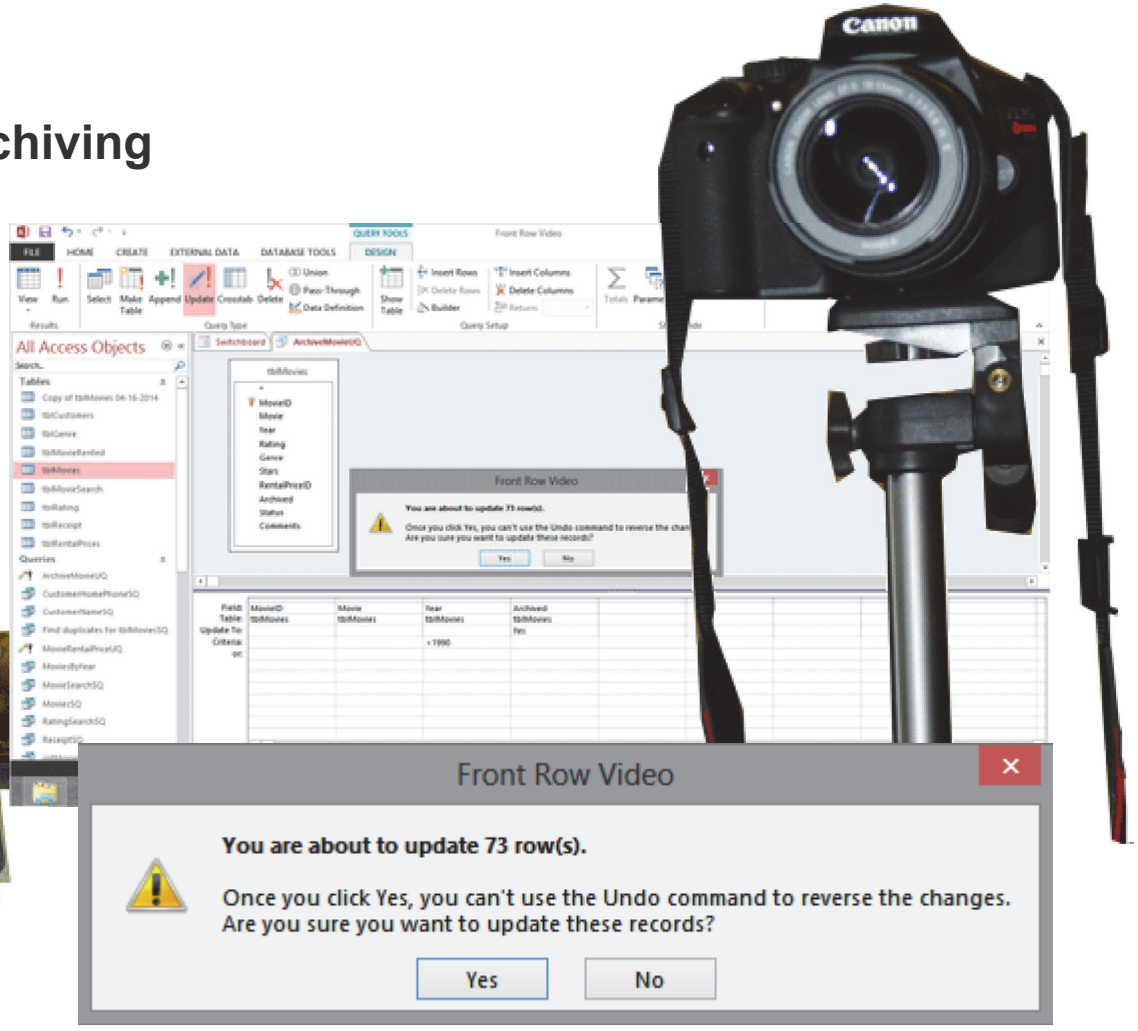
Strategies for Archiving

Advanced Access Objectives

In this lesson, you will learn how to:

1. Append new Records to an existing Table.
2. Create an Action Query to Update the data for selected Records in a Table.
3. Use an Action Query to Make a new Table and copy selected Records to that new Table.
4. Create a Delete Query and practice with a copy of an existing Table.



Lesson 10 : Strategies for Archiving

1. Readings
Read Lesson 10 in the Advanced Access guide, page 275-307.

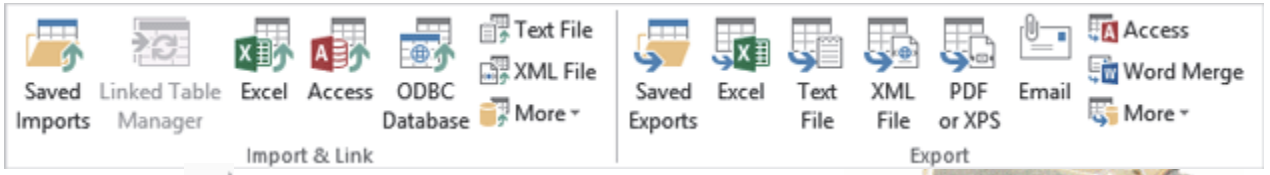
Project
Several Action Queries that Append, Update and move the data in the Tables.

Downloads
FrontRowVideo Adv10.accdb
tblMoviesNEW.xlsx
BBL Adv ver10.accdb

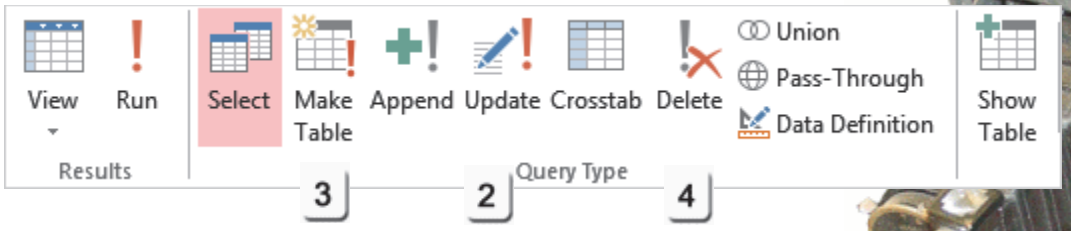
2. Practice
Do the Practice Activity on page 308.

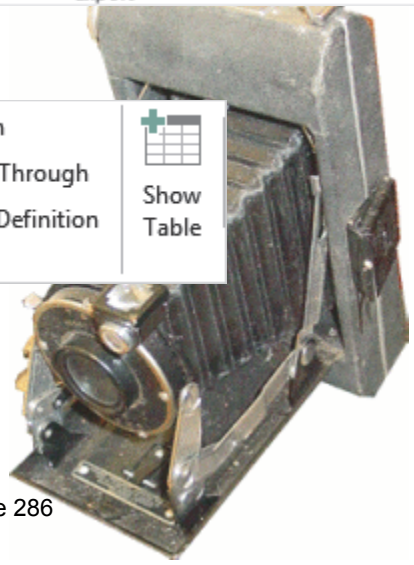
3. Assessment
Review the Test questions on page 308.

External Data Ribbon



Query Design Tools->Design





Menu Maps
From the **External Data Ribbon**.
1. Microsoft Access->External Data ->Import & Link-> Excel, page 282

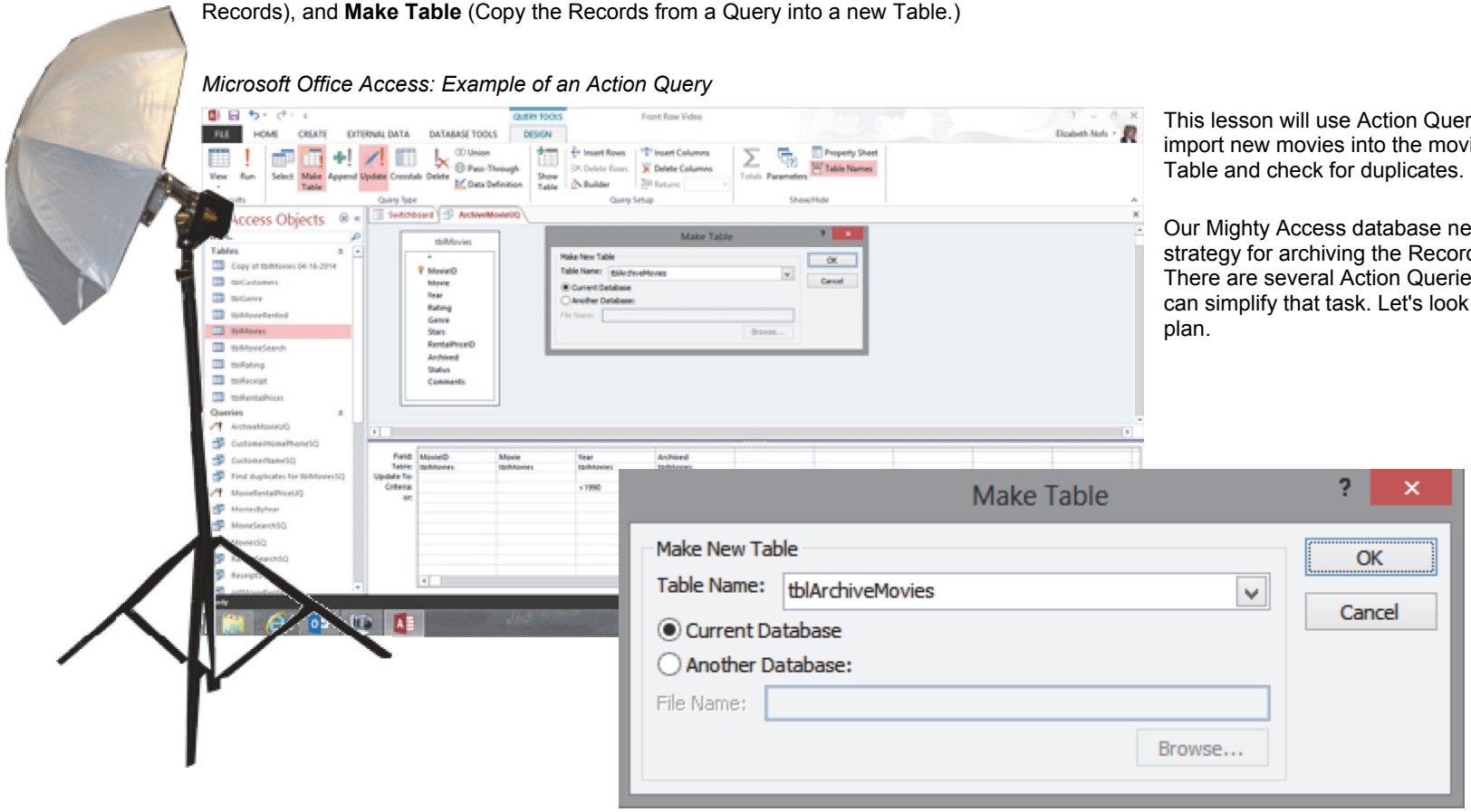
From the **Create Ribbon.**
Create->Queries->Query Design-> Find Duplicates Query Wizard, page 286

