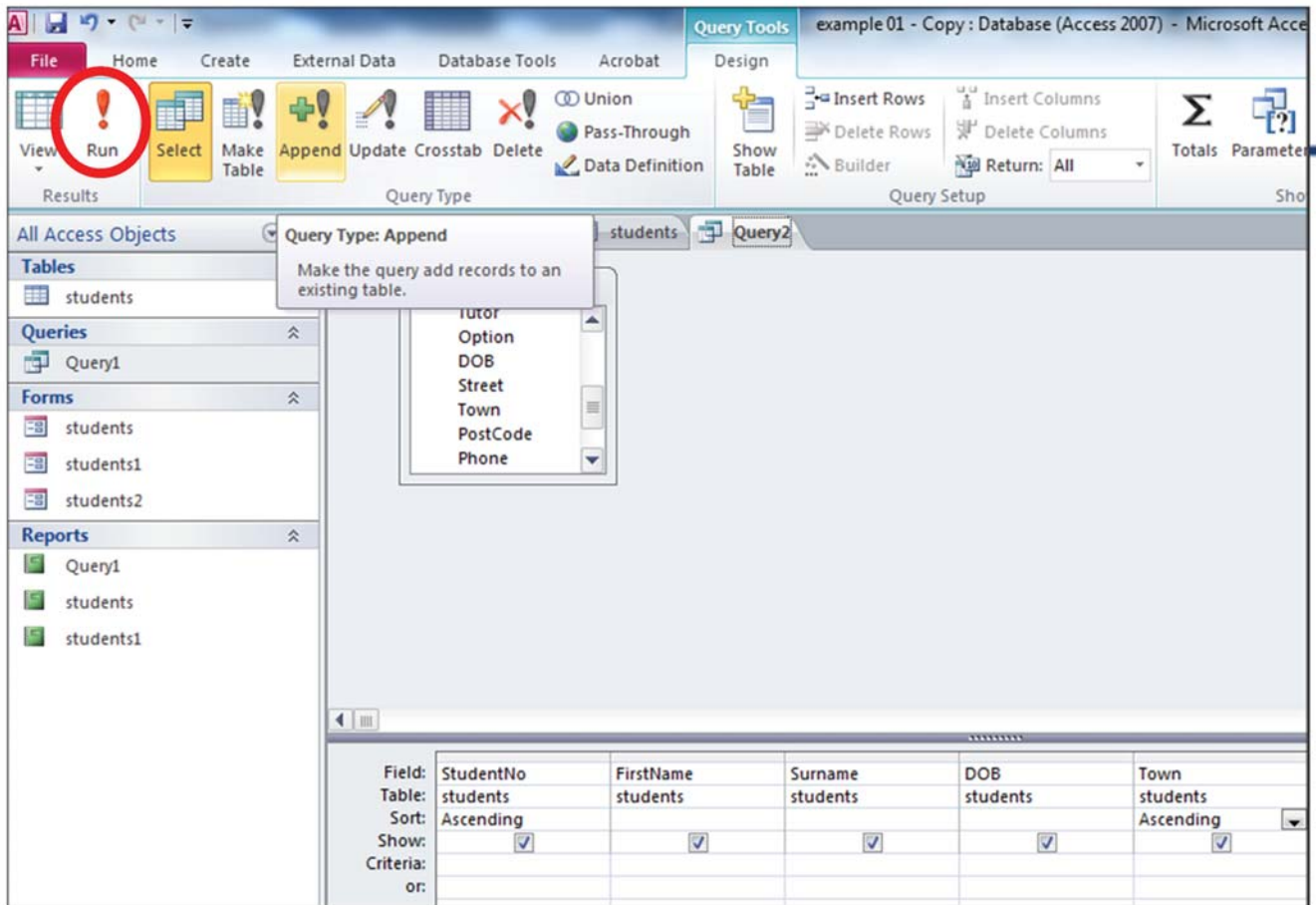
students Query1 students Query2

students

- Tutor
- Option
- DOB
- Street
- Town
- PostCode
- Phone

Field:	StudentNo	FirstName	Surname	DOB	Town
Table:	students	students	students	students	students
Sort:	Ascending				Ascending
Show:	☒	☒	☒	☒	☒
Criteria:					
or:					

in CS 1



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Student N	First Nam	Surname	Date of Birtl	Town
10012	David	Brachen	٨٧-٠٣-١٧	Birmingham
10013	Polly	Quinnell	٨٥-١٢-٢٤	Faversham
10091	Elliot	Green	٨٦-١٢-٢٤	Brighton
10213	Laura	Short	٨٢-١٥-١٥	London
10251	Roger	Harris	٨٣-١٤-١٤	Glasgow
10317	Philippa	Hayman	٨٢-٢٢-٢٢	Devizes
10351	Gemma	Stace	٨٧-٠٥-١٥	Birmingham
10353	Liz	Perry	٨٤-٠١-١٥	Tewkesbury
10423	Caroline	Hattan	٨٣-٢٠-٢٠	London
10464	Ruth	Hopkins	٨٤-٠٣-١٥	Liverpool
10495	Lorna	Moon	٨٢-١٣-١٣	Exeter
10563	Julian	Stratton	٨٤-١٨-١٨	Inverness
10703	Linda	O'Sullivan	٦٥-١٨-١٨	London
10710	Elaine	Berry	٨٧-٢٠-١٥	Montgomery
10813	Emma	Huggins	٨٦-١٣-١٣	Cardiff
10848	Julie	Gallacher	٨٢-٢٥-١٥	Newcastle-on-
10849	Rosie	Downing	٨٥-٢٢-١٨	Harpenden
10865	Chris	Wilson	٨٥-٢٥-١٨	Southampton
10933	Charles	Collins	٨٤-١٨-١٨	Yeovil
11011	Susan	Foley	٨٤-١٩-١٩	Sunderland
11071	Tony	Smith	٨٦-١٩-١٩	London
11076	Lynda	Barrow	٨٤-٠٦-١٨	Pontypool
11165	Richard	Elgie	٨٣-٢٧-١٨	Edinburgh
11174	Louise	Frank	٨٤-٢٠-١٨	Wrexham
11233	Paddy	Clarke	٨٢-٢٨-١٨	Loughborough

