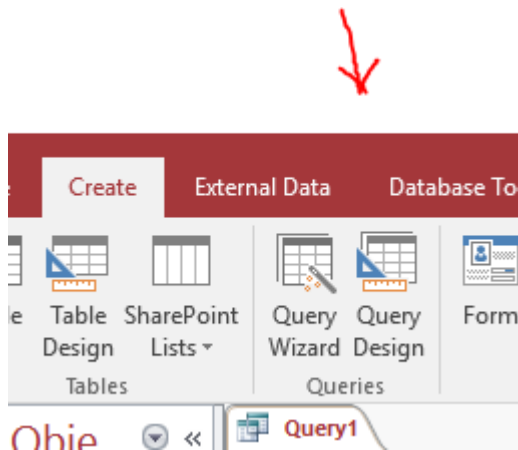


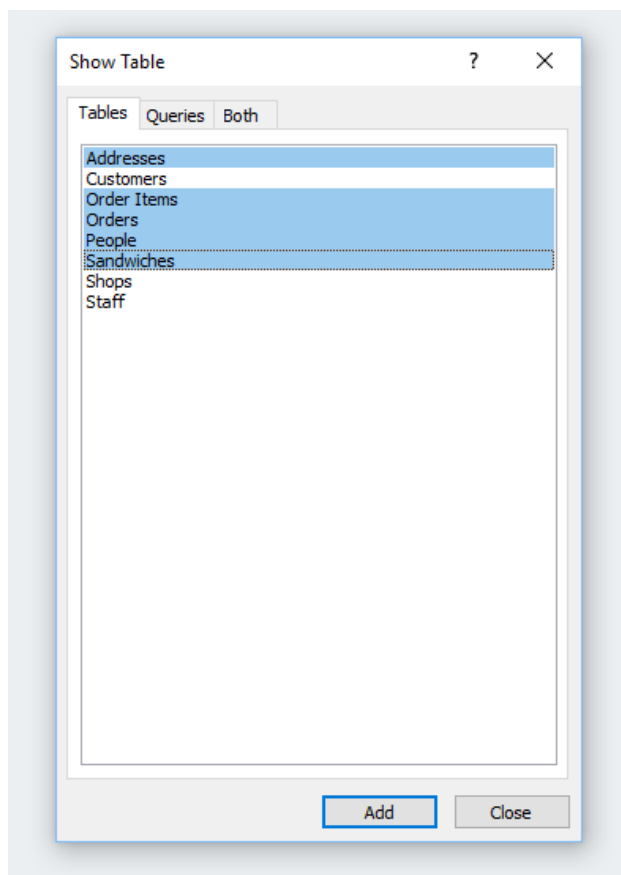
Creating Access Queries

Select All Customer Orders

Goto Create and then select Query Design

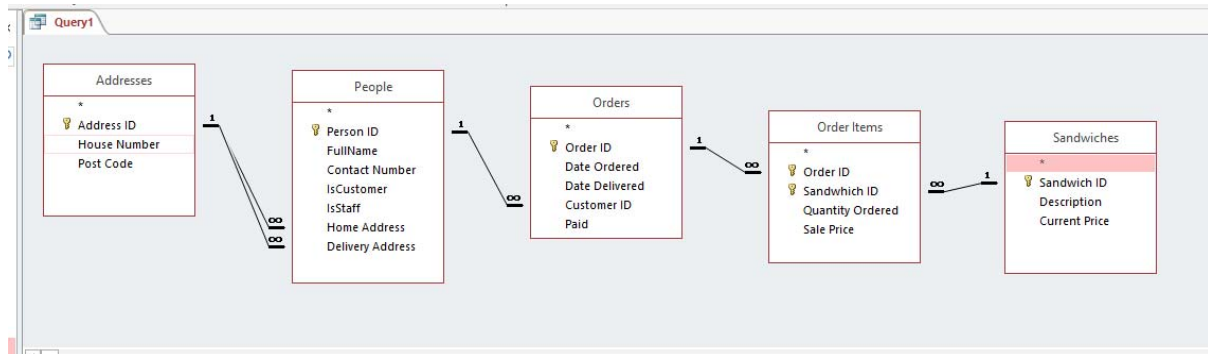


Select all the required tables and add them to the query



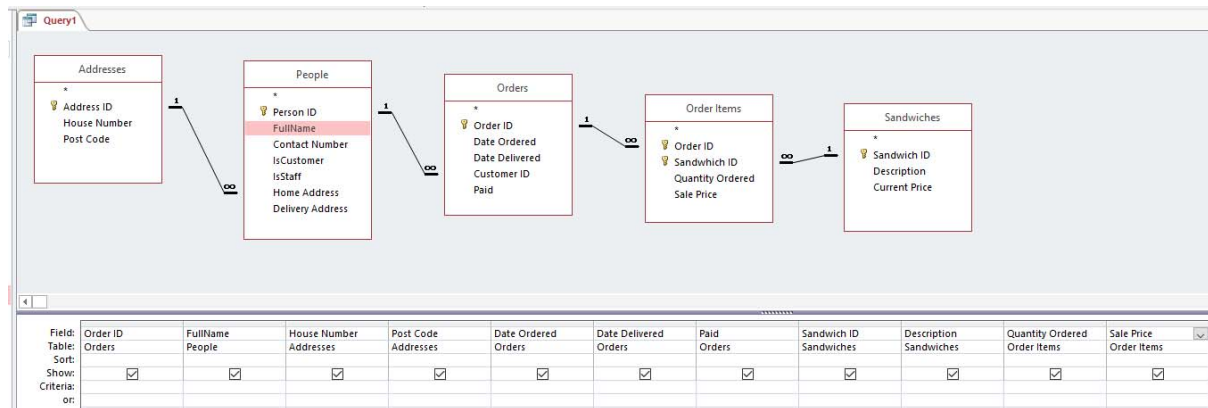
Rearrange the tables in a logical order

, thi



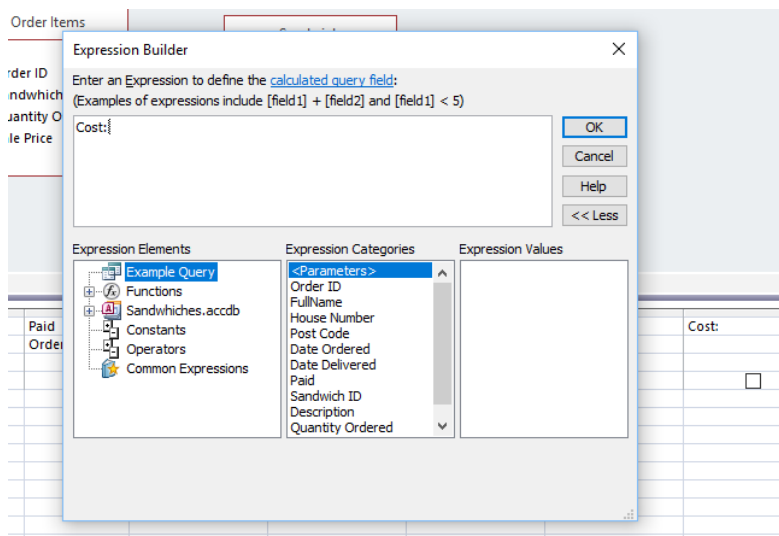
Remove any joins not needed (e.g. Delivery Address) this does not alter the ER Diagram. Select all the required fields including the primary keys for Order and Sandwich. You can drag and drop them from the tables into the query, or select each field in the query and use the drop down list.

Arrange them in a the most readable order as it would be on the customer’s invoice.

