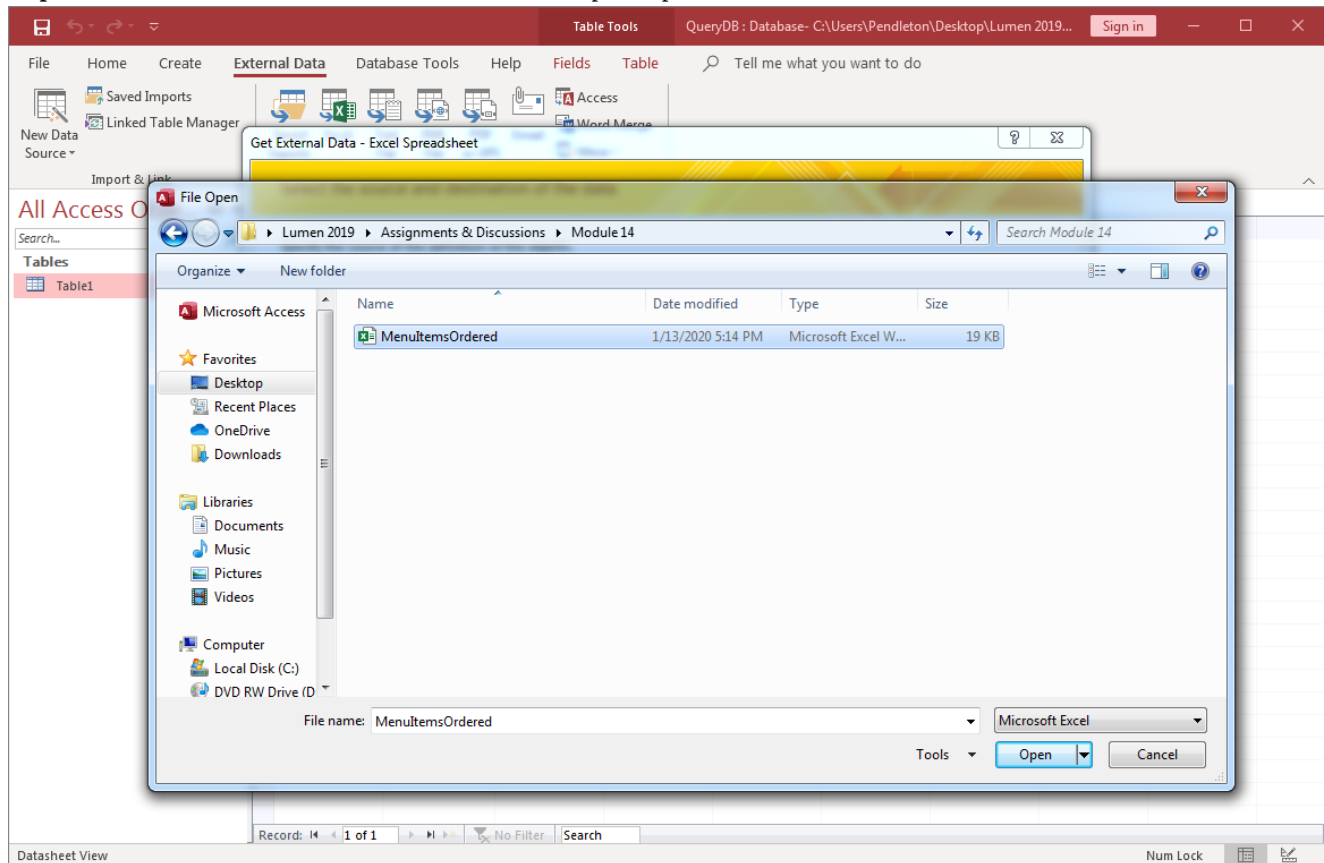


14.21: Assignment- Create Queries for Access Database

In this assignment you'll import an existing database of past orders from a bakery and use the skills you have learned in this module to create a query in the data table.

To complete this assignment, [download the Excel file here](#).^[1] Follow the directions, then submit your assignment. If you get stuck on a step, review this module and ask your classmates for help in the discussion forum.

1. Open a new Access database and save the new Module 14 assignment file to the Rowan folder on your desktop as BA132_LastName_QueryDB.accdb, replacing "LastName" with your own last name. (Example: BA132_Hywater_Memo) It is a good idea to save your work periodically.
2. **Import External Data:** With the Access new database open import the Excel data file into Access.



