

# Access Queries 3: Action Queries



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1.0 hours

Action Queries .....	3
Running Action Queries .....	3
Delete query .....	3
Update query .....	3
Append query .....	3
Make-table query .....	3
Class Exercise .....	4
Create Action Queries .....	4
Reuse Action Queries .....	4
Notes .....	4
Update Query - Fix Acct # .....	5
Update Query – Add County .....	6
Make Table – Create Duval County Table .....	7
Delete – Remove Duval County .....	8
Append Query New Data .....	9
Reuse Append NewData to Accounts .....	10
Modify the Update County .....	10
Use Make Duval to Create Append Duval .....	11
Reuse Delete Duval Count .....	11



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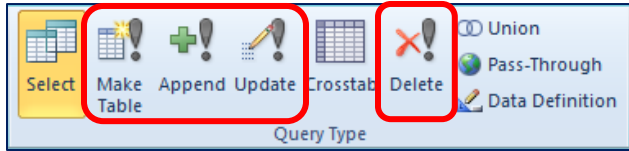
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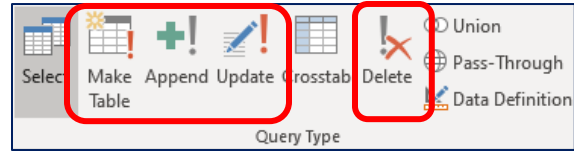
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## Action Queries

By default, queries are Select Queries. We have seen one other type, a Crosstab query. The next few pages are dedicated to Action Queries. There are four types of action queries: Make-Table, Append, Update, and Delete. You can change a query type from the Query Design Tab.



Office 2010

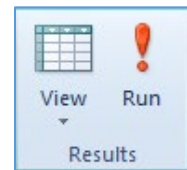


Office 365

*While the icons have been slightly changed the Query Type group is the same across versions.*

### Running Action Queries

All four of the action query icons have the exclamation point in common. Once you have set the query you can view the datasheet, but if you want it to take 'action' the query must be **RUN**. When you **Run** a select query, it will "select" the data for you, when you run an "action" query, it will perform the query action. Double-clicking on a query in the Navigation Pane will "run" the query.



### Delete query

Delete a group of **records** from a table. For example, you could use a delete query to remove products that are discontinued, patients that have been inactive for more than three years, drugs that have been discontinued, or imported data that you don't need. Delete queries remove entire records, not just selected fields within records. Access will not delete the records if they are related to other tables unless you have set the relationship to Cascade Delete. If the cascade delete option is turned on in the relationship the delete query will erase the related records from the child table as well.

### Update query

Makes changes to **fields** in a set of records within a table. For example, you can raise prices by ten percent for all dairy products, change the area code for everyone living in Alachua, or change all of Dr. Smith's Patients to now be Dr. Jones's Patients. With an update query, you can change data in the individual fields of your existing tables.

### Append query

Add a set of **records** from one table/query to the end of an existing table. For example, you hire a new doctor and transfer all her existing patients into your clinic. Instead of typing in all the new data, you can append it into your existing tables. The new data doesn't need to have to have the same field names, nor be in the same order, but it does need to be the same field types (text/date/number).

### Make-table query

Create a new table from all or part of the data in one or more tables. Make-table queries can be useful to create tables to export to other databases, for example, you may want to create a table based on your employees for another database that doesn't contain \*all\* the fields that you are storing in this database. Make-table queries are also very useful for creating backup and history tables that contain old records. For example, you could create a table that stores all your old orders before deleting them from your current Orders table.

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## Class Exercise

### Create Action Queries

- 1) **Update** the Account Numbers in the Accounts table to put a dash in the middle of the numbers. XXX-XXX
- 2) **Update** the Accounts County field based on the County field in the CityCounty table.
- 3) **Make** a new table for Duval County Accounts.
- 4) **Delete** Duval County Accounts from the Accounts table.
- 5) **Append** the NewData table to the Accounts table.