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example 01 - Copy : Database (Access 2007) - Microsoft Acc

File Home Create External Data Database Tools Acrobat

View Paste Cut Copy Format Painter Views Clipboard Filter Sort & Filter Ascending Descending Selection Advanced Refresh All Delete More Find Replace Go To Select Calibri B I U

All Access Objects

Tables

students

Queries

Query1

Forms

students

students1

students2

Reports

Query1

students

students1

Student N First Nam Surname Date of Birtl Town

10012 David Brachen ٨٧-٠٣-١٧ Birmingham

10013 Polly Quinnell ٨٥-١٢-٢٤ Faversham

10091 Elliot Green ٨٦-١٢-١٢ Brighton

10213 Laura Short ٨٢-١٥-١٠ London

10251 Roger Harris ٨٣-١٤-١٤ Glasgow

10317 Philippa Hayman ٨٢-٢٢-١٠ Devizes

10351 Gemma Stace ٨٧-٠٥-١٠ Birmingham

10353 Liz Perry ٨٤-٠١-١٠ Tewkesbury

10423 Caroline Hattan ٨٣-٢٠-١٠ London

10464 Ruth Hopkins ٨٤-٠٣-١٠ Liverpool

10495 Lorna Moon ٨٢-١٣-١٠ Exeter

10563 Julian Stratton ٨٤-١٨-٠٣ Inverness

10703 Linda O'Sullivan ٦٥-١٨-٠٥ London

10710 Elaine Berry ٨٧-٢٠-١٠ Montgomery

10813 Emma Huggins ٨٦-١٣-٠٥ Cardiff

Save As

Query Name:

Query2

OK Cancel

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example 01 - Copy : Database

File Home Create External Data Database Tools Acrobat

View Paste Cut Copy Format Painter Views Clipboard Filter Sort & Filter Ascending Descending Selection Advanced Refresh All Delete More Find