From the **Report Design Ribbons.**
2. Query Tools ->Design->Query Type-> Update, page 300
3. Query Tools ->Design->Query Type-> Make Table, page 302
4. Query Tools ->Design->Query Type->Delete, page 305

Lights, Camera, Action!

Action Queries can change the data in the Tables. For example, we created an **Update** Query to find any movie released before the year 2000 and set the rental price (RentalPriceID). The other Action Queries include **Append** (add more Records), **Delete** (subtract Records), and **Make Table** (Copy the Records from a Query into a new Table.)

Microsoft Office Access: Example of an Action Query



This lesson will use Action Queries to import new movies into the movie Table and check for duplicates.

Our Mighty Access database needs a strategy for archiving the Records. There are several Action Queries that can simplify that task. Let's look at a plan.

Take One

What is the Plan?

The first goal is to import the new movie titles into the movie Table with an Append Query. The archive strategy has several steps as well.

Import New Records into Access
Import a spreadsheet into Access
Append the new Records to tblMovies.

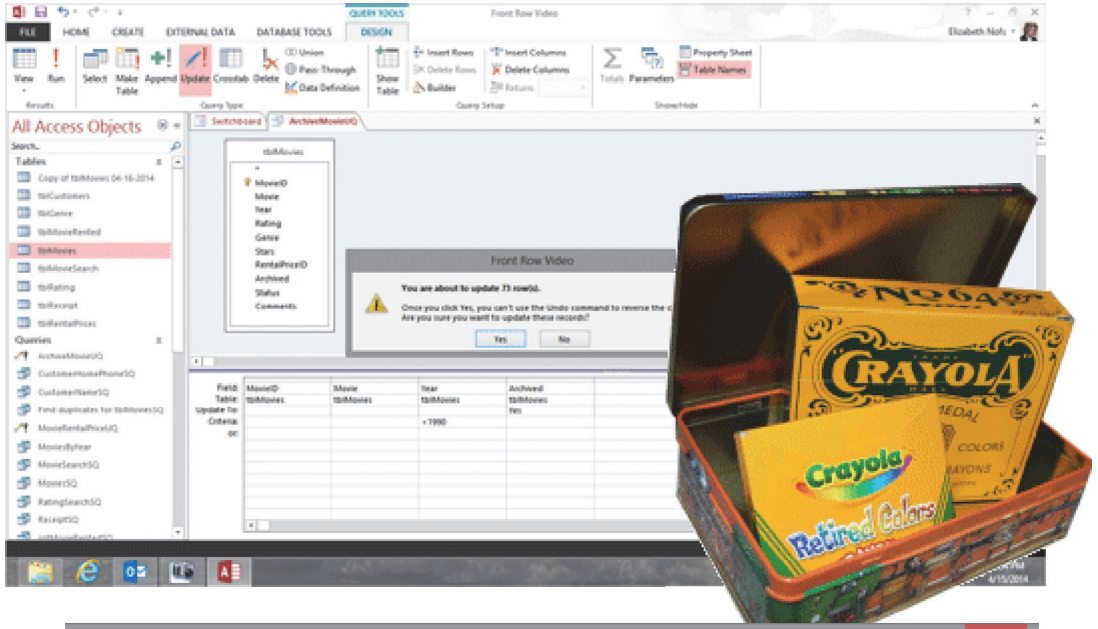
Revise the Table: tblMovieTitles
Add new Fields: Archived, Status, Memo.
Add the Fields to the Movies Form.

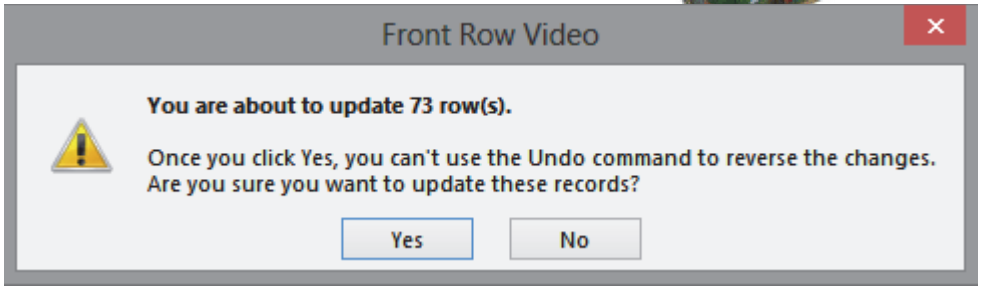
Create a Update Query: ArchiveMovieUQ
Add tblMovies as the Record Source.
UPDATE the Archive Field to Yes.

Run a Make Table Query: ArchiveMovieMT
Save the UPDATE Query as a MAKE TABLE.
Create a new Table: tblArchiveMovies.

Use Action Queries to Test the Data
Create an UNMATCHED Query.
Create a FIND DUPLICATES Query.
Create a DELETE Query.
That's a good plan.

Example of an Action Query in Design View





Take One

Before You Begin

Before You Begin: Open the Sample Database
Go to **Start -> Microsoft Access 2013.**
Access will prompt you to open a database.
Select: FrontRowVideo Adv10.accdb

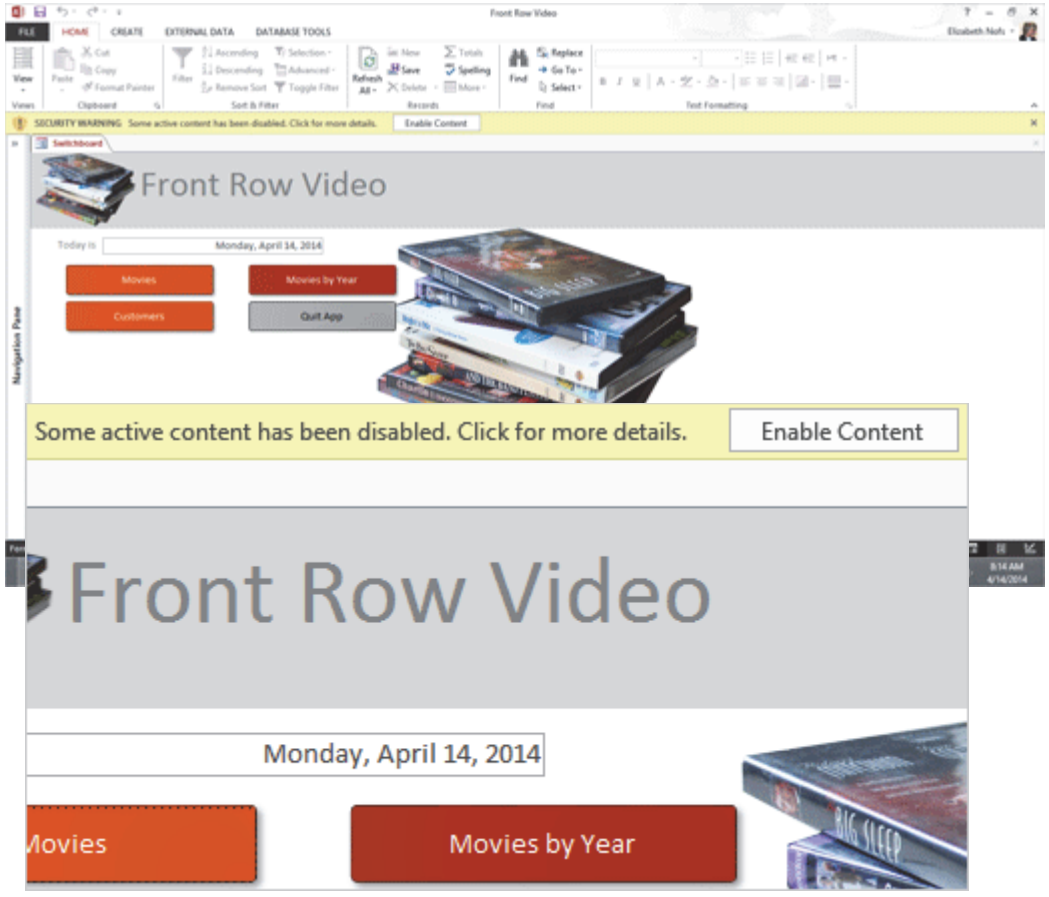
The database, FrontRowVideo Adv10.accdb, was developed in the previous lessons. You do not have to download a new sample. You can continue with your own database if you wish.