### Reuse Action Queries

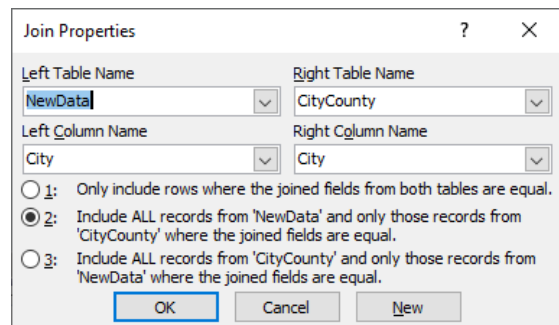
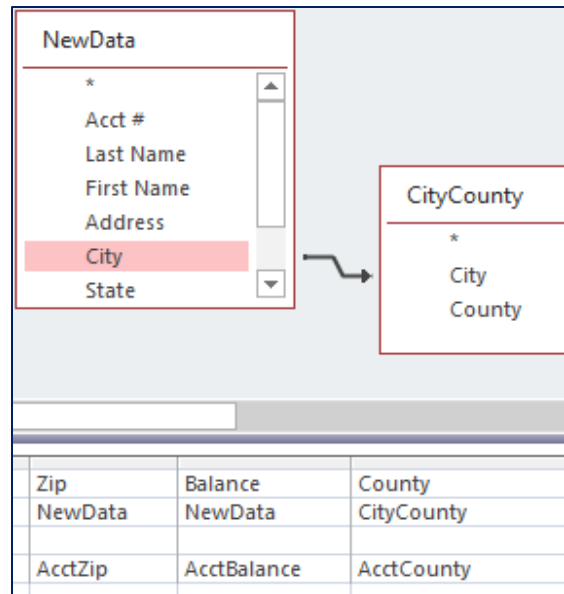
- 1) Rename NewData2 to NewData, and run the **Append** query again.
- 2) Update the Counties again
- 3) Change the Make Duval County query to be an Append query and Append the new Duval accounts.
- 4) Delete the Duval Accounts from the Accounts table.

### Notes

This is not the most efficient way to handle this sort of procedure, but it was the best I could think of for the exercise. In truth I probably would –

- 1) Keep the Duval county accounts in the Account table and just make two queries: Duval County and Not Duval County.
- 2) Update the account numbers for the dash and not save the query. It's a one-time fix.
- 3) Update the County field and again not save the query. It should be a one-time fix.
- 4) Change the Append NewData query to include the county so it doesn't need to be updated after the new records are imported.
  - a. Notice the arrow on the relationship line. This will ensure we will get the NewData even if the city doesn't exist in the CityCounty table. To do this, double-click on the relationship line and choose the option that includes ALL records from New Data.

But let's do it the long way for practice!

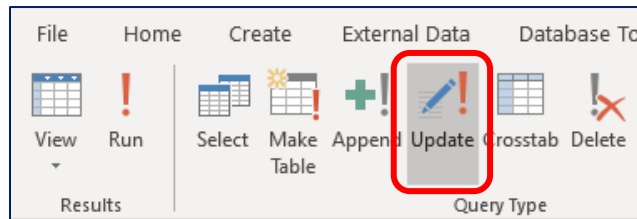


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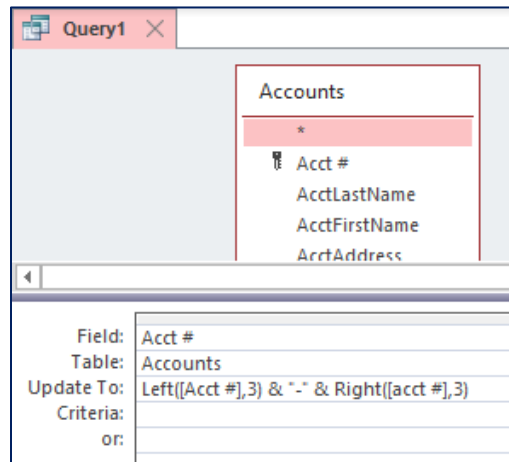
## Update Query - Fix Acct #

We need to update the account numbers in the Account table to include a dash (xxx-xxx).