3. **Import Wizard:** Set up the imported data into a new table, make sure the box with first row with column heading is checked and let Access add the primary key, and name the table.

QueryDB : Database- C:\Users\Pendleton\Desktop\Lum... Table Tools Sign in

File Home Create External Data Database Tools Help Fields Table Tell me what you want to do

Import & Link

Export

All Access Objects

Search...

Tables

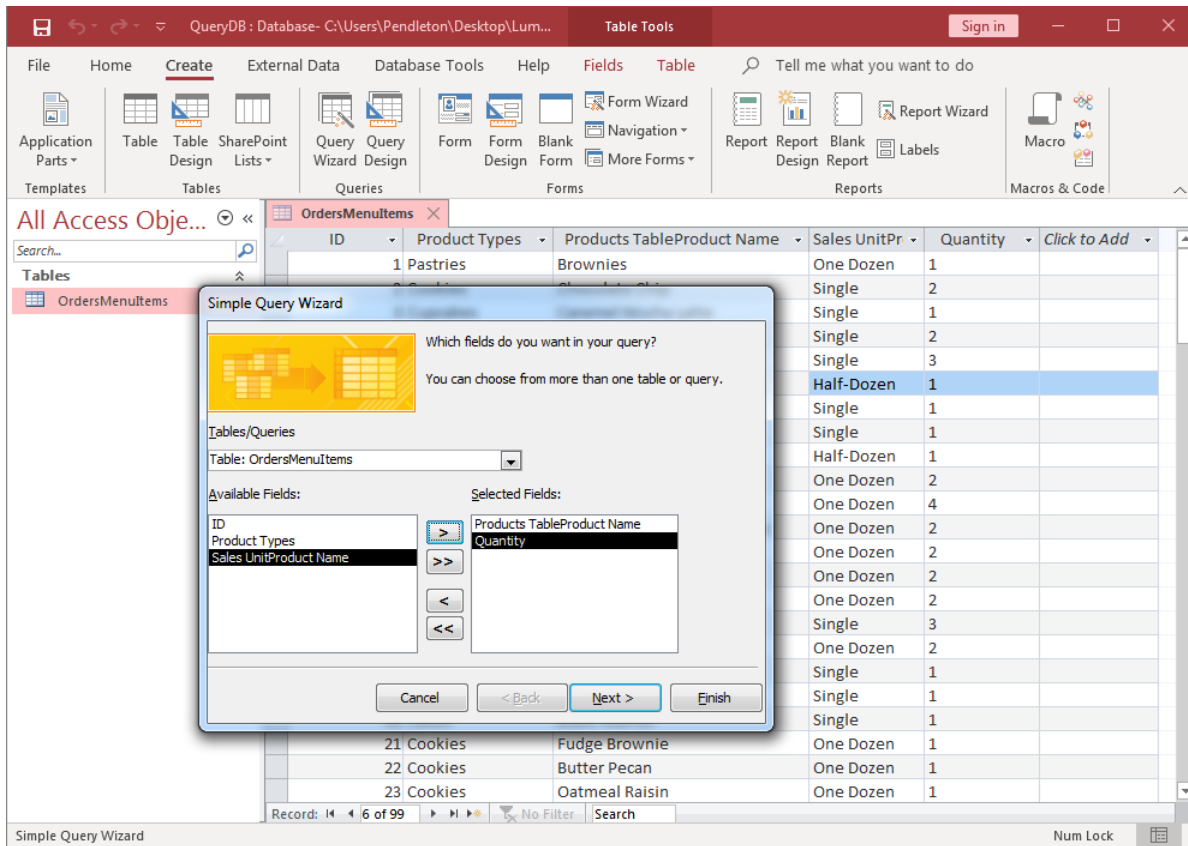
OrdersMenuItems

ID	Product Type	Products Table	Sales Unit	Quantity	Click to Add
1	Pastries	Brownies	One Dozen	1	
2	Cookies	Chocolate Chip	Single	2	
3	Cupcakes	Caramel Mocha	Single	1	
4	Cakes	Cheesecake	Single	2	
5	Cookies	Butterscotch	Single	3	
6	Cookies	Chocolate Chip	Half-Dozen	1	
7	Pastries	Mango Mousse	Single	1	
8	Cookies	Fudge Brownie	Single	1	
9	Cookies	Ginger Shortbread	Half-Dozen	1	
10	Pastries	Almond Croissant	One Dozen	2	
11	Pastries	Chocolate Strudel	One Dozen	4	
12	Pastries	Raspberry Cheesecake	One Dozen	2	
13	Cupcakes	Caramel Mocha	One Dozen	2	
14	Pastries	Key Lime Tartlet	One Dozen	2	
15	Pastries	Fruit Tartlette	One Dozen	2	
16	Cakes	Cheesecake	Single	3	
17	Cupcakes	Pineapple Caramel	One Dozen	2	
18	Cakes	German Chocolate	Single	1	
19	Cakes	Cheesecake	Single	1	
20	Cakes	Black Walnut	Single	1	
21	Cookies	Fudge Brownie	One Dozen	1	
22	Cookies	Butter Pecan	One Dozen	1	
23	Cookies	Oatmeal Raisin	One Dozen	1	
24	Cakes	Cookies n' Cream	Single	1	
25	Pastries	Almond Croissant	Single	1	
26	Pastries	Crème Brûlée	Single	1	

Record: 14 1 of 99 No Filter Search

Datasheet View Num Lock

4. **Create a Query:** Use the Query Wizard and created a query that is a simple query and uses the 'Product TableProduct Name' and the 'Quantity' sections of the table.



Simple Query Wizard

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

Tables/Queries
Table: OrdersMenuItems

Available Fields:

- ID
- Product Types
- Sales UnitProduct Name

Selected Fields:

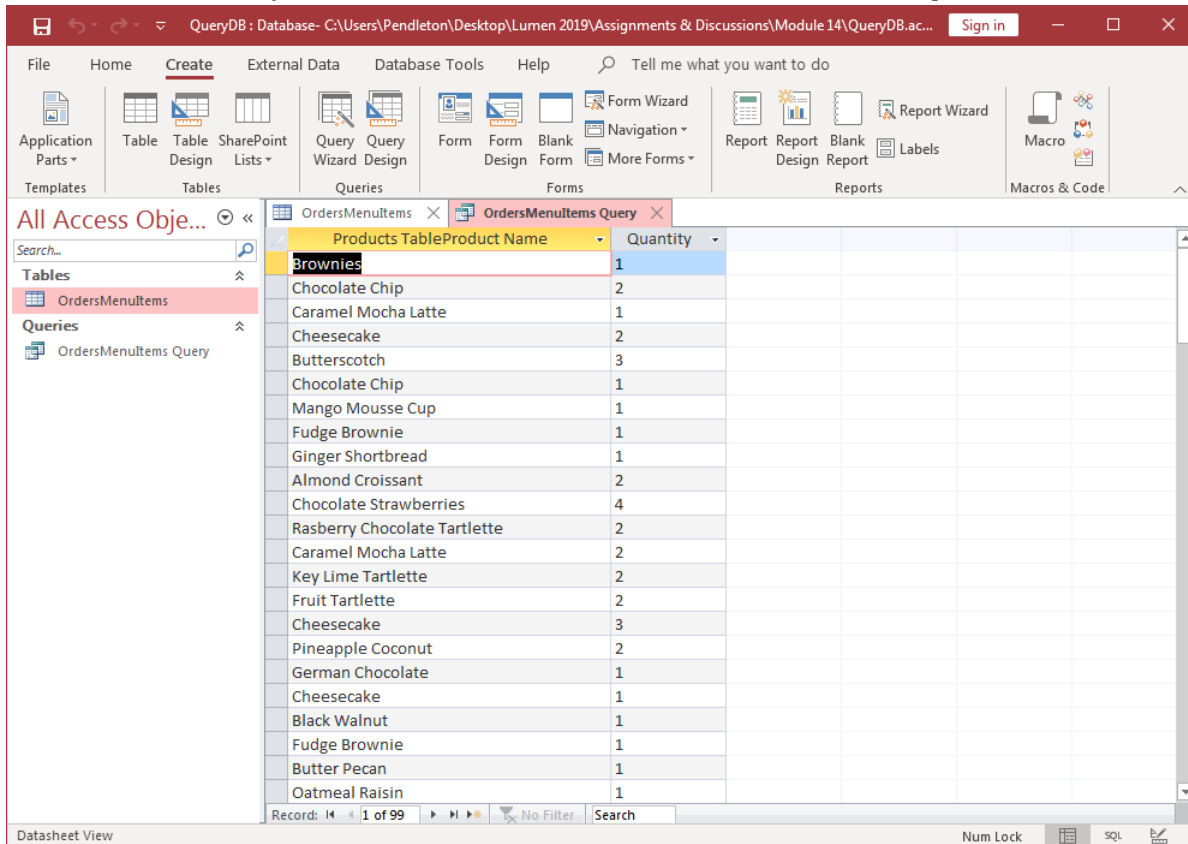
- Products TableProduct Name
- Quantity

Buttons: Cancel, < Back, Next >, Finish

ID	Product Types	Products TableProduct Name	Sales UnitPr	Quantity	Click to Add
1	Pastries	Brownies	One Dozen	1	
			Single	2	
			Single	1	
			Single	2	
			Single	3	
			Half-Dozen	1	
			Single	1	
			Single	1	
			Half-Dozen	1	
			One Dozen	2	
			One Dozen	4	
			One Dozen	2	
			One Dozen	2	
			One Dozen	2	
			Single	3	
			One Dozen	2	
			Single	1	
			Single	1	
			Single	1	
			One Dozen	1	
			One Dozen	1	
			One Dozen	1	
21	Cookies	Fudge Brownie	One Dozen	1	
22	Cookies	Butter Pecan	One Dozen	1	
23	Cookies	Oatmeal Raisin	One Dozen	1	