This lesson uses an Action Query to import new movies into the movie Table. There is a sample spreadsheet with the additional movie titles that you should download before you begin, too.
Download the spreadsheet: tblMoviesNEW.xlsx

Keep going....

Memo to Self: Databases need to Read and Write. Click **Enable Content** if you see the Security Warning.

Start -> Microsoft Access 2013



Exam 77-424: Microsoft Access 2013
1.0 Create and Manage a Database
1.3 Navigate Through a Database: View All Access Objects

Take One

Know Your Data

Try This: Review the Database
Open the **Navigation Pane.**
Go to **All Access Objects.**

The Front Row Video database has the following:
Eight Tables: tblCustomers, tblGenre, tblMovieRented, tblMovies, tblMovieSearch, tblRating, tblReceipt and tblRentalPrices.

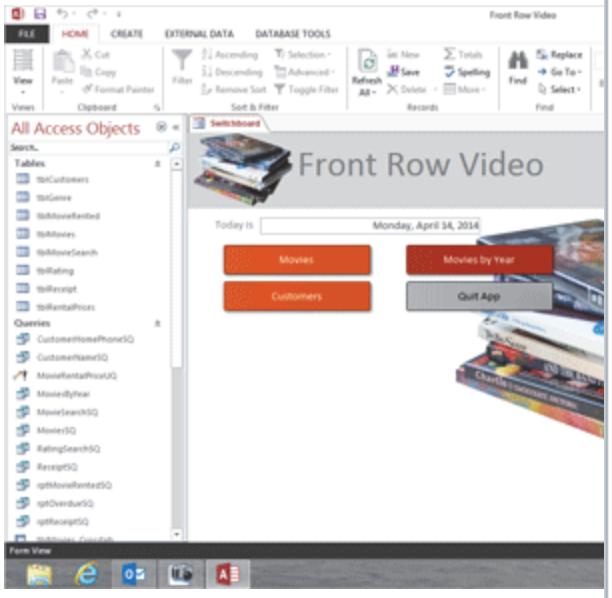
Twelve Queries: CustomerHomePhoneSQ, CustomerNameSQ, MovieRentalPriceUQ, MoviesByYearSQ, MovieSearchSQ, MovieSQ, RatingSearchSQ, ReceiptSQ, rptMovieRentedSQ, rptOverdueSQ rptReceiptSQ and tblMovies_Crosstab.

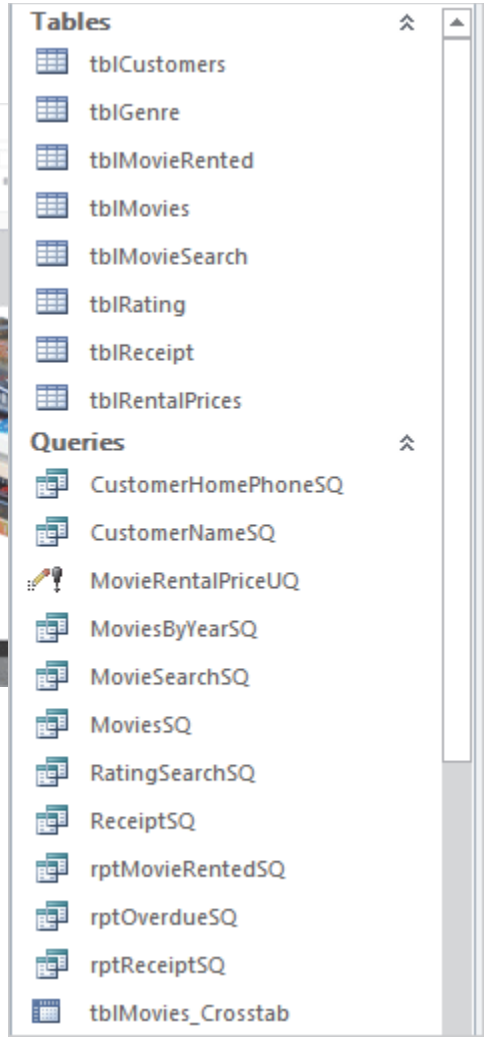
Eight Forms: Customers, MovieRentedSubform, Movies, MoviesbyRatingChart, MovieSearch, MovieSearchSubform, Receipt and Switchboard.

Six Reports: Customer Name, Movies by Genre, Movies by Year, rptMovieRented-POS, rptOverdue, and rptReceipt-POS.

One Macro: OpenSearchMovie

All Access Objects





Exam 77-424: Microsoft Access 2013
1.0 Create and Manage a Database
1.3 Navigate Through a Database: View All Access Objects

Take One

Import Data into Access:

Review the New Information
Look before you leap. Many companies send spreadsheets with updated product information. Before you import any data in Microsoft Access, you should review it.

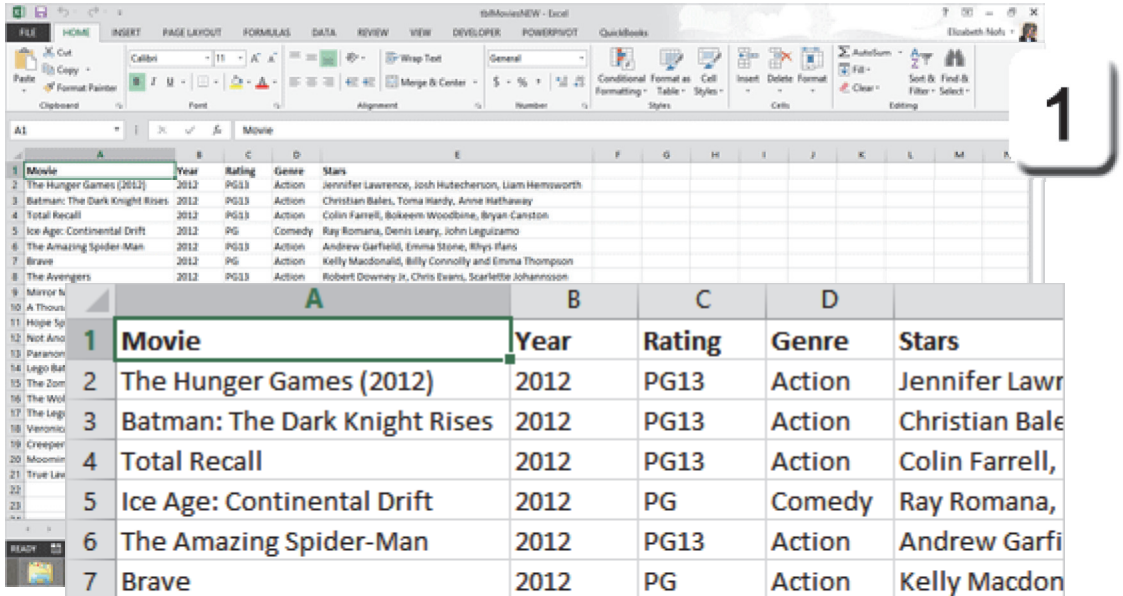
1. Try it: Review the New Data
Start Microsoft Excel.
Go to **File->Open**.
Browse for the file: tblMoviesNEW.xlsx.
Please open the spreadsheet.

What Do You See? There are 20 new movies in this spreadsheet. The first Row is the Header Row. It includes the following Fields: Movie, Year, Rating, Genre and Stars.

What Should You Be Looking For? These Field names MATCH the ones in the Access Table, tblMovies.

Close the spreadsheet.
The next step is in Access.