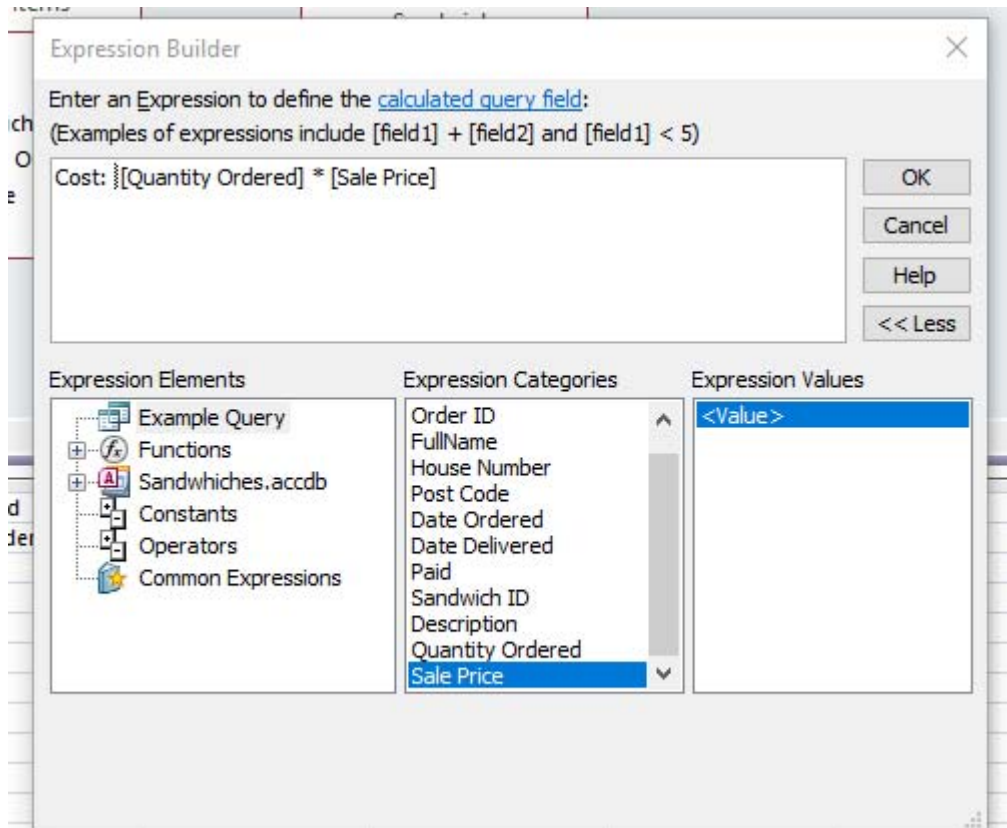


Select the correct sort order, in this case Order ID, and add any calculated fields e.g. the cost of an order item, where 2 sandwiches at £2.50 each comes to £5.00

To add a calculated field add a name such as **Cost:** then right click in the field heading and select **Build**.



Select the Query in the **Expression Elements**, and then select the field such as **[Quantity Ordered]**. Double click on the field to add it to the expression builder. Remove the <<Expr>> and add an asterisk * to signify multiply, and then the second field e.g. **[Sale Price]**



Click OK

Save the Query and run it, the output should look something like below

Order ID	FullName	House Number	Post Code	Date Orders	Date Delive	Paid	Sandwich ID	Description	Quantity Or	Sale Price	Cost
1	Chris Wood	53 Blues Road	NG23 3WE	05/09/2016	06/09/2016	<input checked="" type="checkbox"/>	684 BLT	684 BLT	1	£2.50	£2.50
2	Gino Albin	84 Brooks Close	LE12 7SS	06/09/2016	07/10/2016	<input checked="" type="checkbox"/>	685 Chicken & Swe	683 Brie	2	£2.50	£5.00
3	Chris Wood	53 Blues Road	NG23 3WE	06/09/2016	07/09/2016	<input checked="" type="checkbox"/>	682 Cheddar Chee	685 Chicken & Swe	2	£2.75	£5.50
4	Gino Albin	84 Brooks Close	LE12 7SS	08/09/2016	09/09/2016	<input checked="" type="checkbox"/>	684 BLT	682 Cheddar Chee	1	£2.00	£2.00
3	Chris Wood	53 Blues Road	NG23 3WE	06/09/2016	07/09/2016	<input checked="" type="checkbox"/>	683 Brie	684 BLT	1	£2.50	£2.50
4	Gino Albin	84 Brooks Close	LE12 7SS	08/09/2016	09/09/2016	<input checked="" type="checkbox"/>	680 Goats Cheese	683 Brie	2	£2.50	£5.00
4	Gino Albin	84 Brooks Close	LE12 7SS	08/09/2016	09/09/2016	<input checked="" type="checkbox"/>	679 Chicken and M	680 Goats Cheese	1	£2.75	£2.75
4	Gino Albin	84 Brooks Close	LE12 7SS	08/09/2016	09/09/2016	<input checked="" type="checkbox"/>	679 Chicken and M	679 Chicken and M	2	£2.75	£5.50