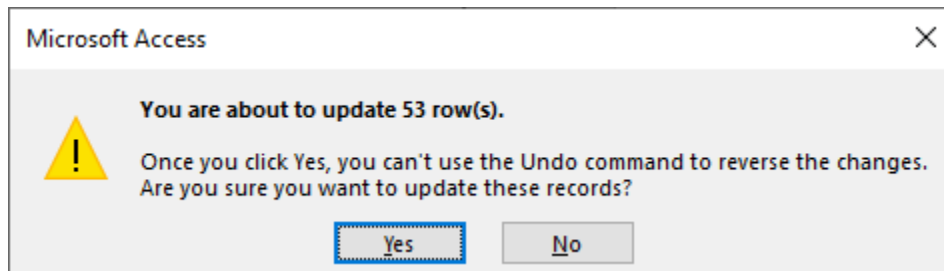
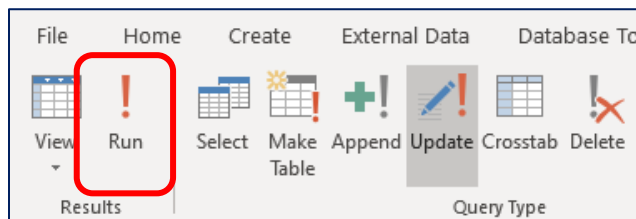
- 1) Create a query based on the Accounts table.
- 2) Add the Acct # to the bottom half of the query (double-click on Acct #)
- 3) Set the query to be an **Update** query.



- 4) Change the **Update to** line to read: `Left([Acct #],3) & "-" & Right([Acct #],3)`



- 5) Run the Action query.

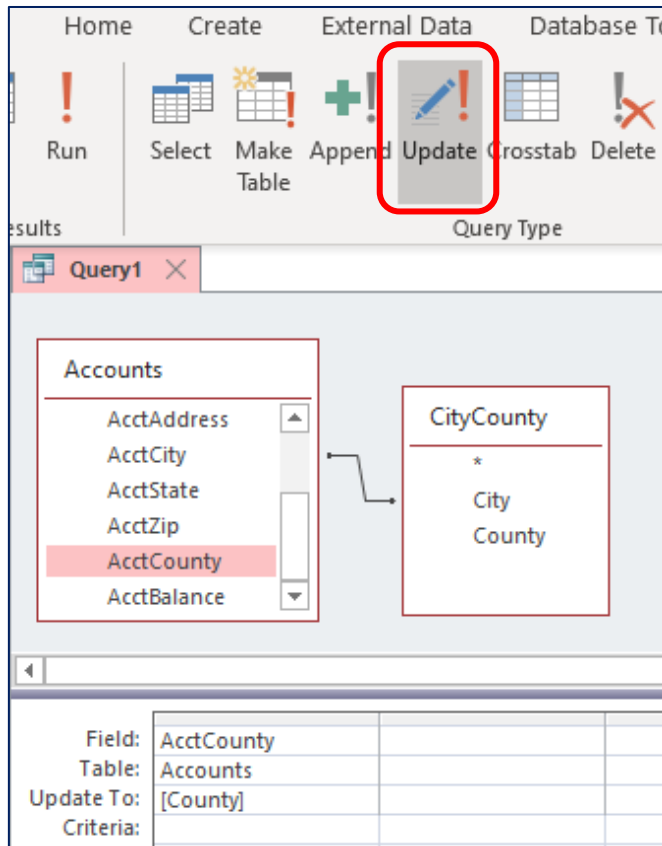


- 6) Save as **Update Acct # with Dash**

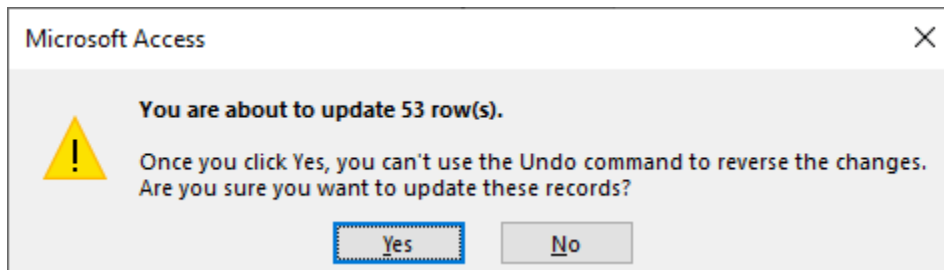
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### Update Query – Add County

