

All Access Obj... X

Tables DataDB X

Field Name	Data Type	Description (Optional)
idno	Number	
namez	Short Text	
city	Short Text	
state	Short Text	
yearBirth	Short Text	This is a table that I created. Note that I used field size on all the fields: idno is a number and I selected long integer namez and city are both 35 state is 2 as shown below yearBirth is 4 gender and marStatus are 1 income is double
gender	Short Text	
marStatus	Short Text	
income	Number	

Note that I used design view to do this.

Field Properties

General [Lookup]

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Property Sheet

Selection type: Table Properties

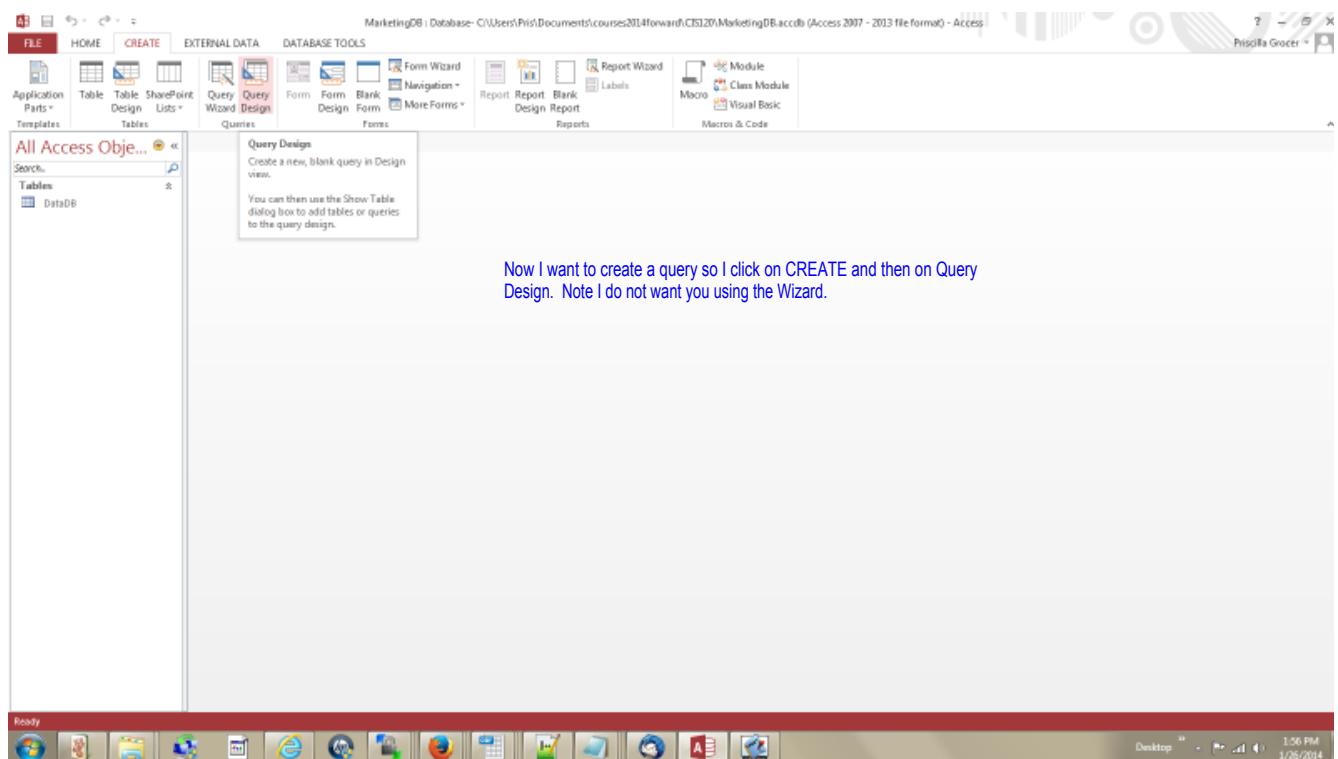
General

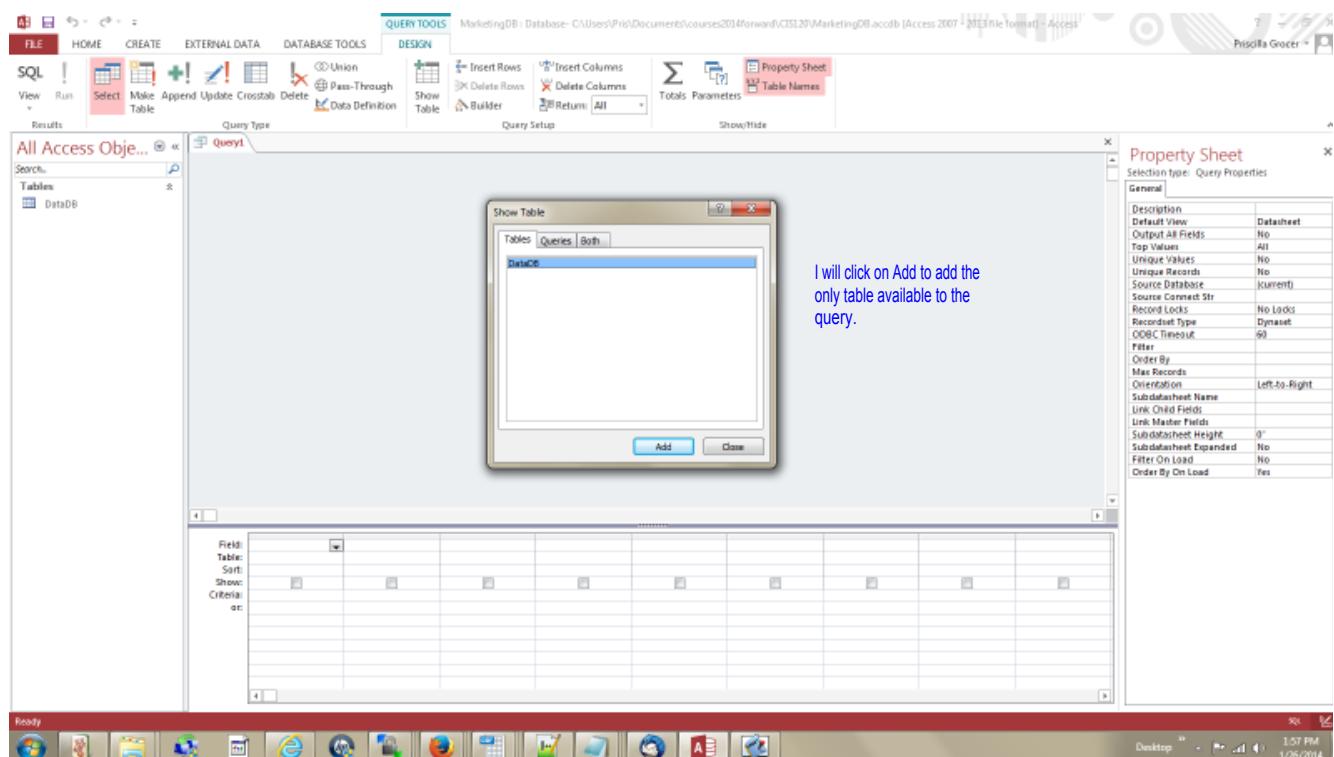
- Read Only When Disconnected: No
- Subdatasheet Expanded: No
- Subdatasheet Height: 0"
- Orientation: Left-to-Right
- Description:
- Default View: Datasheet
- Validation Rule:
- Validation Text:
- Filter:
- Order By:
- Subdatasheet Name: [Auto]
- Link Child Fields:
- Link Master Fields:
- Filter On Load: No
- Order By On Load: Yes