This Query can be used as a data source for forms or reports, or other queries

If you need to select only certain records then you can add search criteria under selected fields. So in my example I need to separate staff from customers

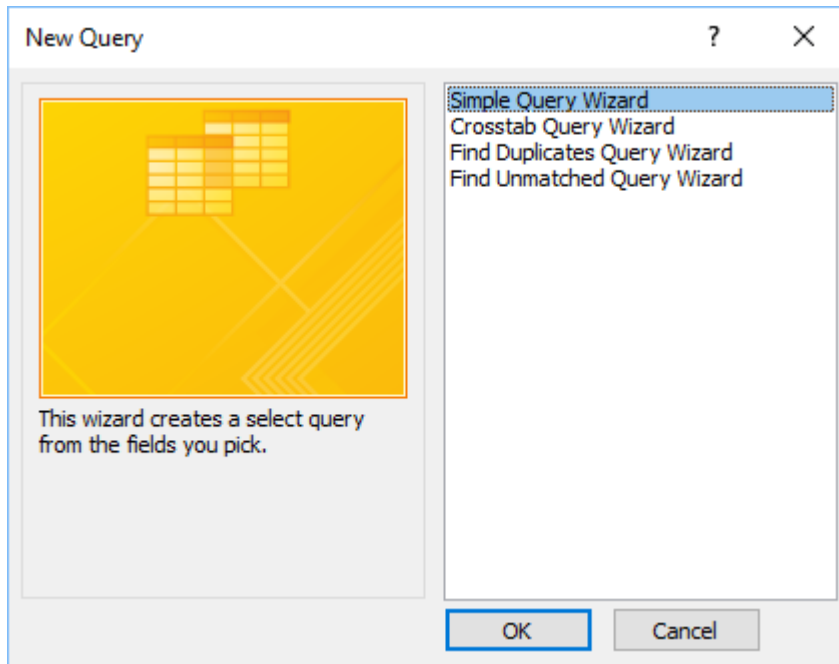
FullName	IsCustomer	House Number
People	People	Addresses
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Yes	

In a similar way you can select paid or unpaid orders.

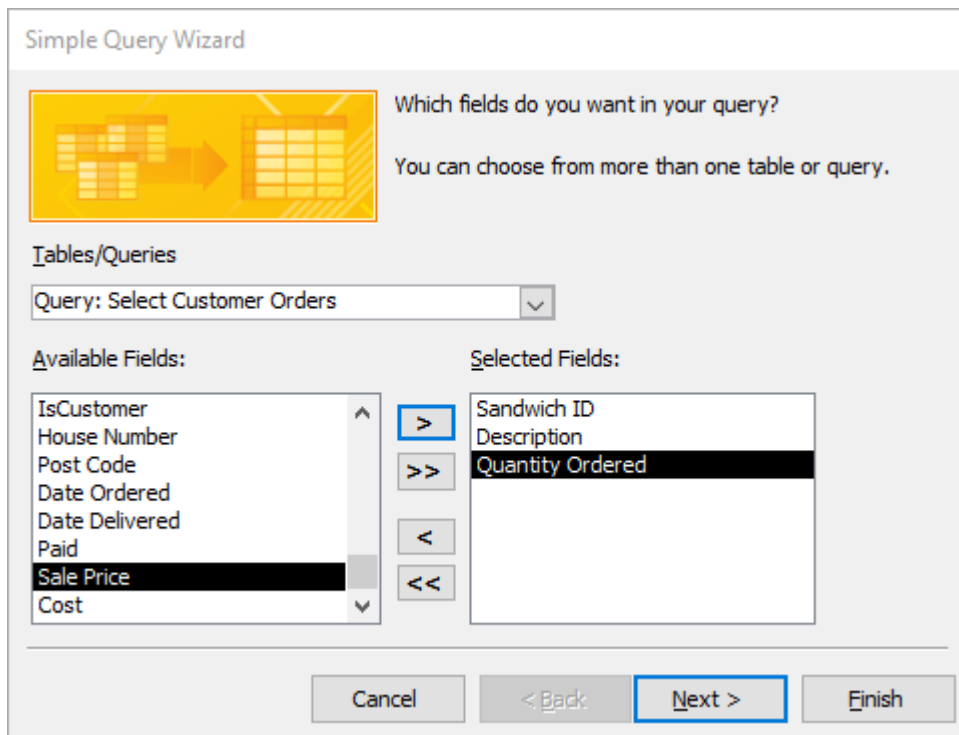
Aggregate Queries

The easiest way to work out things like how many **Egg and Cress** sandwiches have been sold, you can create a new query using the Query Wizard.