Microsoft Excel->Home



	A	B	C	D	
1	Movie	Year	Rating	Genre	Stars
2	The Hunger Games (2012)	2012	PG13	Action	Jennifer Lawr
3	Batman: The Dark Knight Rises	2012	PG13	Action	Christian Bale
4	Total Recall	2012	PG13	Action	Colin Farrell,
5	Ice Age: Continental Drift	2012	PG	Comedy	Ray Romana,
6	The Amazing Spider-Man	2012	PG13	Action	Andrew Garfi
7	Brave	2012	PG	Action	Kelly Macdon
8	The Avengers	2012	PG13	Action	Robert Down
9	Mirror Mirror	2012	PG	Comedy	Lilly Collins, J
10	A Thousand Words	2012	PG13	Comedy	Eddie Murphy
11	Hope Springs	2012	PG13	Drama	Meryl Streep,
12	Not Another Celebrity Movie	2013	PG13	Comedy	Dave Burleigh
13	Paranormal Movie	2013	PG	Comedy	Kevin Farley,

1

Exam 77-424: Microsoft Access 2013
2.0 Build Tables
2.1 Create a Table: Import External Data into Tables (Excel spreadsheet)

Take One

Import Data into Access: Get External Data

There is an **Import Spreadsheet Wizard** that walks you through the process of importing data into Access. The steps ask to find the data and identify the Header Row

2. Try it: Get External Data
The Front Row Video database is open.
Go to **External Data ->Import & Link-> Excel.**

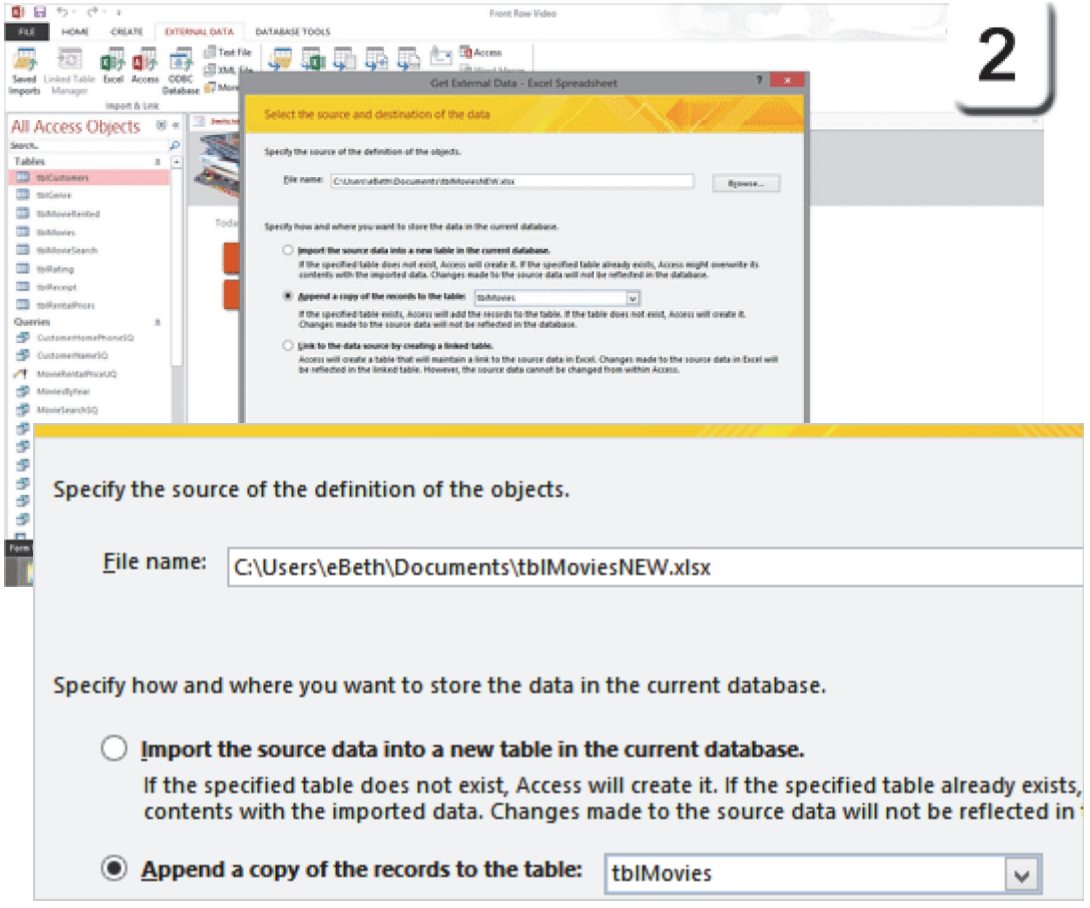
Try This, Too: Browse for the Data Source
Select: tblMoviesNEW.xlsx

Try This, Too: Specify How to Store the Data
The three import options include:
Import into a new table
Append (add) records to a table
Link to an external table
Select: **Append** and choose a Table: tblMovies.

Click **OK**.

Keep going...

Microsoft Access->External Data ->Import & Link-> Excel



Exam 77-424: Microsoft Access 2013
2.0 Build Tables
2.3 Manage Records: Append Records from External Data (Excel)

Take One

Append Data to a Table: Select a Worksheet

3. Try it: Select a Worksheet or Range
An Excel workbook can have more than one spreadsheet or Named Range.

The Import Spreadsheet Wizard will ask you to confirm which Worksheet has the data. You can select a Worksheet or a Named Range.

Select a worksheet: New Movies.

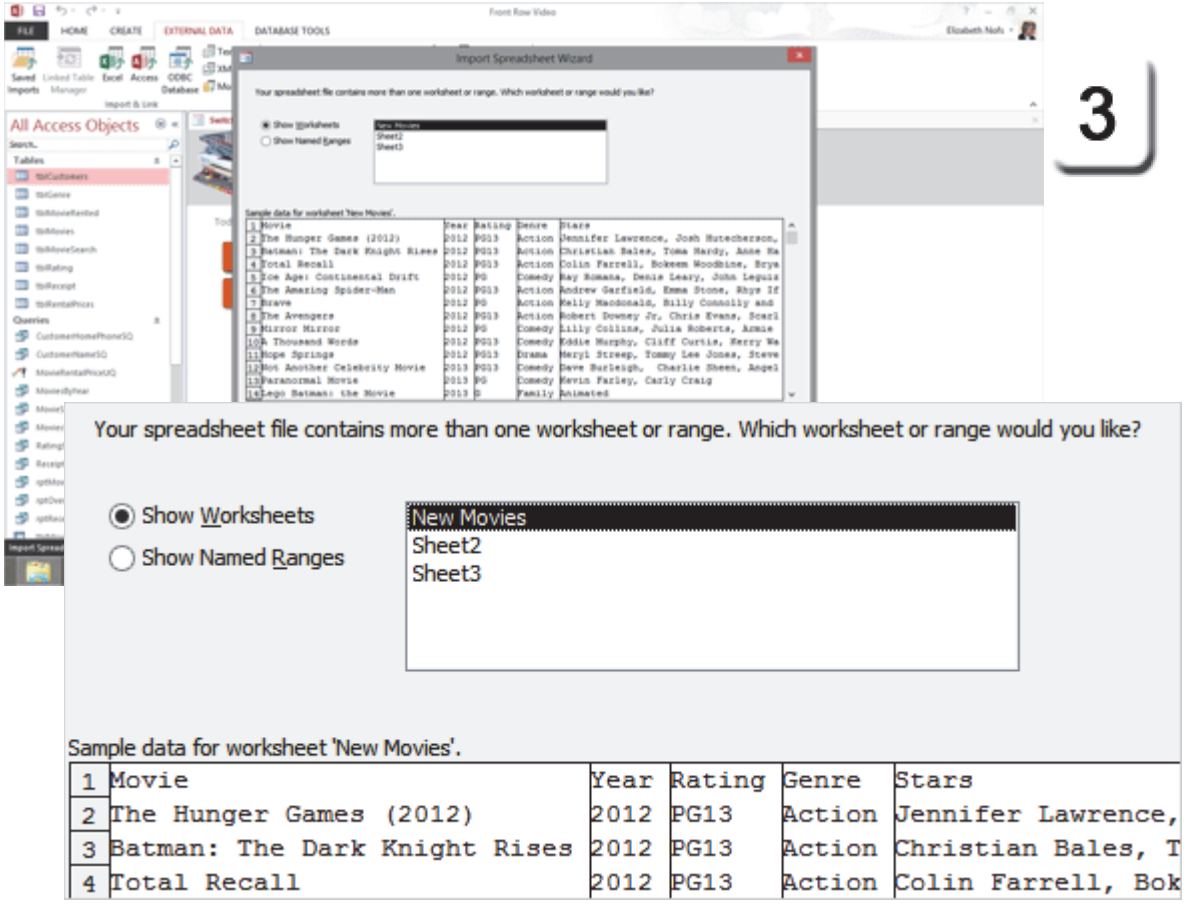
What Do You See? The sample data for tblMovieTitles looks like the spreadsheet we just reviewed. So, we are good to go.

Click **Next**.

Keep going...

Microsoft Access->External Data ->Import & Link-> Excel

3



Exam 77-424: Microsoft Access 2013
2.0 Build Tables
2.3 Manage Records: Append Records from External Data (Excel)

Take One

Append Data to a Table: Identify the Header Row

This step compares the Fields in the External Data to the Fields in the existing Table. The Field Names AND Data Types need to MATCH. Text goes with Numbers.