All Access Objects

Tables

students

Queries

Query1

Query2

Forms

students

students1

students2

Reports

Query1

students

students1

Student N First Nam Surname Date of Birtl Town

10012 David Brachen ٨٧-٠٣-١٧ Birmingham

10013 Polly Quinnell ٨٥-١٢-٢٤ Faversham

10091 Elliot Green ٨٦-١٢-١٢ Brighton

10213 Laura Short ٨٢-١٥-١٠ London

10251 Roger Harris ٨٣-١٤-١٤ Glasgow

10317 Philippa Hayman ٨٢-٢٢-١٠ Devizes

10351 Gemma Stace ٨٧-٠٥-١٠ Birmingham

10353 Liz Perry ٨٤-٠١-١٠ Tewkesbury

10423 Caroline Hattan ٨٣-٢٠-١٠ London

10464 Ruth Hopkins ٨٤-٠٣-١٠ Liverpool

10495 Lorna Moon ٨٢-١٣-١٠ Exeter

10563 Julian Stratton ٨٤-١٨-٠٣ Inverness

10703 Linda O'Sullivan ٦٥-١٨-٠٥ London

10710 Elaine Berry ٨٧-٢٠-١٠ Montgomery

10813 Emma Huggins ٨٦-١٣-٠٥ Cardiff

10848 Julie Gallacher ٨٢-٢٥-٠٥ Newcastle-on-

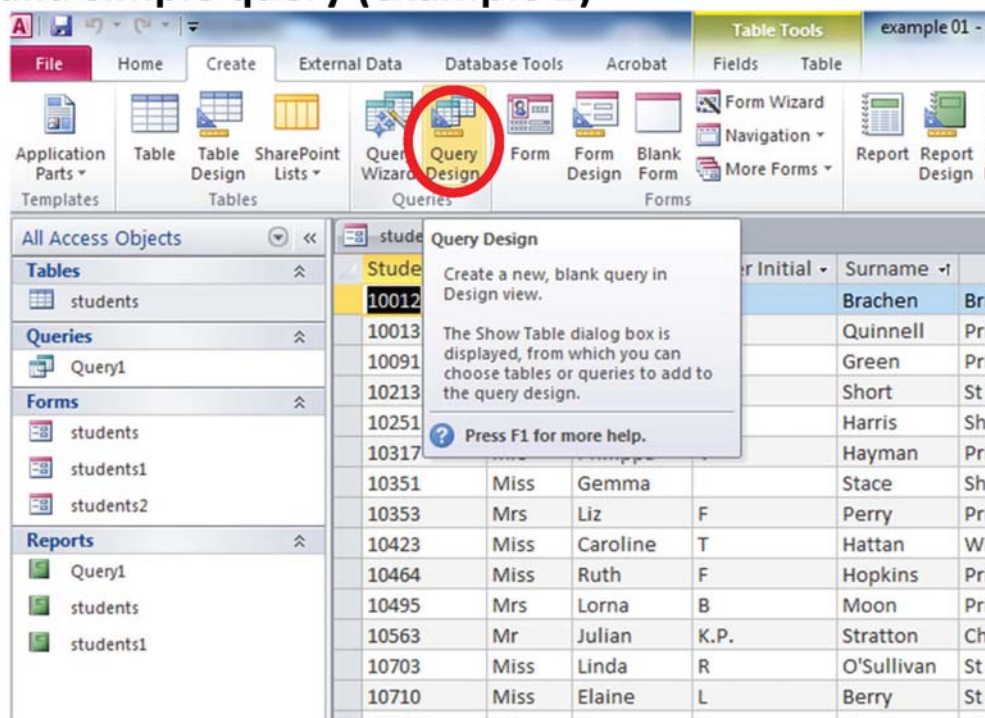
10849 Rosie Downing ٨٥-٢٢-٠٥ Harpenden

10865 Chris Wilson ٨٥-٢٥-٠٥ Southampton

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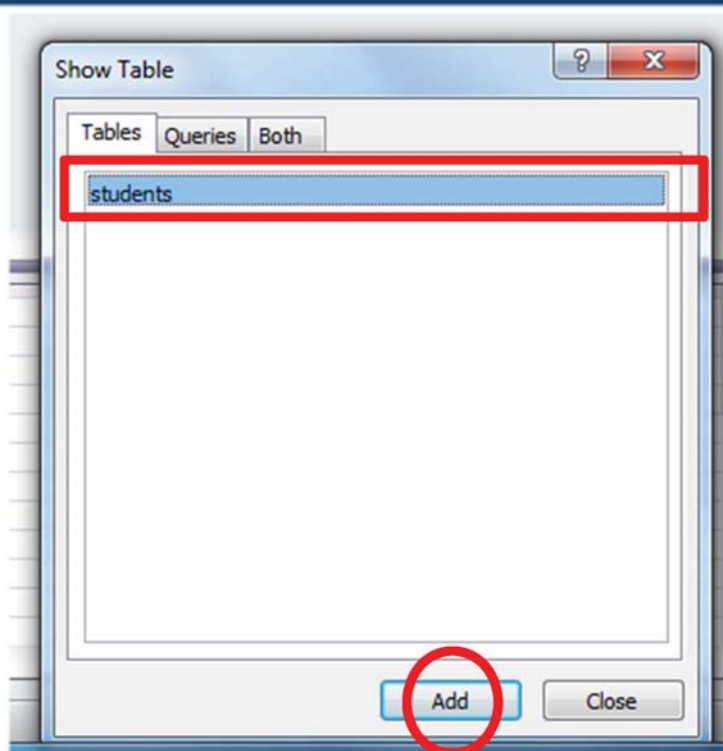
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- Build simple query (example 2)