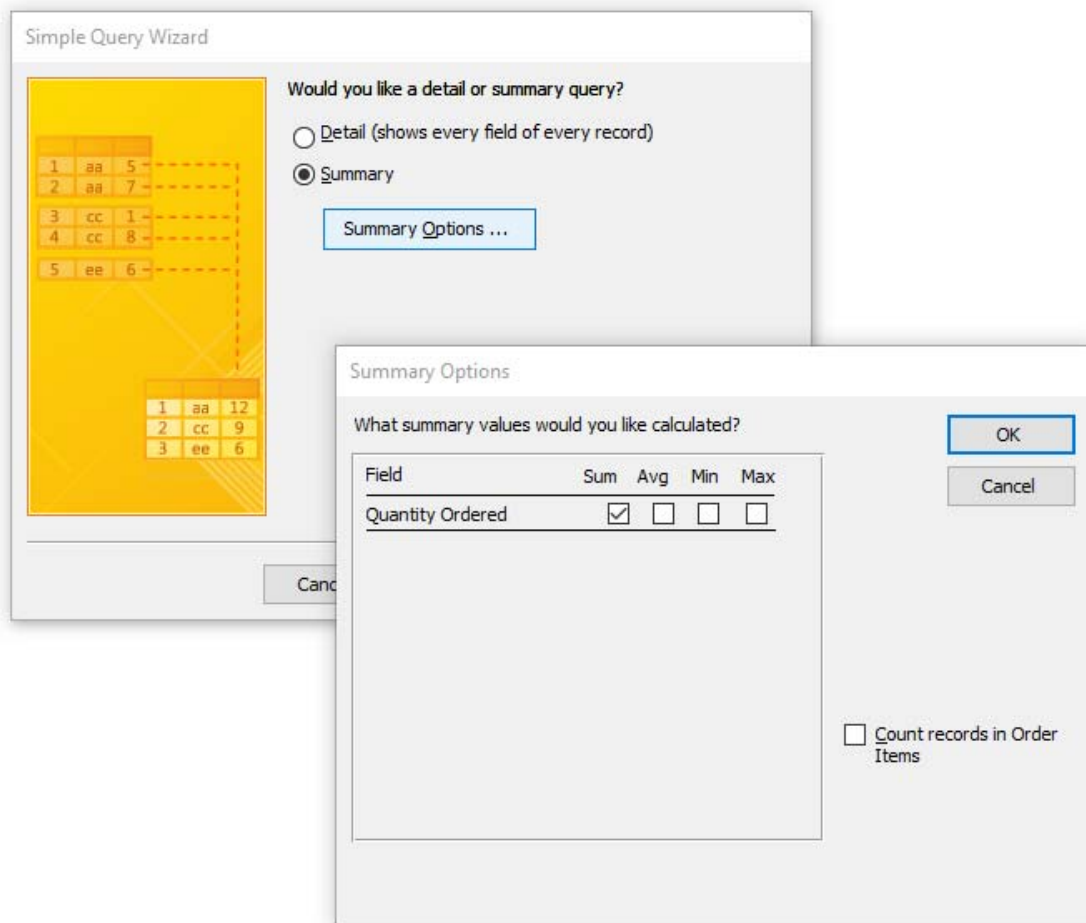
Make sure that you have your **Select Customer Orders** query selected then go to Create Query Wizard.



Use the Simple Query Wizard, and select SandwichID, Description and Quantity Ordered.