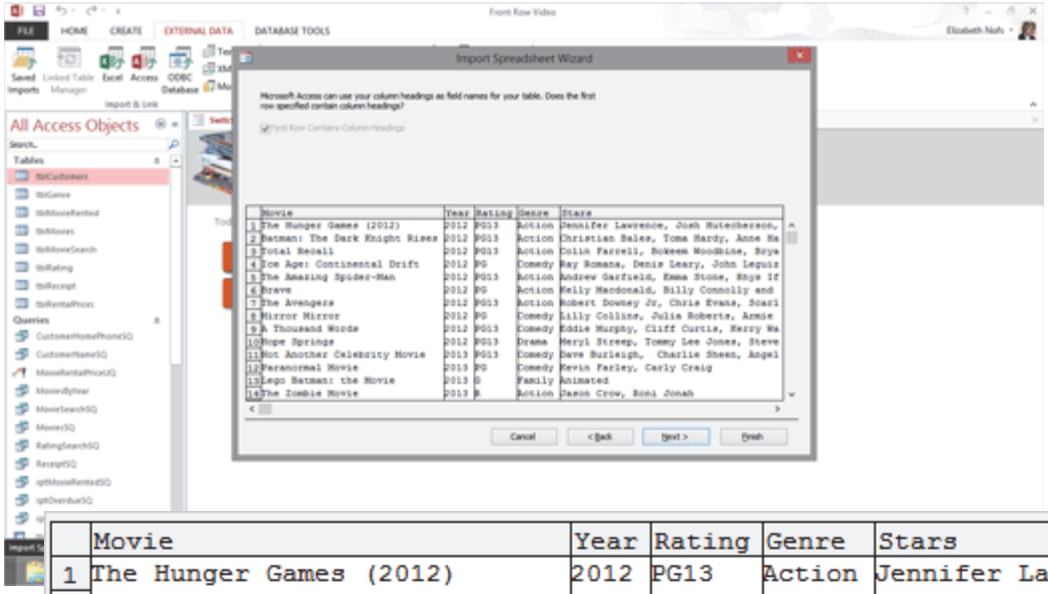
4. Try it: Confirm the Header Row
This sample spreadsheet has a Header Row. The Header Row contains all of the Field Names: Movie, Year, Rating, etc.

Everything looks good.
Click **Next**.

Try This, Too: Import to Table
Confirm the Table: tblMovies.
Click **Finish** to close the Import Wizard.
If the **Save Import Steps** window is open you can simply close it

So, did the Wizard append (add) these movies to the right Table?

Microsoft Access->External Data ->Import & Link-> Excel



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	Movie	Year	Rating	Genre	Stars
1	The Hunger Games (2012)	2012	PG13	Action	Jennifer Lawrence, J
2	Batman: The Dark Knight Rises	2012	PG13	Action	Christian Bales, Tom
3	Total Recall	2012	PG13	Action	Colin Farrell, Bokee
4	Ice Age: Continental Drift	2012	PG	Comedy	Ray Romana, Denis Le
5	The Amazing Spider-Man	2012	PG13	Action	Andrew Garfield, Emm
6	Brave	2012	PG	Action	Kelly Macdonald, Bil
7	The Avengers	2012	PG13	Action	Robert Downey Jr, Ch
8	Mirror Mirror	2012	PG	Comedy	Lilly Collins, Julia
9	A Thousand Words	2012	PG13	Comedy	Eddie Murphy, Cliff
10	Hope Springs	2012	PG13	Drama	Meryl Streep, Tommy

Exam 77-424: Microsoft Access 2013
2.0 Build Tables
2.3 Manage Records: Append Records from External Data (Excel)

Take One

Append Data to a Table: Review the Data

5. Try it: Review the Table Records
Go to A**ll Access Objects->Tables**.
Open a Table: tblMovies.
The Table should open in Datasheet View.

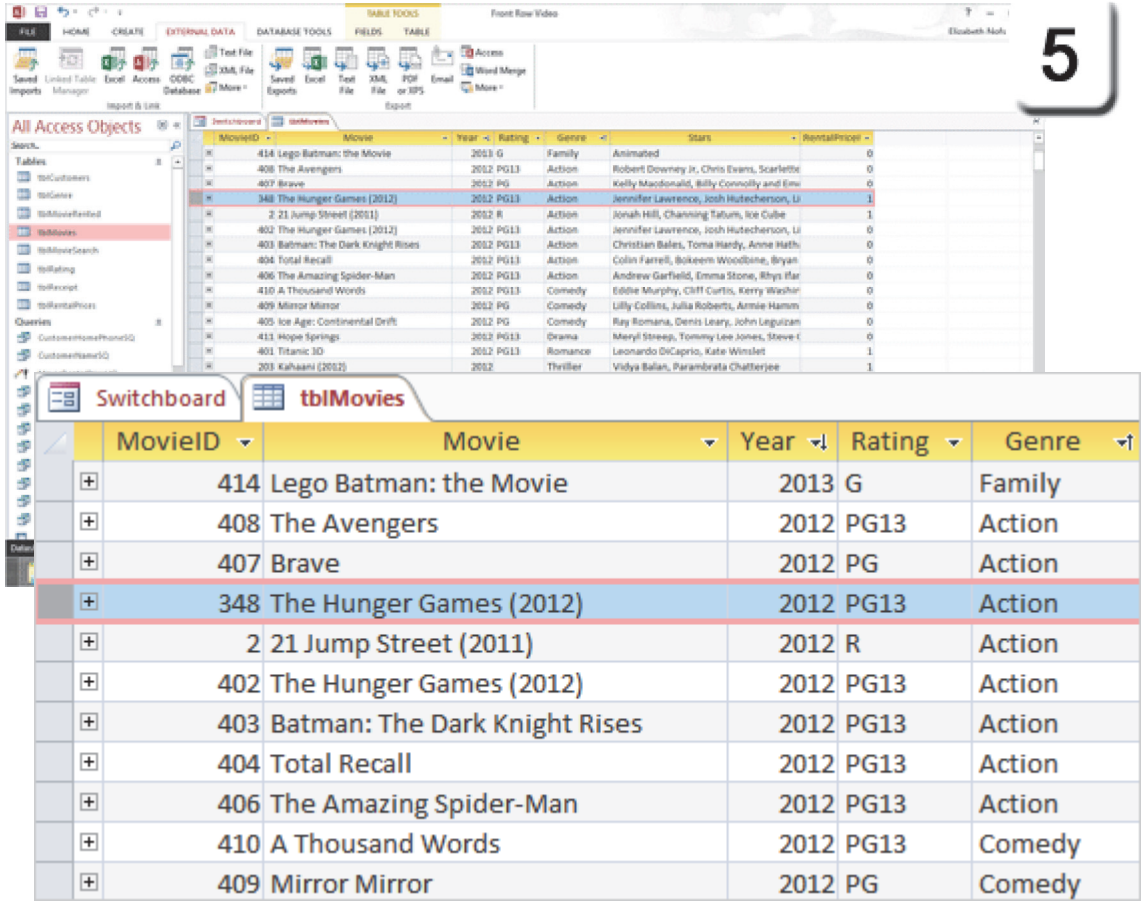
Know Your Numbers! This Table began with 401 Records. There are now 421 Records, so all 20 new movies were imported from the Excel spreadsheet.

What Do You See? There are two copies of the same movie, *The Hunger Games (2012.)* Apparently, there are duplicates in this Table.

Yeah, there's always more work to do, isn't there? Luckily, there is a Query Wizard that will help you find the repeats.

Close the Table. Let's create the Find Duplicates Query.

All Access Objects->Tables



MovieID	Movie	Year	Rating	Genre
414	Lego Batman: the Movie	2013	G	Family
408	The Avengers	2012	PG13	Action
407	Brave	2012	PG	Action
348	The Hunger Games (2012)	2012	PG13	Action
2	21 Jump Street (2011)	2012	R	Action
402	The Hunger Games (2012)	2012	PG13	Action
403	Batman: The Dark Knight Rises	2012	PG13	Action
404	Total Recall	2012	PG13	Action
406	The Amazing Spider-Man	2012	PG13	Action
410	A Thousand Words	2012	PG13	Comedy
409	Mirror Mirror	2012	PG	Comedy

Exam 77-424: Microsoft Access 2013
2.0 Build Tables
2.3 Manage Records: Append Records from External Data (Excel)