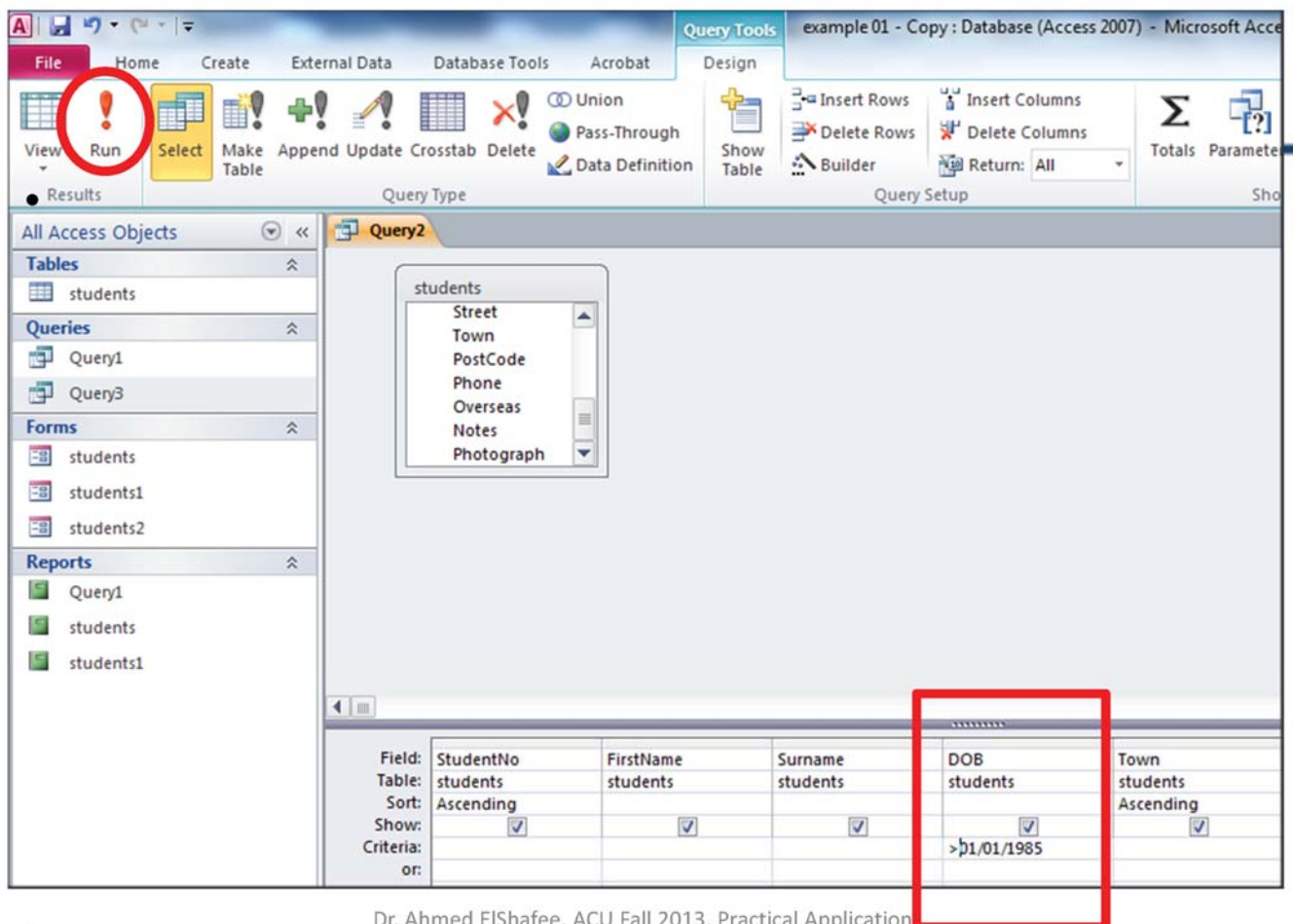
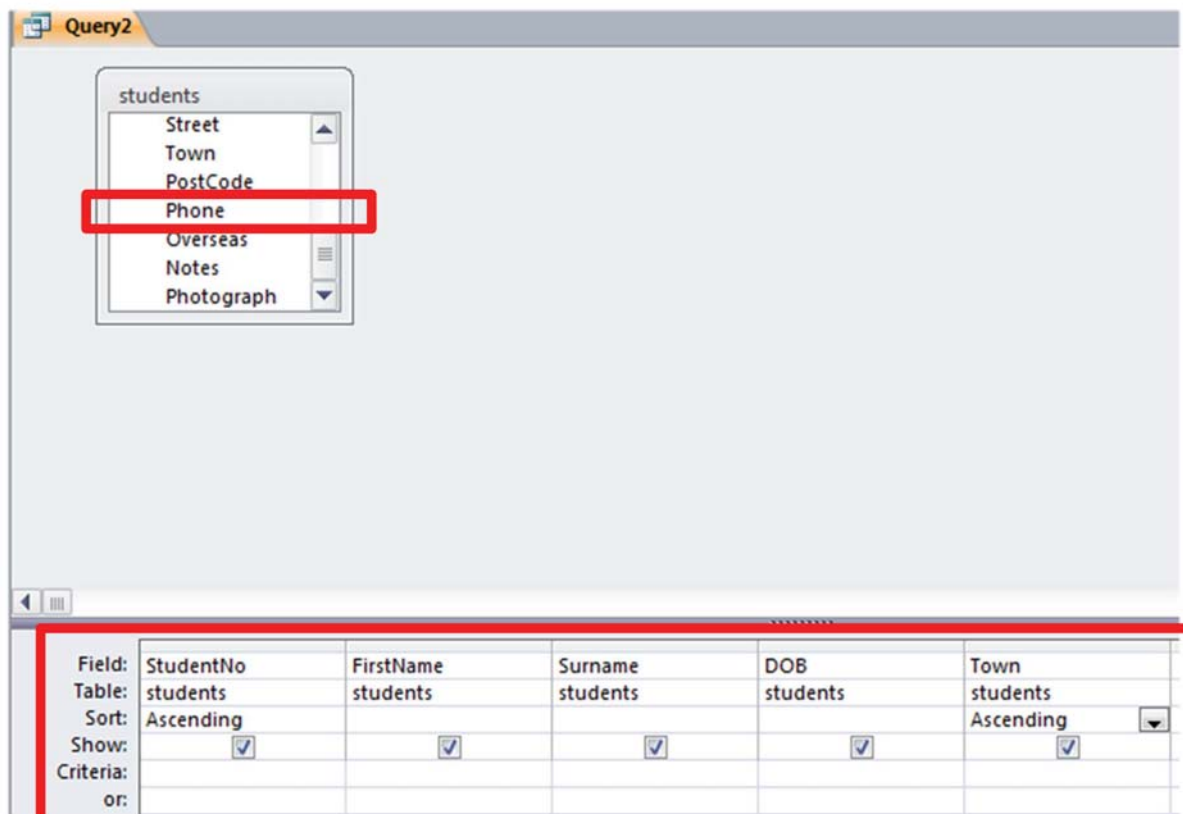