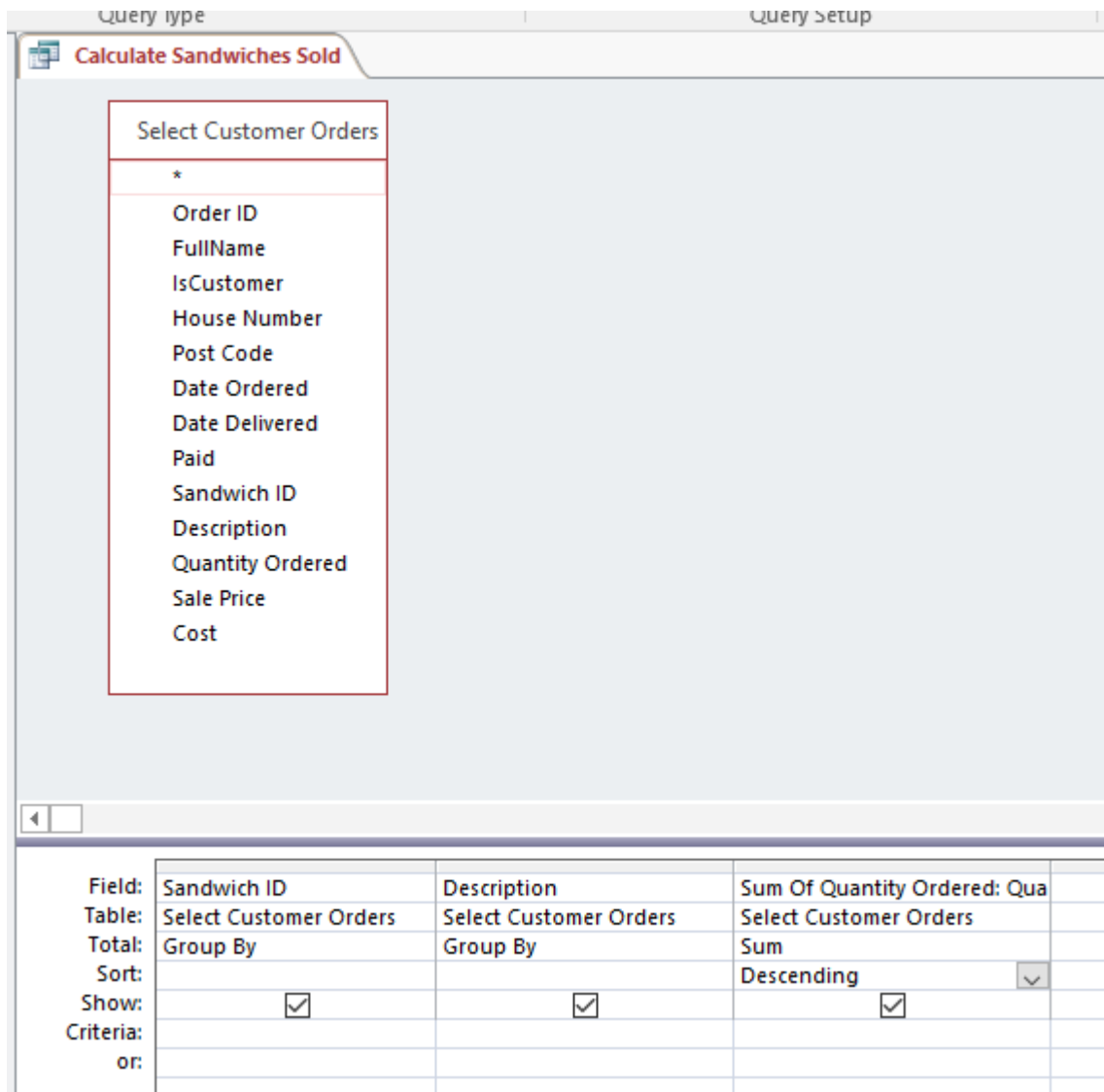
Click next then select **summary** and select the **summary options**, in this case **Sum**



Click next, then give it a name such as **Calculate Sandwiches Sold**. Save and run, it should look something like:-

Sandwich ID	Description	Sum Of Qua
679	Chicken and M	2
680	Goats Cheese :	1
682	Cheddar Chee:	1
683	Brie	4
684	BLT	2
685	Chicken & Swe	2

You can switch this query into design mode, and then change the sort order to get them in order of popularity.



Which when run looks like



This query could then be used as a basis for a printed report.