Take One

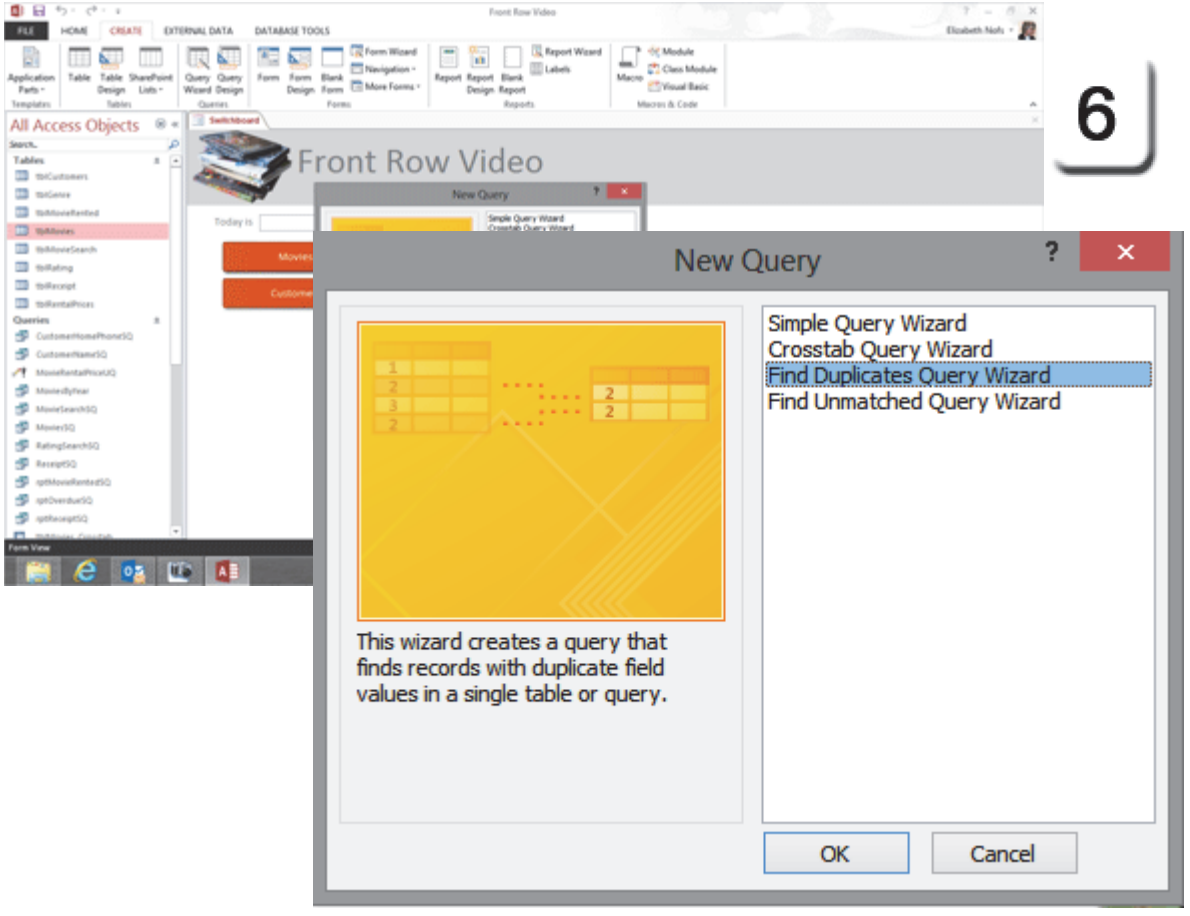
Append Data to a Table: Find Duplicates Query

"There's a Query for that!" Access has a Find Duplicates Query Wizard that will walk you through the steps.

6. Try it: Find Duplicates Wizard
Go to **Create->Queries->Query Design.**
Click on **Find Duplicates Wizard**

Click **OK**. The Query Wizard should begin.

Create->Queries->Query Design-> Find Duplicates Query Wizard



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Exam 77-424: Microsoft Access 2013
3.0 Create Queries
3.3 Utilize Calculated Fields and Grouping Within a Query (Find Duplicates)

Take One

Find Duplicates Query Wizard

7. Try it: Select a Record Source
Table or Query: tblMovies.
Click **Next**.

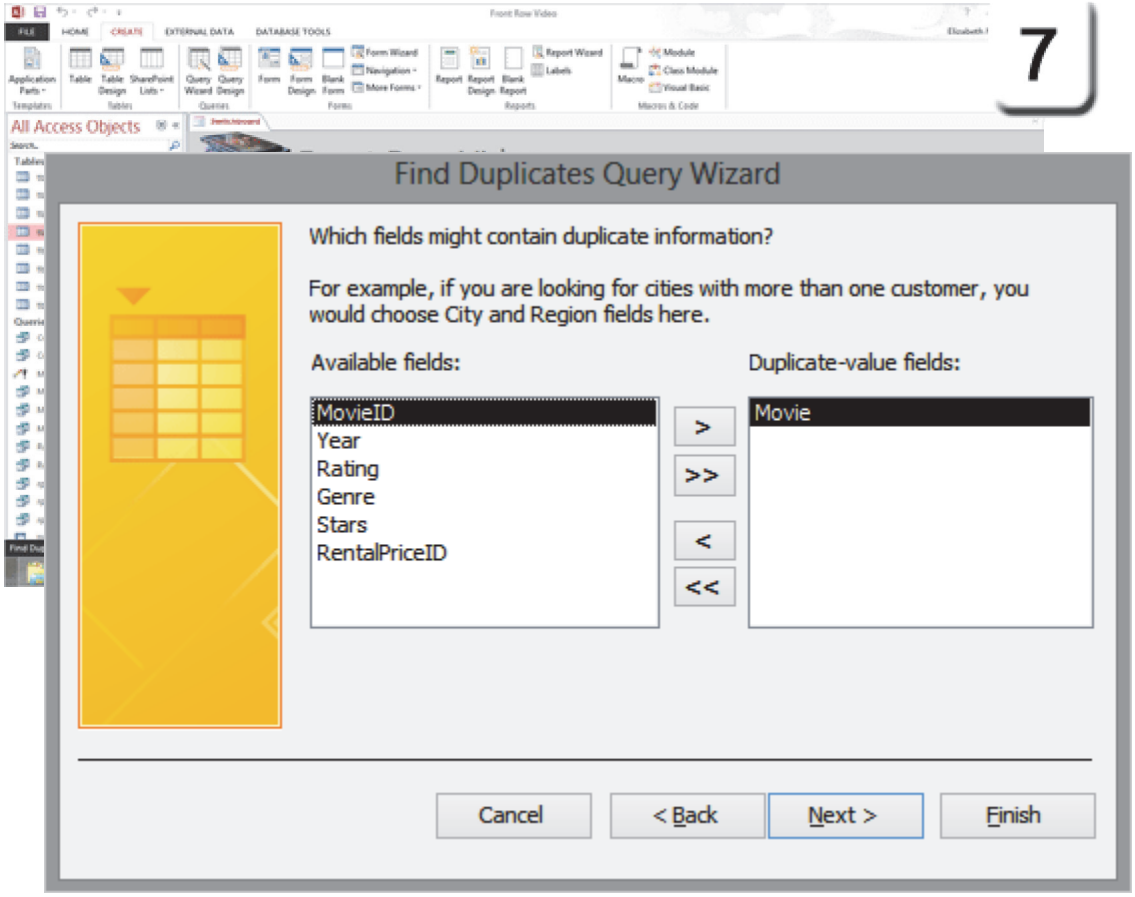
Try This: Select the Field with Duplicates
Select an Available Field: Movie.
Click **Next**.

Skip This: Select Another Field

Now, Do This: Name the Query
Enter a name: Find duplicates for tblMoviesSQ.

Click **Finish**.

Create->Queries->Query Design-> Find Duplicates Query Wizard



Exam 77-424: Microsoft Access 2013
3.0 Create Queries
3.3 Utilize Calculated Fields and Grouping Within a Query (Find Duplicates)

Take One

Find Duplicates Results

8. Try it: Review the Query Results
The **Find duplicates for tblMoviesSQ** Query found two copies of one movie, "The Hunger Games."

What Else Did You Notice? This Query does not allow you to expand the Rows to see both movies. If you could see both you would delete one.

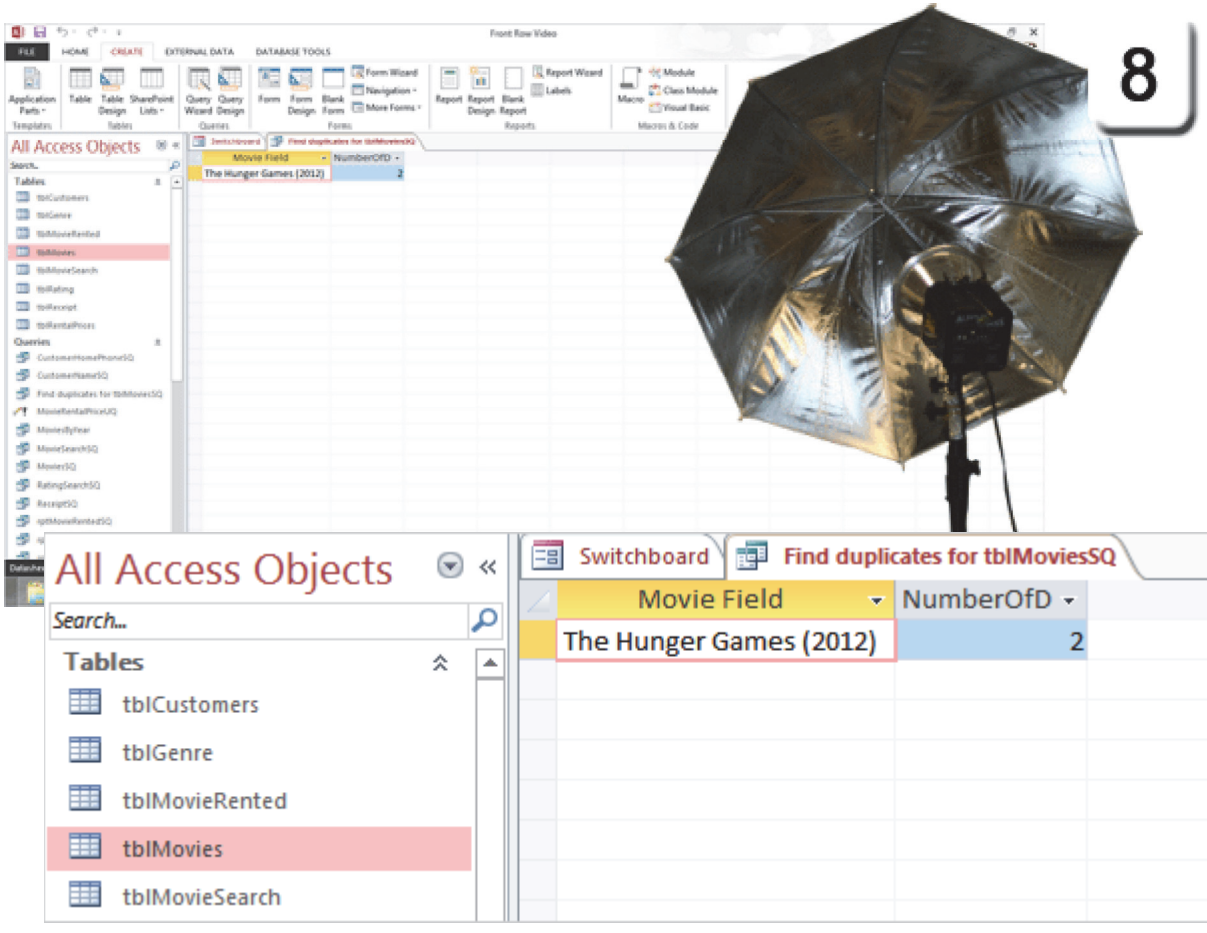
So, how do you handle duplicates?
If the duplicate is a new Record that hasn't been used in any Receipts, you can go to tblMovies and delete it.