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in CS I



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Query2				
Student N	First Nam	Surname	Date of Birtl	Town
10012	David	Brachen	٨٧-٠٣-١٧	Birmingham
10013	Polly	Quinnell	٨٥-٢٤-١٠	Faversham
10091	Elliot	Green	٨٦-١٢-١٠	Brighton
10351	Gemma	Stace	٨٧-٠٥-١٠	Birmingham
10710	Elaine	Berry	٨٧-٢٠-١٠	Montgomery
10813	Emma	Huggins	٨٦-١٣-٠٥	Cardiff
10849	Rosie	Downing	٨٥-٢٢-٠٣	Harpenden
10865	Chris	Wilson	٨٥-٢٥-١٠	Southampton
11071	Tony	Smith	٨٦-١٩-١٢	London
11304	Tom	Beech	٨٧-١١-١٠	Birmingham
11367	Valerie	Nickels	٨٦-٣٠-٠٥	Hull
11443	Felix	Stewart	٨٦-٢٨-١٠	Market Harbor
11788	Abraham	Albury	٨٧-٢٥-٠٣	Walsall
11846	Katharine	Edwards	٨٧-٢١-١٠	Londonderry
11847	John	Paul	٨٦-١٤-٠٥	Leigh
12083	Richard	Burton	٨٥-٠٢-١٠	Great Yarmout
12212	Martin	Armson	٨٦-١٤-٠٥	Matlock
12349	Lydia	Lapthorn	٨٥-١٦-٠٥	Reading
12461	Barbara	Doswell	٨٧-٠٣-٠٣	Woking
12542	Linda	Mackie	٨٥-٢١-٠٥	London
12677	Christina	Ebner	٨٧-١٤-٠٣	Ffestiniog
12973	Joanne	Lawson	٨٧-١٩-١٠	London
13097	Victoria	Young	٨٦-١٨-١٠	London
13205	Sophie	Taylor	٨٦-٢٠-٠٣	London
13221	William	Crowley	٨٥-٠٣-٠٣	Kidderminster

Applications

in CS I

The screenshot shows the Microsoft Access 2007 interface. The title bar reads "example 01 - Copy : Database (Access 2007) - Microsoft Access". The ribbon includes "File", "Home", "Create", "External Data", "Database Tools", and "Acrobat". The "Database Tools" ribbon is active, showing options like "Filter", "Sort & Filter", "Records", and "Find". The "All Access Objects" pane on the left shows "Tables" (students), "Queries" (Query1, Query10), "Forms" (students, students1, students2), and "Reports" (Query1, students, students1). The main window displays the "Query2" table with the same data as the first screenshot. A "Save As" dialog box is open over the table, with "Query Name:" set to "Query2". The "File" icon in the ribbon is circled in red, and the "Save As" dialog box is also outlined in red.

Simple Query 3

Microsoft Access 2007 interface showing the design view of a query named 'Query3' based on the 'students' table. The design grid shows the following fields and criteria:

Field:	StudentNo	FirstName	Surname	DOB	Town
Table:	students	students	students	students	students
Sort:					
Show:	☒	☒	☒	☒	☒
Criteria:				<01/01/1985	
or:					

Student N	First Nam	Surname	Date of Birtl	Town
10213	Laura	Short	١٥-يوليه-٨٢	London
10251	Roger	Harris	١٤-يناير-٨٣	Glasgow
10317	Philippa	Hayman	٢٢-يونيو-٨٢	Devizes
10353	Liz	Perry	٠١-يونيو-٨٤	Tewkesbury
10423	Caroline	Hattan	٢٠-يونيو-٨٣	London
10464	Ruth	Hopkins	٠٣-أكتوبر-٨٤	Liverpool
10495	Lorna	Moon	١٣-أبريل-٨٢	Exeter
10563	Julian	Stratton	١٨-مارس-٨٤	Inverness
10703	Linda	O'Sullivan	١٨-مايو-٦٥	London
10848	Julie	Gallacher	٢٥-يوليه-٨٢	Newcastle-on-
10933	Charles	Collins	١٨-أكتوبر-٨٤	Yeovil
11011	Susan	Foley	١٩-مارس-٨٤	Sunderland
11076	Lynda	Barrow	٠٦-أبريل-٨٤	Pontypool
11165	Richard	Elgie	٢٧-يونيو-٨٣	Edinburgh
11174	Louise	Frank	٢٠-ديسمبر-٨٤	Wrexham
11233	Paddy	Clarke	٢٨-سبتمبر-٨٢	Loughborough
11238	Charlotte	Goddard	٢٦-يوليه-٨٣	Greenock
11311	Emily	Gardiner	٢٩-يونيو-٨٣	Reading
11313	Kate	Round	٢٧-سبتمبر-٨٤	London
11339	Sandra	Smith	٠٤-أكتوبر-٨٤	Hatfield
11493	Thomas	Brown	٢٢-يناير-٨٣	Kinross
11583	Bev	Dunwell	٠٦-فبراير-٨٤	Clacton
11699	Alison	Kim	١٣-ديسمبر-٨٣	Norwich
11751	Alex	Callaghan	٢١-فبراير-٨٣	Southampton
11775	Jennifer	Mitchell	١٦-أبريل-٨٢	Axbridge

Simple Query 04

Microsoft Access interface showing the Query Design view for 'Query4'.

Query Design View:

- Field:** StudentNo, FirstName, Surname, DOB, Town
- Table:** students
- Sort:** Ascending
- Show:** ☒ (for StudentNo, FirstName, Surname, DOB, Town)
- Criteria:** >01/01/1985 and <31/12/1985 (for DOB)