Record: 14 of 99

5. Resize Columns of Query: Resize the first column to be able to read the names of all the products.

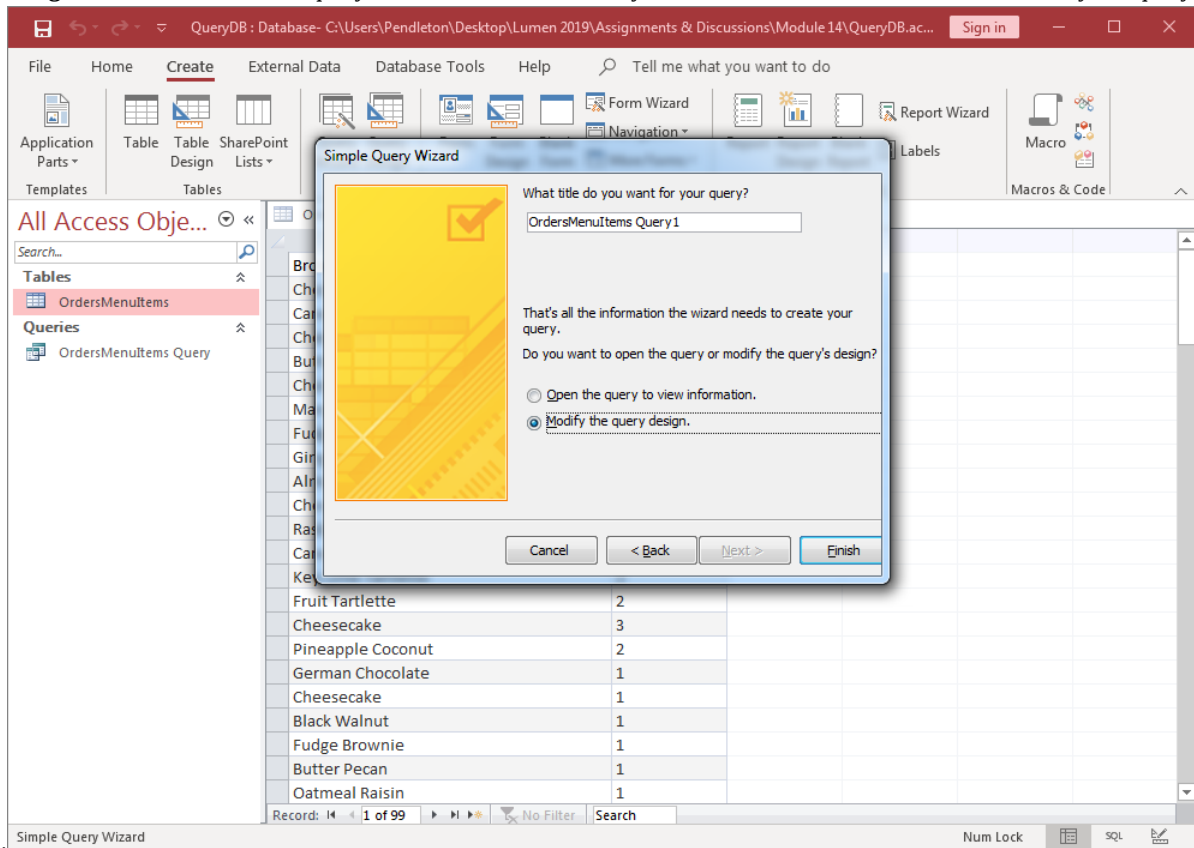


OrdersMenuItems Query

Products TableProduct Name	Quantity	Click to Add
Brownies	1	
Chocolate Chip	2	
Caramel Mocha Latte	1	
Cheesecake	2	
Butterscotch	3	
Chocolate Chip	1	
Mango Mousse Cup	1	
Fudge Brownie	1	
Ginger Shortbread	1	
Almond Croissant	2	
Chocolate Strawberries	4	
Raspberry Chocolate Tartlette	2	
Caramel Mocha Latte	2	
Key Lime Tartlette	2	
Fruit Tartlette	2	
Cheesecake	3	
Pineapple Coconut	2	
German Chocolate	1	
Cheesecake	1	
Black Walnut	1	
Fudge Brownie	1	
Butter Pecan	1	
Oatmeal Raisin	1	

Record: 14 of 99

6. **Query Design:** Now create a second query, but this time from when you run the wizard button choose to 'Modify the query