- 1) Create a query based on the tables **Accounts** and **CityCounty**
- 2) In the top of the query, drag the **AcctCity** field in the **Accounts** table to the **City** field in the **CityCounty** table to create a temporary relationship for this query.
- 3) Add the **AcctCounty** field to the bottom half of the query.
- 4) Set the query to be an **Update** query
- 5) Set the **Update to:** line to **[County]**
  - a. Make sure to use the brackets, you don't want to update to the word "County"



- 6) **Run** the Action query



- 7) Save As **Update County**

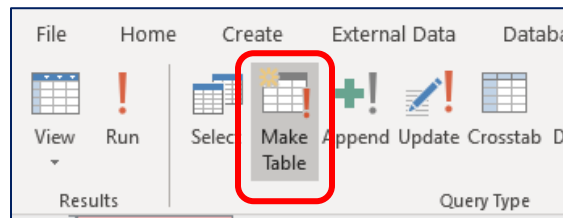
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### **Make Table – Create Duval County Table**

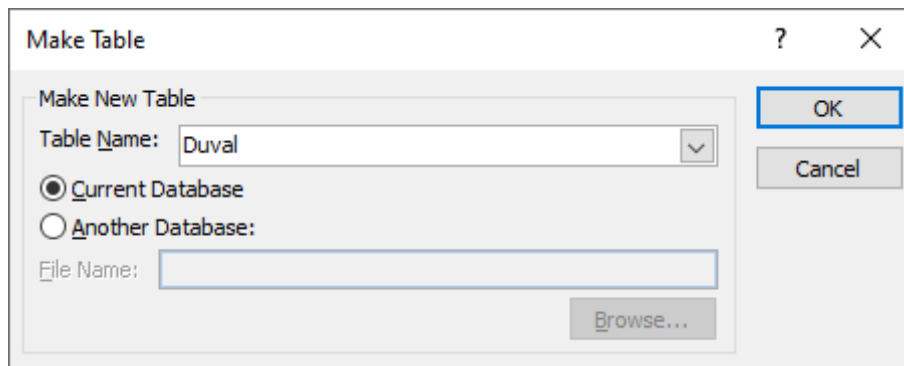
- 1) Create a query based on the **Accounts** Table.
- 2) Bring down the \* field from the Accounts table, and the **AcctCounty**.
  - a. Set the criteria for the **AcctCounty** to "Duval".
  - b. Turn off the **Show** option for the **AcctCounty**.

Field:	Accounts.*	AcctCounty
Table:	Accounts	Accounts
Sort:		
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:		"Duval"
or:		

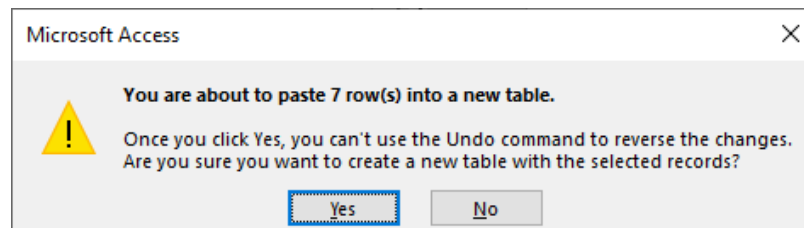
- 3) Change the query to a **Make-Table** query.



- 4) Name the new table **Duval**.



- 5) Return to the Design view to **Run** the query, confirm the seven rows into the new table.