Field List (students table): Hall, Userid, Tutor, Option, DOB, Street, Town

Student N	First Nam	Surname	Date of Birth	Town
10013	Polly	Quinnell	٢٤-أكتوبر-٨٥	Faversham
10849	Rosie	Downing	٢٢-مارس-٨٥	Harpenden
10865	Chris	Wilson	٢٥-نوفمبر-٨٥	Southampton
12083	Richard	Burton	٠٢-أغسطس-٨٥	Great Yarmout
12349	Lydia	Laphorn	١٦-مايو-٨٥	Reading
12542	Linda	Mackie	٢١-مايو-٨٥	London
13221	William	Crowley	٠٣-مارس-٨٥	Kidderminster
13542	Giles	Butler	٠٩-ديسمبر-٨٥	Exmouth
13762	Spencer	Lilley	٢٢-سبتمبر-٨٥	London
13793	Adam	Marfell	١٢-أكتوبر-٨٥	Glasgow
13991	Stephen	Cant	١٢-يونيو-٨٥	Evesham
14773	Alison	Symons	١٧-أغسطس-٨٥	Chesterfield
14887	Sheena	Hatwell	١٠-أبريل-٨٥	Stranraer
14904	Brendan	Ahern	٠٦-ديسمبر-٨٥	Harlow
14916	Corrie	Bettington	٢٥-سبتمبر-٨٥	Pembroke
15038	Helena	Edwards	٢٧-أكتوبر-٨٥	Bristol
15077	Claire	Wright	٢٢-يونيو-٨٥	Caversham
15520	David	Lynch	١٢-مايو-٨٥	Durham
15786	Mark	James	١٦-يوليه-٨٥	Haywards Hea
15859	Thomas	Dalton	٠٧-نوفمبر-٨٥	Widnes
15927	Shirley	Watkins	١٦-أبريل-٨٥	Thetford
16087	Sarah	Little	٢٦-أبريل-٨٥	Epsom
16226	Charlotte	Roberts	٢٧-أغسطس-٨٥	Croydon
16717	Walter	Brand	١٩-نوفمبر-٨٥	Birmingham
17202	Sarah	Wenborn	١٦-سبتمبر-٨٥	London

Simple Query 05

Query2 Query3 Query4 **Query5**

students

- UserID
- Tutor
- Option
- DOB
- Street
- Town
- PostCode

Field:	StudentNo	FirstName	Surname	DOB	Town
Table:	students	students	students	students	students
Sort:	Ascending				Ascending
Show:	☒	☒	☒	☒	☒
Criteria:				>#01/01/1985# And <#31/12/1985#	= "London"
or:					

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Query2 Query3 Query4 **Query5**

Student N	First Nam	Surname	Date of Birtl	Town
12542	Linda	Mackie	٢١-مايو-٨٥	London
13762	Spencer	Lilley	٢٢-سبتمبر-٨٥	London
17202	Sarah	Wenborn	١٦-سبتمبر-٨٥	London
17330	Susan	Turner	٢٢-يونيو-٨٥	London
23200	Rosemary	Mackay	٠٨-يناير-٨٥	London
*				

Simple Query 06

Microsoft Access 2007 interface showing the Query Design view for 'Query6' based on the 'students' table.

Query Design View:

- Field:** FirstName, Surname, DOB, Town, Userid
- Table:** students
- Sort:** (empty)
- Show:** ☒ for all fields
- Criteria:** (empty)
- or:** (empty)

Field List:

- Userid
- Tutor
- Option
- DOB
- Street
- Town
- PostCode

Student N	First Nam	Surname	Date of Birtl	Town
23002	Leah	Sloan	٢٥-يوليو-٨٥	West Bromwic
23017	Clare	Grange	٢٢-أكتوبر-٨٥	Coalville
23122	Celia	Rogers	١٧-سبتمبر-٨٥	Tonbridge Wel
23160	Helen	Clarke	١٥-أغسطس-٨٥	York
23200	Rosemary	Mackay	٠٨-يناير-٨٥	London
23214	Peter	Bates	٣١-مارس-٨٩	Wolverhampto
23310	Diana	Lake	٠٧-يناير-٨٦	Preston
23363	Elizabeth	Middleton	٣٠-نوفمبر-٨٤	Brighton
23509	Emily	Walker	١٩-يوليو-٦٧	Elton
23598	Chistopher	Mulvihill	٢٧-يوليو-٨٧	Harrogate
23608	Jack	Dobree	٠٨-يوليو-٨٥	Wigan
23652	Amy	Staniforth	١٨-مايو-٨٩	London
23811	Nicola	Walpole	٠٢-مارس-٨٨	Charmouth
23958	Anna	Hussey	٠١-نوفمبر-٨٧	Barry
24094	Neil	Downing	٢٩-يونيو-٨٩	Luton
24203	Neil	Finch	١٠-نوفمبر-٨٩	Bristol
24204	Matt	Harland	٠٩-سبتمبر-٨٧	Liverpool
24261	Bella	Kingston	٠٦-مارس-٨٤	Lincoln
24266	Thomas	Davis	٣٠-يناير-٨٤	London
24299	Sue	Macgregor	٠١-يونيو-٨٧	Alnwick
24410	Nick	Budden	٠٣-يوليو-٨٧	Frodsham
24480	Tony	Morgan	٢٤-فبراير-٨٨	Middlesborou
24598	Lyn	Weston	١٣-يوليو-٨٩	Stratford-upor
24613	Ian	Murray	٠٤-أغسطس-٨٩	Newry
24637	Allison	Roberts	١٢-يوليو-٨٨	Carshalton