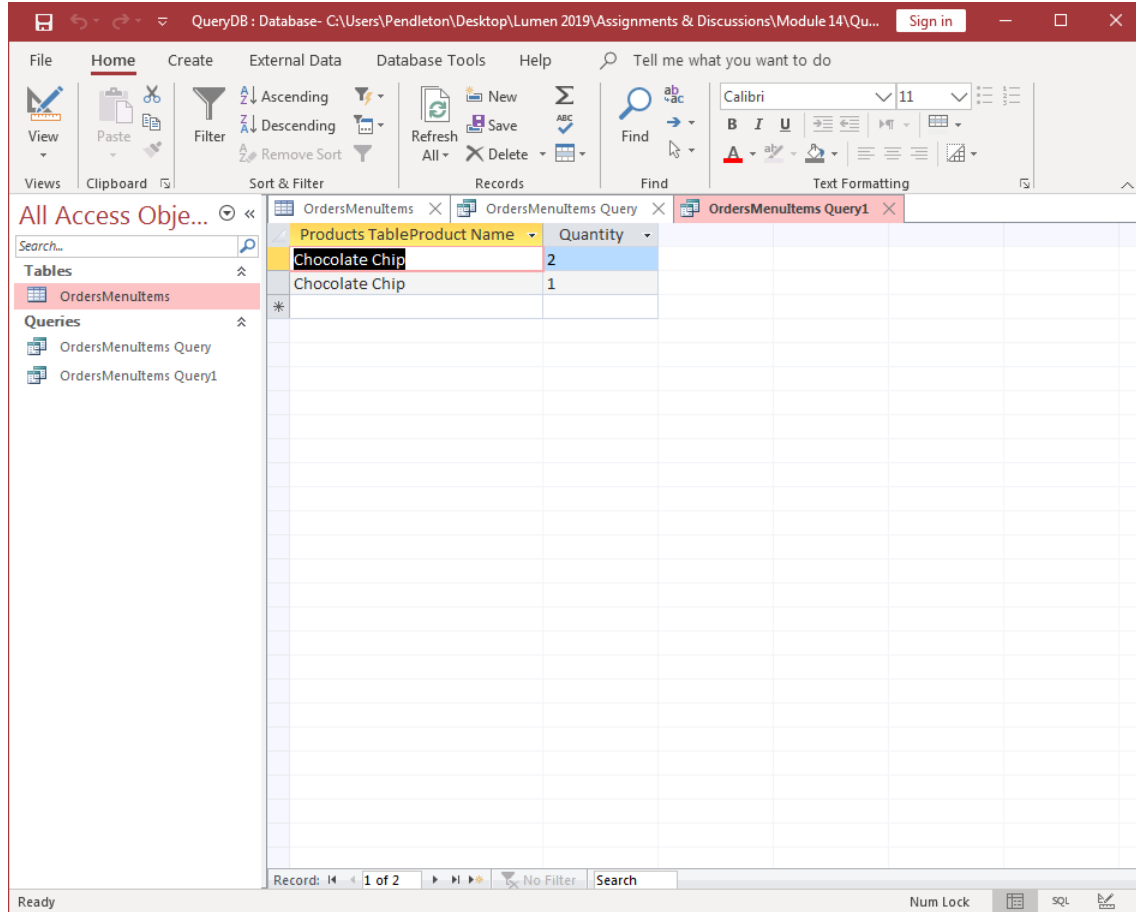


design'.

7. **Add New Criteria:** Now you wish just to see the number of orders that were chocolate chip cookies. Enter that in the criteria field.

The screenshot displays the Microsoft Access interface with the 'Design' view of a query named 'OrdersMenuItems'. The query is based on the 'OrdersMenuItems' table. The design grid shows the following fields: Product Types, Products TableProduct, Sales UnitProduct N, and Quantity. The criteria for the 'Products TableProduct' field is set to '<= \"Chocolate Chip\"'. The status bar at the bottom indicates 'Ready'.

8. **Run Query:** Run the query, resize the first column and see how many orders there were for chocolate chip cookies.



The screenshot shows the Microsoft Access interface. The title bar indicates the database is 'QueryDB : Database- C:\Users\Pendleton\Desktop\Lumen 2019\Assignments & Discussions\Module 14\Qu...'. The ribbon includes 'File', 'Home', 'Create', 'External Data', 'Database Tools', and 'Help'. The 'Home' ribbon is active, showing options for 'View', 'Clipboard', 'Sort & Filter', 'Records', 'Find', and 'Text Formatting'. The 'All Access Objects' task pane on the left shows 'Tables' and 'Queries'. Under 'Tables', 'OrdersMenuItems' is selected. Under 'Queries', 'OrdersMenuItems Query' and 'OrdersMenuItems Query1' are listed. The main window displays the results of 'OrdersMenuItems Query1'. The table has two columns: 'Products TableProduct Name' and 'Quantity'. The data shows two rows for 'Chocolate Chip' with quantities of 2 and 1. The status bar at the bottom indicates 'Record: 1 of 2', 'No Filter', and 'Search'.

Products TableProduct Name	Quantity
Chocolate Chip	2
Chocolate Chip	1