Screenshot of Microsoft Access 2010 showing a table named "DataDB". The table has columns: idno, name, city, state, yearBirth, gender, marStatus, and income. The data shows 10 records. The "name" column contains names like Susan Ash, Robert Smith, Linda French, etc. The "city" and "state" columns show various locations and abbreviations. The "yearBirth" column contains dates as text. The "gender" and "marStatus" columns contain abbreviations. The "income" column contains numerical values.

idno	name	city	state	yearBirth	gender	marStatus	income
	Susan Ash	Braintree	MA	1975	F	M	75000
11223	Robert Smith	Providence	RI	1972	M	D	65000
12121	Linda French	Hingham	MA	1970	F	M	80000
12345	David Costa	Westport	MA	1974	M	M	65000
21212	Alica Reynolds	Seekonk	MA	1980	F	M	55000
22222	John Andrews	Fall River	MA	1980	M	S	45000
33333	Brian Souza	East Providence	RI	1984	M	M	75000
34567	Sophia Parker	Hingham	MA	1970	F	W	50000
44444	Mary South	Providence	RI	1984	F	S	55000

Data I entered. Note that integer will not support anything past 32000 and something so I needed long integer for idno. I could have made it a text field instead and then I would have chosen 5.  
Note that I defined yearBirth as text so it is aligned next to the left wall while the fields I defined as number have the data aligned to the right wall of the cell.





I will click on Add to add the only table available to the query.

The screenshot shows the Microsoft Access 2010 interface. The ribbon at the top has 'QUERY TOOLS' selected under the 'DESIGN' tab. The 'Query Type' dropdown is set to 'Query'. In the main area, there's a 'Tables' pane on the left containing a table named 'DataDB' with fields: idno, namez, city, state, gender, yearBirth, marStatus, and income. A red box highlights the 'DataDB' table and its fields. Below the tables pane is the query design grid, which currently displays the six fields from the 'DataDB' table. The status bar at the bottom shows 'Ready' and the system tray indicates it's 1:59 PM on 1/26/2014.

On this page I only want to show the five fields shown below so I drag them down or double click on them or use the arrow in the query field to select the name of the field. If I view the results I will see everyone but only 5 fields of data for each one.

Field	idno	namez	city	state	gender
Table:	DataDB	DataDB	DataDB	DataDB	DataDB
Sort:	[ ]	[ ]	[ ]	[ ]	[ ]
Show:	[ ]	[ ]	[ ]	[ ]	[ ]
Criteria:	[ ]	[ ]	[ ]	[ ]	[ ]

The screenshot shows a Microsoft Access 2010 window titled "Query1". The window has a ribbon bar at the top with tabs for FILE, HOME, CREATE, EXTERNAL DATA, and DATABASE TOOLS. The HOME tab is selected. Below the ribbon is a toolbar with various icons for operations like New, Save, Totals, Refresh, Find, and Text Formatting. To the left of the main grid area, there is a sidebar titled "All Access Objets" which lists "Tables" and "DataDB". The main area displays a grid of data with columns labeled "idno", "name", "city", "state", and "gender". The data consists of ten records. The first record is highlighted with a yellow background. The last record, "44444 Mary South", is also highlighted. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

