Microsoft Access 2007
Advanced Queries

When you run a query in Microsoft Access 2007, it is not only able to display records, but also able to perform specific tasks and actions based on user defined criteria.

Make Table Query
A Make Table Query creates a new table in your database based on the results of a query.

Append Query
An Append Query adds records to an existing table based on the criteria within the query.

Update Query
An Update Query updates records in an existing table based on the criteria within the query.

Delete Query
A Delete Query deletes records from a table based on the criteria within a query.

Find Duplicates Query
A Find Duplicates Query will search a table/query and find duplicated records based on a common field found in both tables.

Find Unmatched Records Query
An Unmatched Records Query will examine the data found in 2 different tables/queries and compare the records based on a common field.
Make Table Query

To Create a Make Table Query:
1) Select the **Create** tab on the Ribbon
2) Click the **Query Design** icon on the Ribbon
3) Double click on the table(s) you wish to include in the query
4) Close the **Show Table Dialog Box**
5) Select the fields that you would like to include in the query
6) Enter the criteria in the query

7) Select the **Design** tab on the Ribbon
8) Click the **Make Table** icon
9) Type a name for the new table
10) Select a current database
To Select Another Database to Generate the Table in:
1) Click on the **Browse** button
2) Double click on the database
3) Click **OK**
4) Click the **Run Query** icon on the Ribbon
5) Click **Yes** to copy the results of the query to a new table

6) Close the query without saving

Notice, a new table has been added to the database. Open the table to view the records if necessary.

**Append Query**

To Create an Append Records Query
1) Select the **Create** Tab on the Ribbon
2) Click the **Query Design** Icon on the Ribbon
3) Double click on the table(s) you wish to include in the query
4) Close the **Show Table Dialog Box**
5) Select the fields that you would like to include in the query
6) Enter the criteria in the query
7) Select the **Design** tab on the Ribbon
8) Click the **Append Query** icon
9) Select the table where the records should be appended to
10) Click OK
11) Click the Run Query icon on the Ribbon
12) Click Yes to the message to append the records
13) Close the query without saving

**Update Query**

**To Create an Update Query:**

1) Select the Create tab on the Ribbon
2) Click the Query Design icon on the Ribbon
3) Double click on the Table(s) you wish to include in the query
4) Close the Show Table Dialog Box
5) Select the fields that you would like to include in the query
6) Click the Update Query icon on the Ribbon
7) In the Update To row, enter the data to update
8) Select the Design tab on the Ribbon

9) Click the Run Query icon
10) Close the query without saving
11) Open the table to view the updated records
Delete Query

To Create a Delete Records Query:
1) Select the Create tab on the Ribbon
2) Click the Query Design icon on the Ribbon
3) Double click on the table(s) you wish to include in the query
4) Close the Show Table Dialog box
5) Select the fields that you would like to include in the query
6) Click the Delete Records Query icon on the Ribbon
7) In the Delete Where row, enter the criteria

8) Click the Run Query icon
9) Click Yes to delete the records
10) Close and do not save the query
11) Open the table to see if the records were removed
Find Duplicates Query
To Create a Find Duplicates Query
1) Click the Create tab on the Ribbon
2) Click the Query Wizard button
3) Select Find Duplicates Query Wizard

4) Click OK
5) Select the table that may contain duplicate values
6) Click Next
7) Select the field(s) that may contain duplicate values

8) Click Next
9) Select the fields that you wish to display

10) Click Next
11) Enter a name for the query
12) Click Finish
13) Close the query once you have viewed the results

Find Unmatched Query

To Run the Find Unmatched Records Query
1) Click the Create tab on the Ribbon
2) Click the Query Wizard button
3) Select Find Unmatched Query Wizard
4) Click OK
5) Select a table/query

Note: The query that you will be creating will compare the records in the table/query you select on this page in the wizard with those records found in the second table you select on the next page of this wizard.
6) Click **Next**
7) Select the table/query that contains related records
8) Select the fields from each table that should be compared
9) Click the **Matching Fields** button
In the example above, the SSN field from the Employees Table has a matching field in the Worker Table.

10) Click **Next**
11) Select the fields that you would like to display in the query results by double clicking on the fields

Notice that the query already has a name. You can change the name of the query if needed.

12) Click **Finish** to create and run the query
13) Close the query