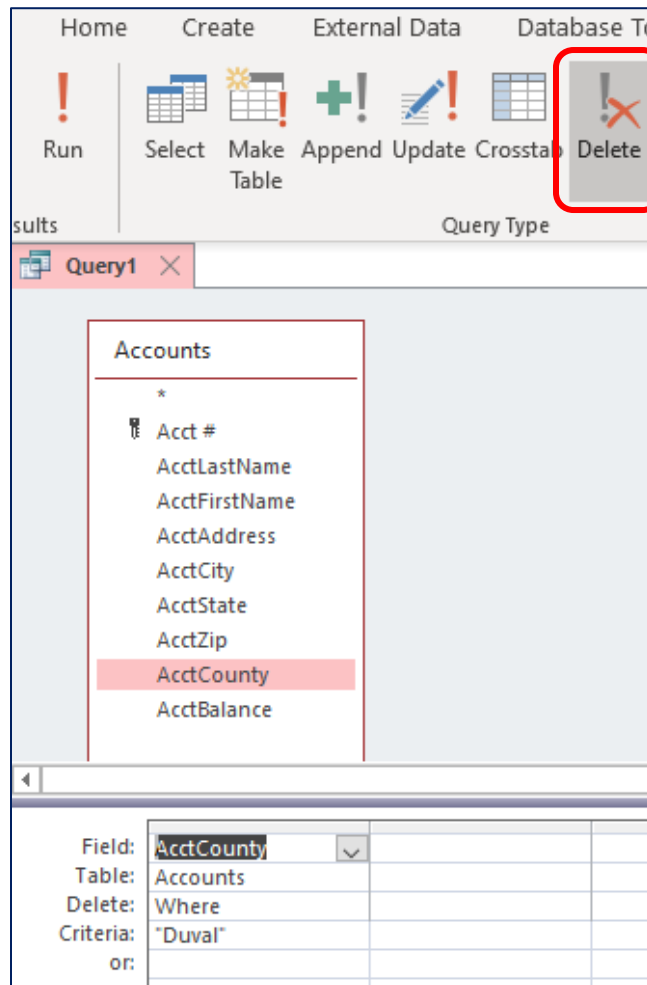


- 6) Run the query again, confirm the replacement.
- 7) Save as **Create Duval Table**.

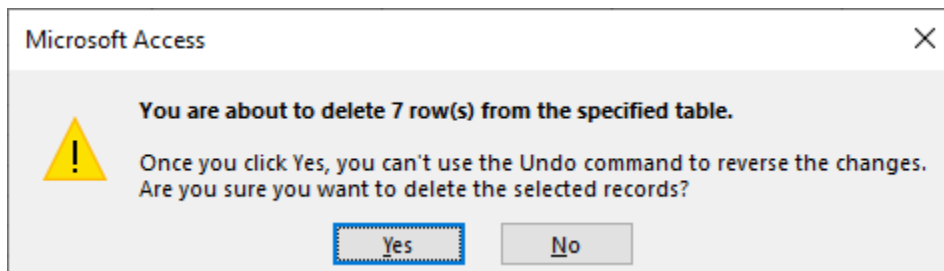
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### Delete – Remove Duval County

- 1) Create a query based on the **Accounts** Table.
- 2) Bring down the **AcctCounty** field.
- 3) Set the criteria for the **AcctCounty** to "Duval".



- 4) Check the **Datasheet** view.
- 5) Return to the **Design** view and **Run** the action query.

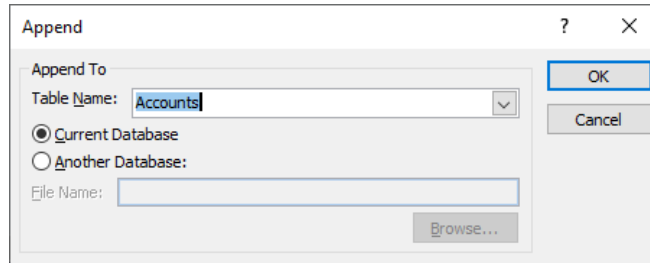


- 6) Run query again, zero should be deleted.
- 7) Save as **Delete Duval County**



**Append Query New Data**

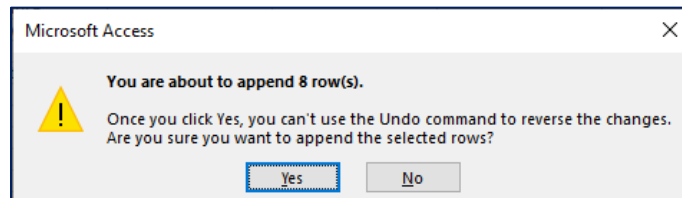
- 1) Create a query based on the **NewData** Table.
- 2) Set the query to be an **Append** query. Append to table **Accounts**.