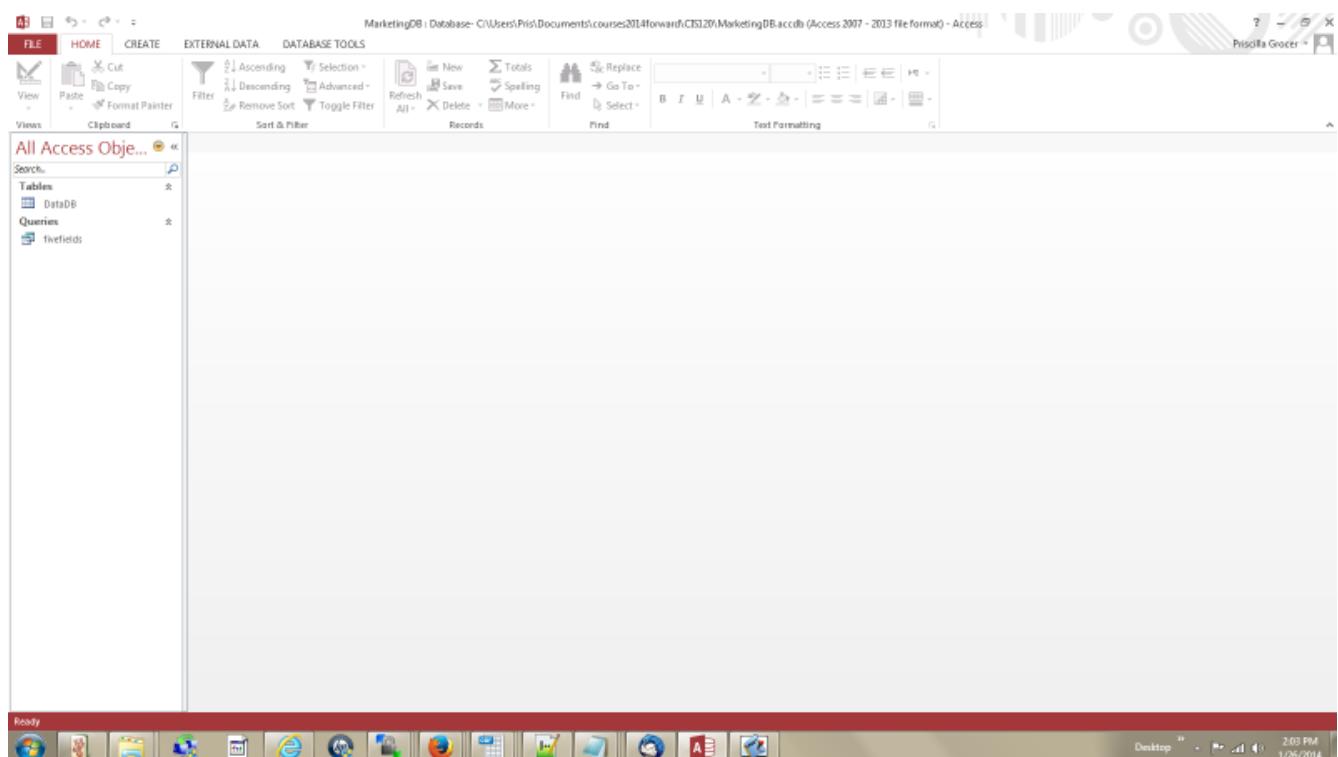
idno	name	city	state	gender
11111	Susan Ash	Braintree	MA	F
11223	Robert Smith	Providence	RI	M
12121	Linda French	Hingham	MA	F
12345	David Costa	Westport	MA	M
21212	Alica Reynolds	Seekonk	MA	F
22222	John Andrews	Fall River	MA	M
33333	Brian Souza	East Providence	RI	M
34567	Sophia Parker	Hingham	MA	F
44444	Mary South	Providence	RI	F

The screenshot shows the Microsoft Access application interface. In the foreground, a query results grid titled 'Query1' is displayed, showing data from a table named 'DataDB'. The columns are labeled 'idno', 'namez', 'city', 'state', and 'gender'. The data includes records such as 11111 Susan Ash, 11223 Robert Smith, 12121 Linda French, etc. A pink arrow points from the top right towards the 'X' button in the top right corner of the Access window. Below the grid, a 'Save As' dialog box is open, prompting for a 'Query Name'. The text 'fivefields' is entered into the 'Query Name:' field. A pink arrow points from the bottom left towards the 'OK' button in the 'Save As' dialog. The background shows the Windows taskbar with various pinned icons.

To save I clicked on the X and then gave the query a name.