Simple Query 07

Microsoft Access - example 01 - Copy: Database (Access 2007) - Microsoft Access

Query Tools: Design

Query Setup: Return: All

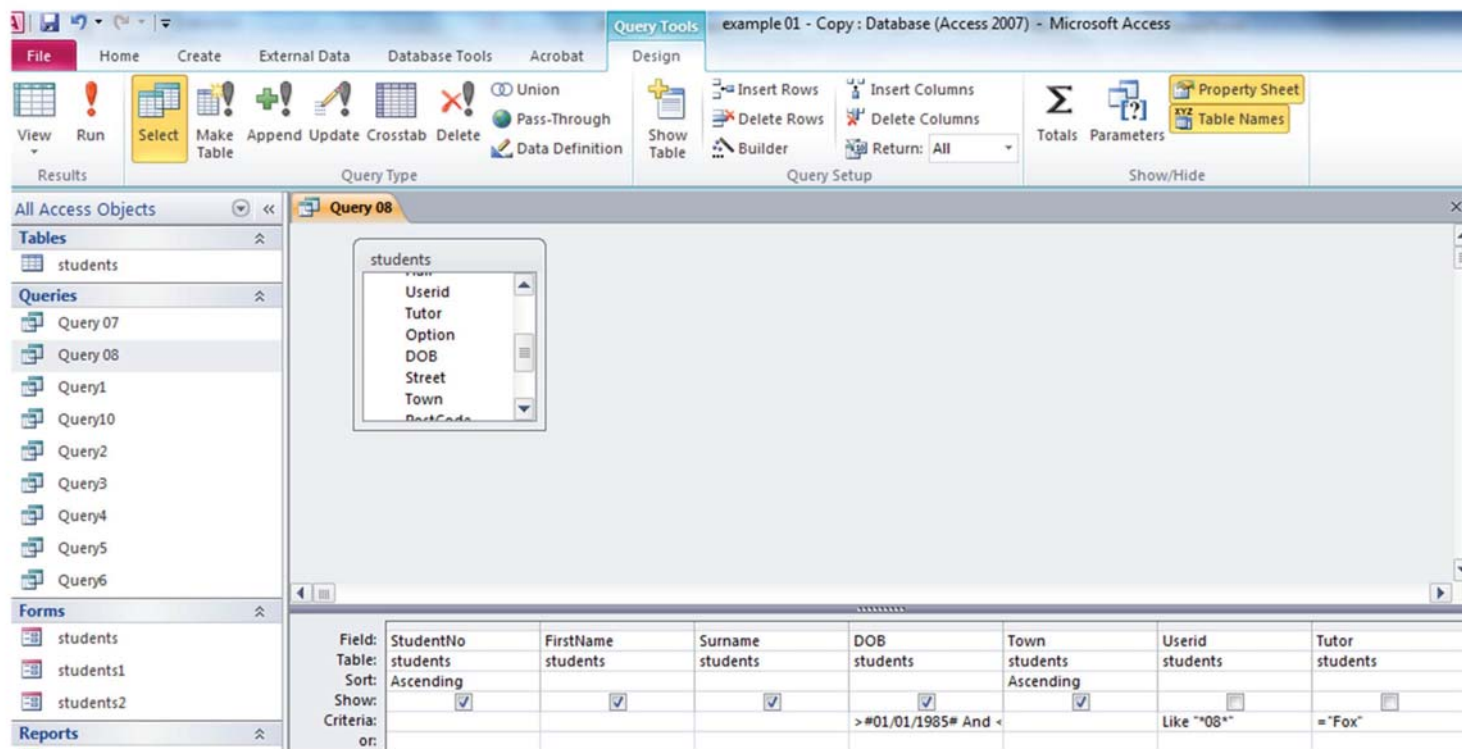
Query 07

Field:	StudentNo	FirstName	Surname	DOB	Town	Userid
Table:	students	students	students	students	students	students
Sort:	Ascending				Ascending	
Show:	☒	☒	☒	☒	☒	☒
Criteria:				> #01/01/1985# And < #31/12/1985#		Like "*08*"

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Query 07				
Student N	First Nam	Surname	Date of Birtl	Town
23002	Leah	Sloan	٢٥-يوليه-٨٥	West Bromwic
23017	Clare	Grange	٢٢-أكتوبر-٨٥	Coalville
23122	Celia	Rogers	١٧-سبتمبر-٨٥	Tonbridge Wel
23160	Helen	Clarke	١٥-أغسطس-٨٥	York
23200	Rosemary	Mackay	٠٨-يناير-٨٥	London
23608	Jack	Dobree	٠٨-يوليه-٨٥	Wigan
25013	Gillian	Turner	٢٤-مارس-٨٥	Bridlington
25175	Paul	Macfadyen	١٩-أكتوبر-٨٥	Redruth
25438	Kerr	Jeffries	٠٤-مارس-٨٥	Wishaw
25749	Eva	Morton	١١-يونيو-٨٥	Uttoxeter
26538	Victoria	Gould	٠٤-مايو-٨٥	Aberdeen
27572	Stuart	Bottomley	٠٧-أكتوبر-٨٥	Camborne
27868	Francis	Martin	٢٥-سبتمبر-٨٥	Guildford
28540	Rebecca	Rowling	٠٩-يونيو-٨٥	Staines
28732	Janet	Geraghty	٠٨-مارس-٨٥	Swansea
28754	Andrea	Williams	١٨-يوليه-٨٥	Oxford
28801	Sue	Packham	٢٨-أكتوبر-٨٥	Four Oaks
29013	Hannah	Reece	٠٣-أكتوبر-٨٥	Bromsgrove
29182	Richard	Burnett	٣٠-أبريل-٨٥	Glastonbury
29483	Nina	Cranfield	٠٤-نوفمبر-٨٥	Gosforth
29527	Anneliese	Himes	٢٧-يونيو-٨٥	Poole
29840	Kevin	Preston	٢٠-أغسطس-٨٥	Mold
*				