If the duplicate was already used in a Receipt, you need to edit the Receipt to use the correct movie before you delete the duplicate movie.

Still, this little Query searched through the Movie Field and found two that matched. How did it do that?

Let's see for ourselves.

Create->Queries->Query Design-> Find Duplicates Query Wizard



Exam 77-424: Microsoft Access 2013
3.0 Create Queries
3.3 Utilize Calculated Fields and Grouping Within a Query (Find Duplicates)

Take One

Find Duplicates Query Design

The Query Design is fascinating. Once you see how it works, one can only marvel at the simplicity.

9. Try it: Review the Query in Design View
The **Find duplicates for tblMoviesSQ** Query is open. Go to **Home->Views->View->Design View**.

What Do You See? This Query has one Table: tblMovies. There are only three Fields in the QBE Grid. The Totals Row is available. Queries read from left to right. So this Query is asking three questions.

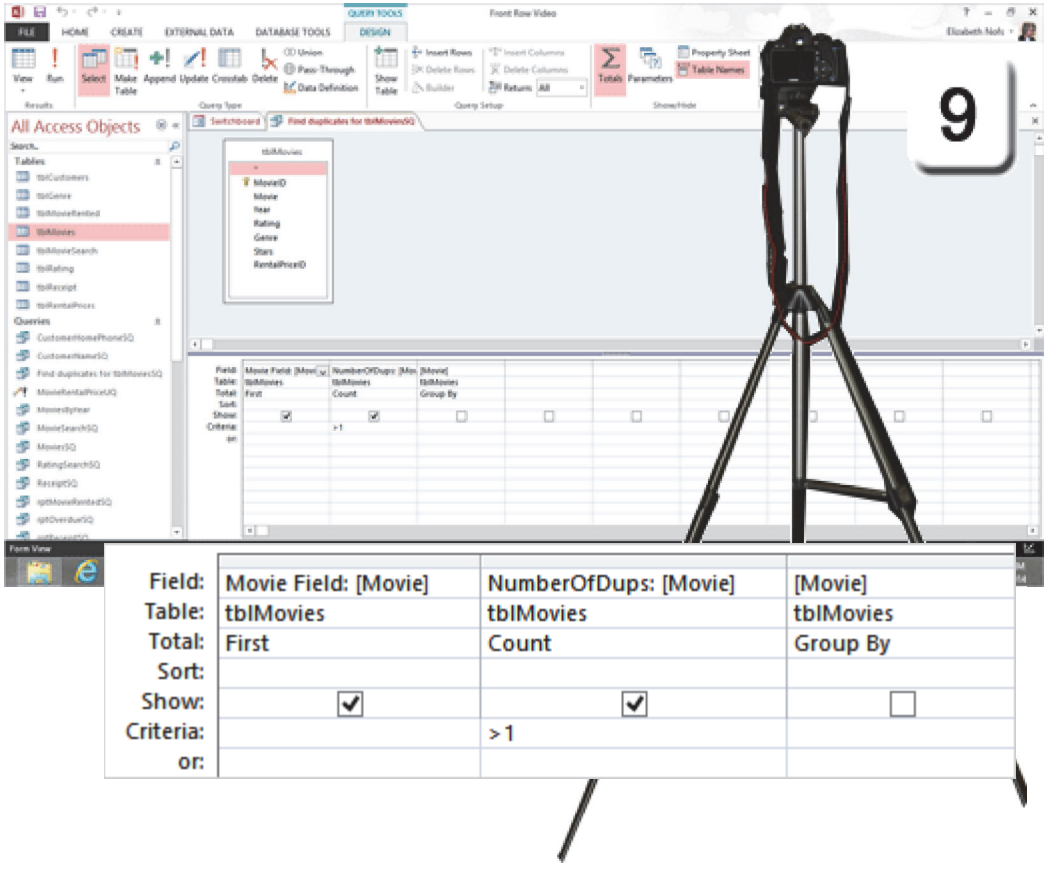
Movie Field: Movie asks "Which movie? Is this the first time we've seen this movie in the list?" This Field looks in tblMovies for the **First** time a movie appears.

NumberofDups: Movie asks "Is there more than one copy of this movie?" This Field looks in tblMovies and **Counts** the Records. The Criteria is (Greater than) >1.

Movie asks "Are we the same? Ok, let's Group!" This Field **Groups** the movies that match.

Show or Hide: The last Column in the Query does not have a check mark for **Show**. So, this Field will not be seen in the Query results. It is hidden. Please **Close** the Query.

Home->Views->View->Design View



Exam 77-424: Microsoft Access 2013
3.0 Create Queries
3.2 Modify a Query: Hide Fields

Take One

Deleting Data: Consider This!

1. Consider This: Should You Delete Data?
Deleting data is not a good idea in a relational database. When you create a Receipt in our database, you need information from five Tables. Consider this scenario.

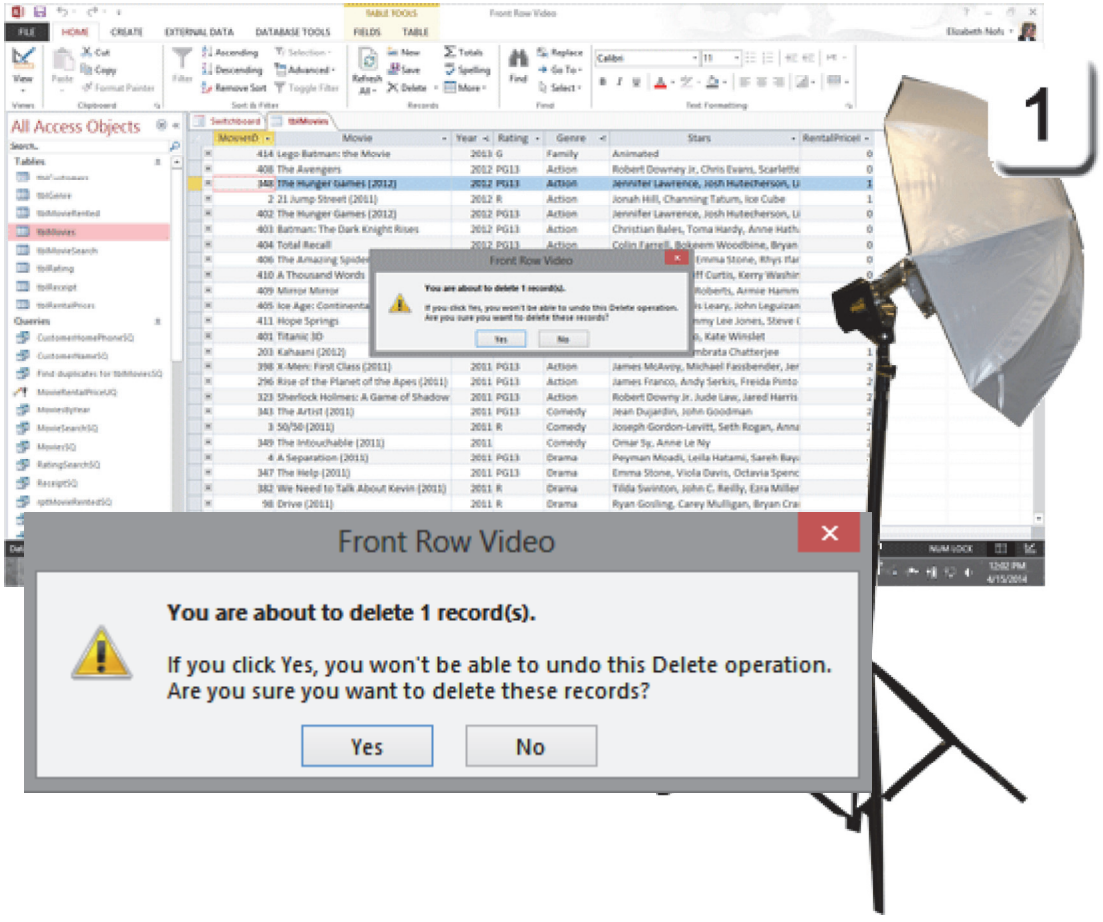
Say you deleted the Movie, "Brave" from tblMovies. Say the Primary Key, MovieID, for this Movie was 407.