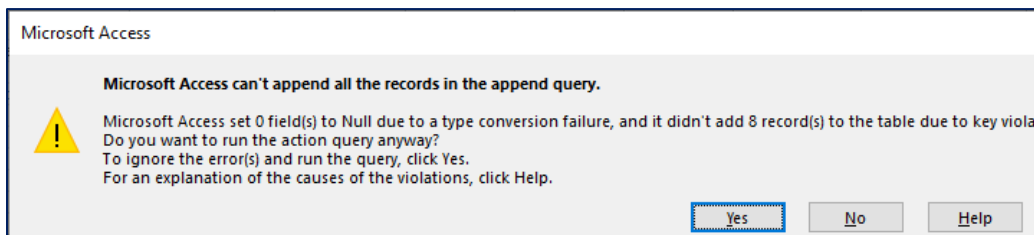
- 3) Add all the fields from the **NewData** table.
  - a. Acct # fills in because the field name is spelled the same.
- 4) Match the field names for each field in the Accounts table.

Field:	Acct #	Last Name	First Name	Address	City	State	Zip	Balance
Table:	NewData	NewData	NewData	NewData	NewData	NewData	NewData	NewData
Sort:								
Append To:	Acct #		AcctFirstName	AcctAddress	AcctCity	AcctState	AcctZip	AcctBalance
Criteria:								
or:								

- 5) Run the Action query.



- 6) Run the Action query, again. When you confirm the 8 records you should get the error below because Acct # is our key, and Access sees they are already in the table.

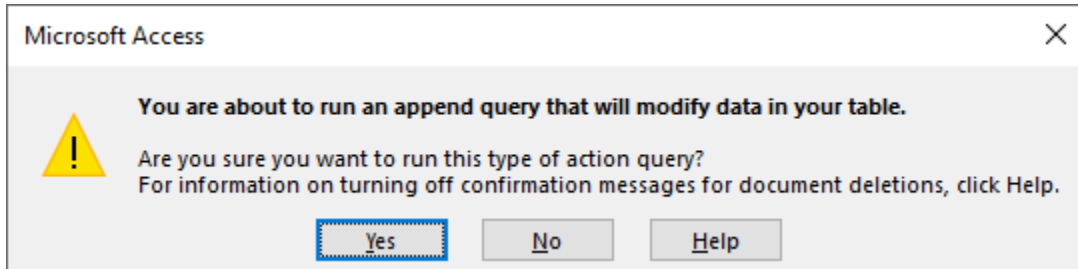


- 7) Save as **Append NewData to Accounts**.

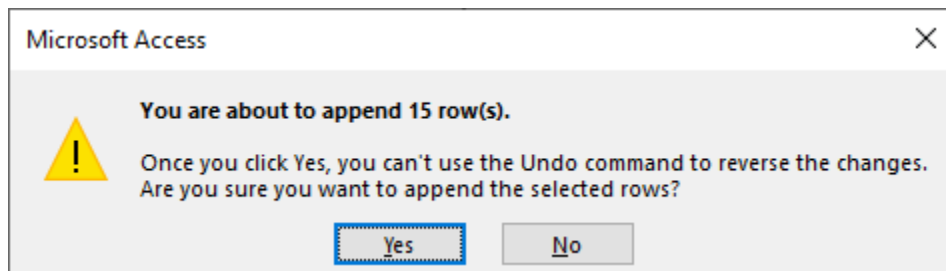
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### Reuse Append NewData to Accounts

- 1) Rename **NewData2** to **NewData**.
- 2) Confirm you want to replace the **NewData** table.
- 3) Run the **Append NewData to Accounts** query by double-clicking on it.