When I click OK, the query will be saved.

idno	namez	city	state	gender
11111	Susan Ash	Braintree	MA	F
11223	Robert Smith	Providence	RI	M
12121	Linda French	Hingham	MA	F
12345	David Costa	Westport	MA	M
21212	Alica Reynolds	Seekonk	MA	F
22222	John Andrews	Fall River	MA	M
33333	Brian Souza	East Providence	RI	M
34567	Sophia Parker	Hingham	MA	F
44444	Mary South	Providence	RI	F



The screenshot shows the Microsoft Access interface with the 'QUERY TOOLS' tab selected. In the 'DESIGN' ribbon, there are various options like Insert Rows, Insert Columns, Delete Rows, Delete Columns, and Totals. The 'Criteria' row of the query design grid is highlighted with a pink box. The grid has columns for Field, Table, Sort, Show, and Criteria. The 'Field' column contains 'idno', 'name', 'city', 'state', and 'gender'. The 'Table' column shows 'DataDB' repeated five times. The 'Criteria' row has a dropdown arrow pointing down. A note in blue text states: "I did a query using the same five fields but this time I only want to see women so I put an F under the gender field on the Criteria line. Now only people with a gender code of F will appear in the list." The status bar at the bottom shows 'Ready' and the system tray includes icons for network, volume, and date/time.

The screenshot shows a Microsoft Access 2010 window titled "Query1". The window has a ribbon bar at the top with tabs for FILE, HOME, CREATE, EXTERNAL DATA, and DATABASE TOOLS. The HOME tab is selected. Below the ribbon is a toolbar with various icons for operations like New, Save, Totals, Refresh, Filter, Sort & Filter, Find, Replace, and Text Formatting. On the left side, there's a navigation pane titled "All Access Objects" with sections for Tables, Queries, and Pivotfields. The main area displays a grid of data with columns labeled "idno", "namez", "city", "state", and "gender". The data consists of five rows of information:

idno	namez	city	state	gender
11111	Susan Ash	Braintree	MA	F
12121	Linda French	Hingham	MA	F
21212	Alica Reynolds	Seekonk	MA	F
34567	Sophia Parker	Hingham	MA	F
44444	Mary South	Providence	Ri	F
*	0			

At the bottom of the screen, the Windows taskbar is visible, showing various pinned icons and the system tray.

This time I am using all the fields and I have added the criteria that I only want to see people born after 1975 who are married.

Note that these criteria are in an AND relationship so they both are shown on the criteria line.

1975 was defined as text so it is in quotes. If I had defined it as a number I would not have quotes. I forgot the quotes and Access fixed it for me.

Note also the >, no sign means equal.

Field:	idno	namez	city	state	yearBirth	gender	marStatus	income
Table:	DataDB							
Show:	<input checked="" type="checkbox"/>							
Criteria:	OR				>"1975"		"M"	

Now I want a list of women OR people making more than 50000.  
Since this is an OR relationship, I put one criteria on the criteria line  
and one criteria on the or line. I put F under gender on the criteria line  
and > 50000 under income on the or line.

Ready

The screenshot shows a Microsoft Access 2010 window with the following details:

- Toolbar:** Standard Access toolbar with FILE, HOME, CREATE, EXTERNAL DATA, and DATABASE TOOLS tabs.
- Home Tab:** Contains buttons for Cut, Copy, Paste, Format Painter, View, and Clipboard.
- Filtering:** Buttons for Ascending, Descending, Selection, Advanced, Refresh, New, Totals, Save, Spelling, Find, Replace, Go To, Select, and More.
- Records:** Buttons for Refresh, All+, Remove Sort, Toggle Filter, Find, and Text Formatting.
- Grid:** A data grid titled "Query1" showing the following data:

idno	namez	city	state	yearBirth	gender	marStatus	income
11111	Susan Ash	Braintree	MA	1975	F	M	75000
12121	Linda French	Hingham	MA	1970	F	M	80000
12345	David Costa	Westport	MA	1974	M	M	65000
21212	Allica Reynolds	Seekonk	MA	1980	F	M	55000
11223	Robert Smiths	Providence	RI	1972	M	D	65000
33333	Brian Souza	East Providence	RI	1984	M	M	75000
34567	Sophia Parker	Hingham	MA	1970	F	W	50000
44444	Mary South	Providence	RI	1984	F	S	55000
*	0						0

Below the grid, a message states: "As you can see, all women are shown and the three that are shown with a gender of M all have income over 50000."