Simple Query 08



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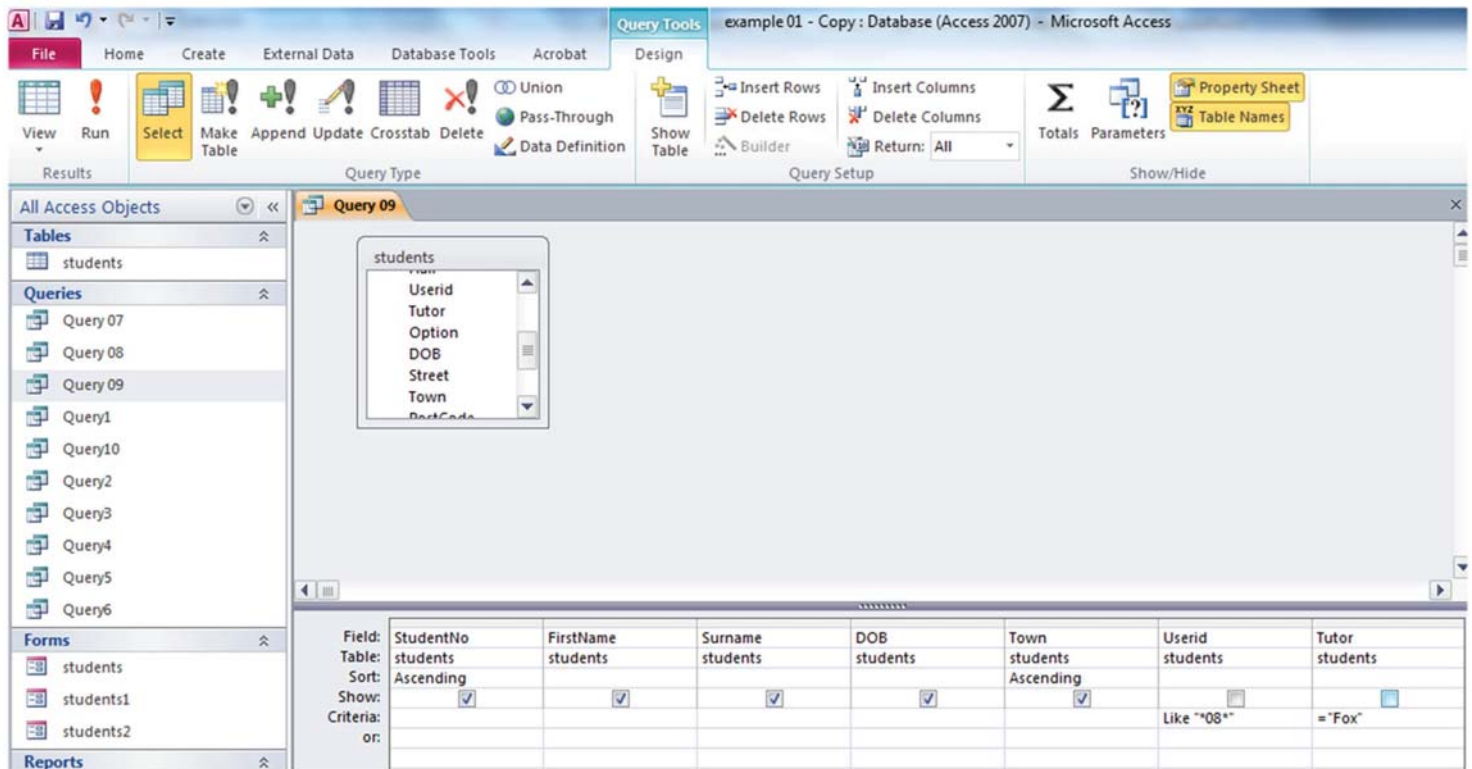
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Query 08				
Student N	First Nam	Surname	Date of Birtl	Town
28754	Andrea	Williams	١٨-يولييه-٨٥	Oxford
*				

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Simple Query 09



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Query 09				
Student N	First Nam	Surname	Date of Birtl	Town
24261	Bella	Kingston	٨٤-مارس-٠٦	Lincoln
26669	Kellie	McKibbin	٨٨-أبريل-٣٠	Sutton Coldfie
27869	Gemma	Smith	٨٧-سبتمبر-٠٤	Port Talbot
28188	Sarah	Heanes	٨٤-سبتمبر-٢١	Sittingbourne
28213	Samantha	Rooney	٨٦-سبتمبر-١٣	Stoke
28754	Andrea	Williams	٨٥-يوليه-١٨	Oxford
29538	Ruth	Haughton	٨٩-ديسمبر-٠٨	Jedburgh
*				

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Assignment

- Use student grades table to build the following queries
 1. Show list of students (name, ID) sorted using student name
 2. Show list of students (name, IDs, GPA) sorted according to their GPAs
 3. Show list of students (names, IDs + grades + GPAs) who gained A to B- in all courses, sorted according to GPAs
 4. Show list of students (names, IDs + grades + GPAs) who gained A to B- in all math course
 5. Show list of students (names, IDs + grades + GPAs) who gained A to B- in computer science courses (into CS, fundamentals I)

-
6. Show list of student (names, IDs + grades + GPAs) who gained (A to B-) in physics and electronics
 7. Show list of students (names, IDs + GPAs) who joined faculty in spring 2013
 8. Show list of students (names, IDs, CH,GPAs) who failed on one of more courses
 9. Show list of students (names, IDs + grades + grades) who didn't finished any one of English courses (I, or II)
 10. Show list of students (names, IDs + grades + grades + ch) who will remain in L1 in Fall 2013 (CH<21)

Thanks,..
See you next week (ISA),...