9. **Run Third Query:** Now, run another query but this time for “pecan” and when the results are displayed, add in an Autosum total at the bottom and see how many pecan orders have been placed. Save this query.

QueryDB : Database- C:\Users\Pendleton\Desktop\Lumen 2019\Assignments & Discussions\Module 14\Qu... Sign in

File Home Create External Data Database Tools Help Tell me what you want to do

View Paste Filter Sort & Filter Records Find Text Formatting

All Access Objects

Search...

Tables

- OrdersMenuItems

Queries

- OrdersMenuItems Query
- OrdersMenuItems Query1

Products Table	Quantity
Pecan	1
Pecan	1
Pecan	1
Pecan	1
Pecan	1
Pecan	1
Pecan	1
Pecan	1
Pecan	1
Pecan	1
Total	10

Record: 14 Totals No Filter Search

Ready Num Lock SQL

10. **Rename Queries:** Rename the queries to match what is queried to better remember for what they are searching.

QueryDB : Database- C:\Users\Pendleton\Desktop\Lumen 2019\Assignments & Discussions\Module 14\Qu... Sign in

File Home Create External Data Database Tools Help Tell me what you want to do

View Paste Filter Sort & Filter Records Find Text Formatting

All Access Objects

Search...

Tables

- OrdersMenuItems

Queries

- ChocolateChip
- PecanOrders
- TypesOrdered

Products Table	Product Name	Quantity
Pecan		1
Pecan		1
Pecan		1
Pecan		1
Pecan		1
Pecan		1
Pecan		1
Pecan		1
Pecan		1
Pecan		1
Total		10

Record: 14 1 of 10 No Filter Search

Datasheet View Num Lock SQL

11. **Save:** Save the file as an Access database and make sure all the queries have been saved as well.
12. Submit the presentation file in your course online.

1. Data source: GCFLearnFree.org. *Access – Designing a Simple Query*. [Database sample](#)↵

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