The status bar at the bottom shows "Ready", "1 of 8", "Search", and system icons. The taskbar at the bottom right shows "Desktop", "2:36 PM", and "1/26/2014".

Here I want everyone I show to live in MA and in addition I want them to meet either of these criteria:

- born after 1974
- income > 60000

So I want state of MA AND either born after 1974 OR income > 60000. Since the state has to be MA, it is on both the criteria line and the or line so this reads as:

MA and born after 1974  
OR  
MA and income > 60000

Field:	idno	nameZ	city	state	yearBirth	gender	marStatus	income
Table:	DataDB							
Show:	<input checked="" type="checkbox"/>							
Criteria:	OR			"MA"	>"1974"			>60000

All Access Obj...

**FILE** **HOME** CREATE EXTERNAL DATA DATABASE TOOLS

Views

Tables

Queries

DataDB

5field1

5field2women

Forincomegr50000

since1975married

**Sort & Filter**

Records

Find

Text Formatting

**Query1**

idno	name	city	state	yearBirth	gender	marStatus	Income
11111	Susan Ash	Braintree	MA	1975	F	M	75000
12121	Linda French	Hingham	MA	1970	F	M	80000
12345	David Costa	Westport	MA	1974	M	M	65000
22222	John Andrews	Fall River	MA	1980	M	S	45000
21212	Alica Reynolds	Seekonk	MA	1980	F	M	55000
				0			0

Note that everyone has state MA

The second and third people listed were not born after 1974 so their income has to be above 60000.

The fourth and fifth people listed do not have an income > 60000 so they have to have been born after 1974.

The first one meets both criteria which is fine. The person was born after 1974 and makes > 60000.

Here I only put MA on the criteria line so this is interpreted as:

state MA and yearBirth > 1974  
OR  
income > 60000

Field	Table	idno	name	city	state	yearBirth	gender	marStatus	income
Criteria	DataDB				"MA"	>"1974"			>60000

The screenshot shows a Microsoft Access 2010 interface. The ribbon at the top has tabs for FILE, HOME, CREATE, EXTERNAL DATA, and DATABASE TOOLS. The HOME tab is selected. On the left, the navigation pane shows 'Access Objets' with 'Tables' expanded, showing 'DataDB'. The main area is titled 'Query1' and displays a grid of data from the 'DataDB' table. The columns are: idno, name, city, state, yearBirth, gender, marStatus, and income. The data includes:

idno	name	city	state	yearBirth	gender	marStatus	income
11111	Susan Ash	Braintree	MA	1975	F	M	75000
12121	Linda French	Hingham	MA	1970	F	M	80000
12345	David Costa	Westport	MA	1974	M	M	65000
22222	John Andrews	Fall River	MA	1980	M	S	45000
21212	Alica Reynolds	Seekonk	MA	1980	F	M	55000
11223	Robert Smiths	Providence	RI	1972	M	D	65000
33333	Brian Souza	East Providence	RI	1984	M	M	75000
0							0

In the center of the grid, there is a note: 'The last two made the list even though they were in RI because they had income > 60000.'

The status bar at the bottom shows 'Ready' and various system icons.

All Access Objec...

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Views

Paste

Views

Sort & Filter

Records

Find

Text Formatting

Priscilla Grocer

All Access Objec...

Search...

Tables DataDB Queries

Query1

idno	namez	city	state	yearBirth	gender	marStatus	Income
21212	Alica Reynolds	Seekonk	MA	1980	F	M	55000
33333	Brian Souza	East Providence	RI	1984	M	M	75000
0							0

Note that only two people met my criteria.

Ready Desktop 2:11 PM 1/26/2014