- 4) Confirm the action query, and then confirm the append action.

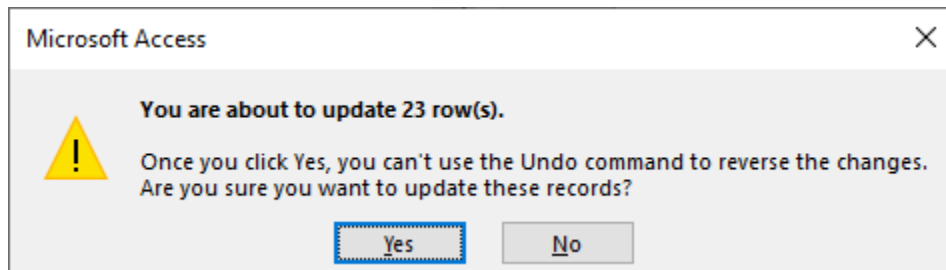


### Modify the Update County

- 1) Right-click on the **Update County** query and open it in **Design** view.
- 2) Set the criteria of the **AcctCounty** to **Is Null**

Field:	AcctCounty
Table:	Accounts
Update To:	[County]
Criteria:	Is Null
or:	

- 3) Run the query, confirm the Update.

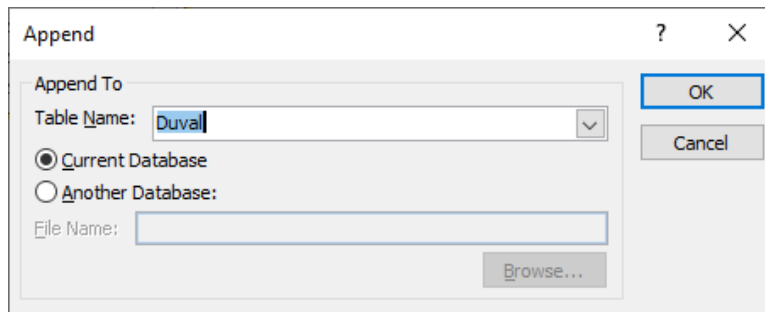


- 4) Save the changes.

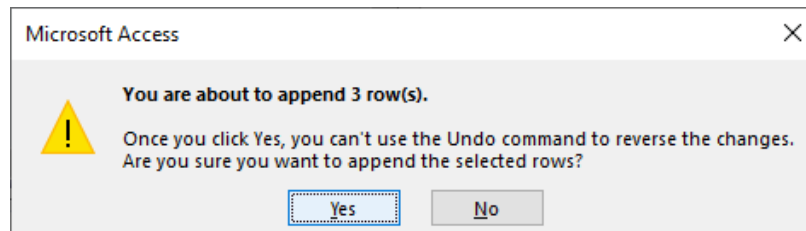
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### Use Make Duval to Create Append Duval

- 1) Copy the Make Duval query
- 2) Paste and name the new query **Append Duval from Accounts**
- 3) Open the new query in Design view (right-click)
- 4) Change this query to an Append query by clicking on the **Append** button
- 5) Confirm you want to append to the table **Duval**



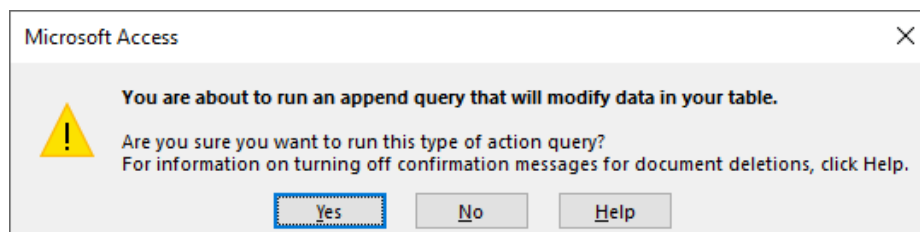
- 6) Confirm appending the three records.



- 7) Close and Save the query.

### Reuse Delete Duval Count

- 1) Run the **Delete Duval County** query by double-clicking on it.



- 2) Confirm the action query, and then confirm the append action.