Now, you want to run a Report that looks up all of the Receipts. Any Receipt that had MovieID 407 will be incomplete. There is no data because that Key is missing.

This is not good.

The preferred method is to Archive a Record by marking it as Archived, Done or Obsolete.

Microsoft Access: Example of the warning message when a Record is deleted



Exam 77-424: Microsoft Access 2013
2.0 Build Tables
2.3 Manage Records: Delete Records

Take One

Create an Archive Program

2. An Alternative Approach: Archive the Data
The following pages will look at ways to archive old data. Here is a overview.

Revise the Movie Table: tblMovies
There are three Fields that should be added to the Movie Table to make this a really useful database.

First, there will be a Yes/No Field that indicates if the Movie is Archived.

Second, there will be a Multi-Value Field that documents the status.

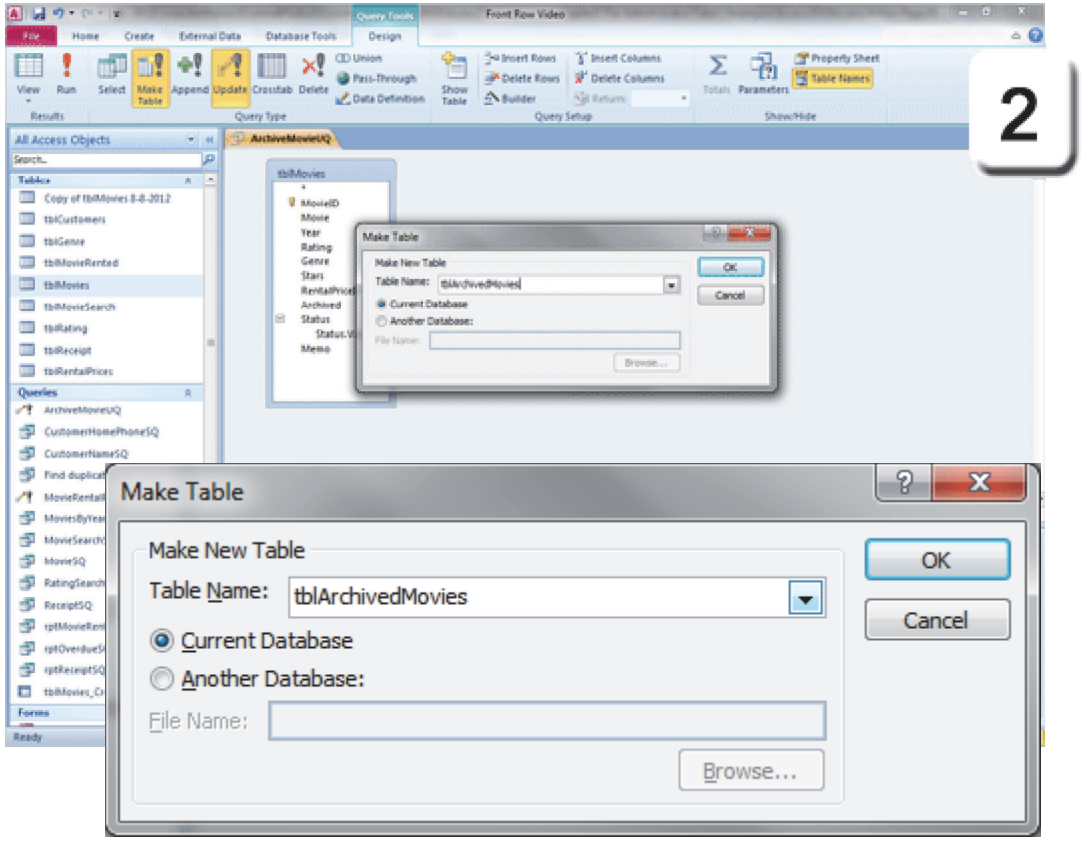
Third, we'll add a Long Text Field.

Create a Make Table Query
The Archived Movies will be selected and copied into a new Table.

Create a Delete Query
The last Action Query deletes the Archived Movies from tblMovies.

So, when you are ready...

Microsoft Access: Example of the completed Make Table Query



Take One

Save a Copy of the Table

Good database administrators do not lose data. Before editing a Table in any working database, it is a wise precaution to create a backup copy of that Table.

3. Try it: Save a Copy of the Table
The Movie Table may still be open, if not.
Go to **All Access Objects->Tables**.
Open a Table: tblMovies.

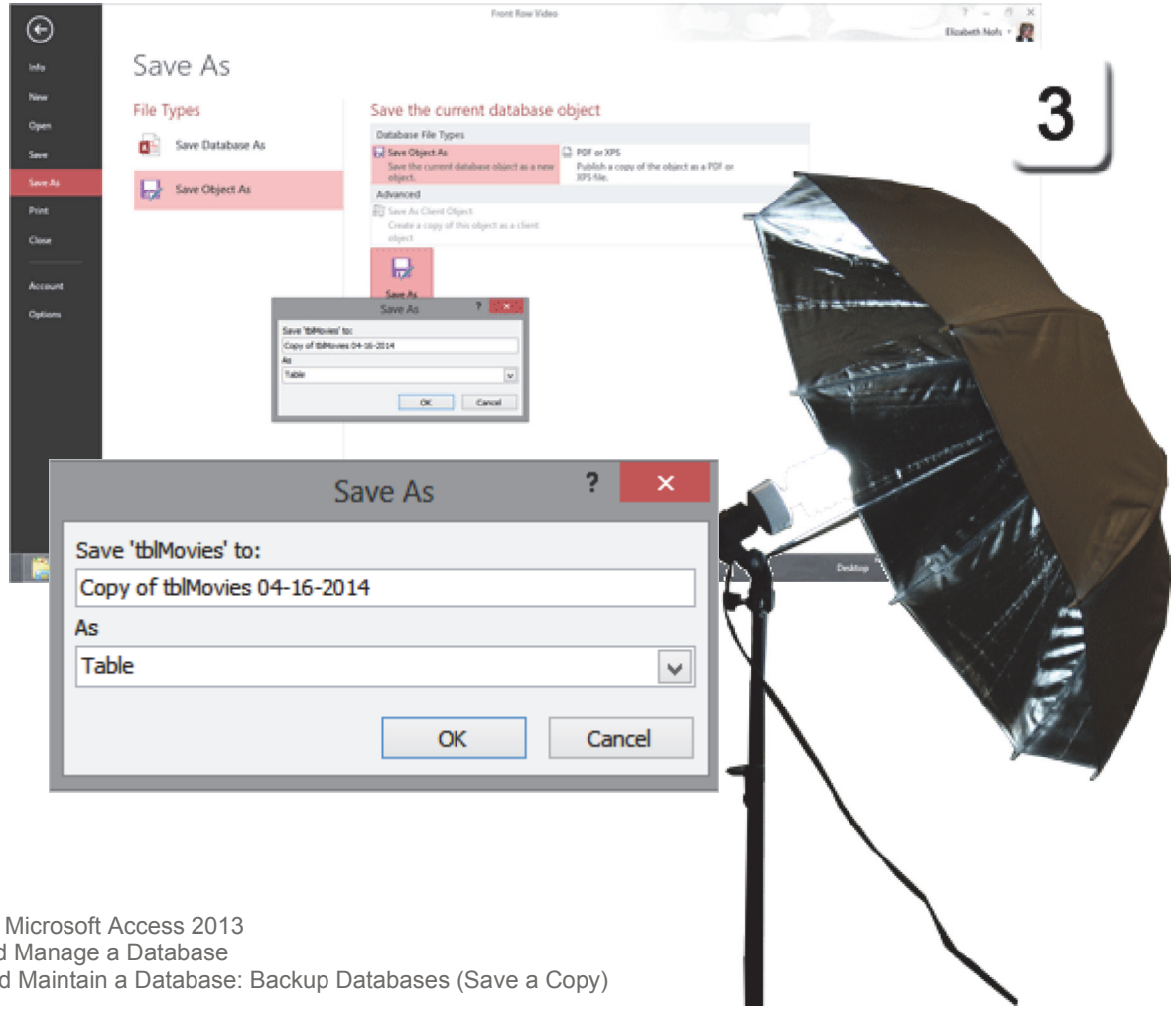
Try This, Too: Save a Copy
Go to **File->Save As->Save Object As**.
Enter a name: Copy of tblMovies 4-16-2014, where 4-16-2014 is the current date of the backup copy.

Click **OK**. Now, click on the **Home** Ribbon to see the database Objects.
Close the Copy of tblMovies 4-16-2014 Table.

There is a current backup copy of the data.

Now...we can keep going...

File ->Save As->Save Object As



Exam 77-424: Microsoft Access 2013
1.0 Create and Manage a Database
1.4 Protect and Maintain a Database: Backup Databases (Save a Copy)

Take One

Add New Fields to the Table

The Movie Table needs a Field that indicates a Record should be archived and marked as no longer part of the daily rentals. The Archived Field can be as simple as **Yes/No**.

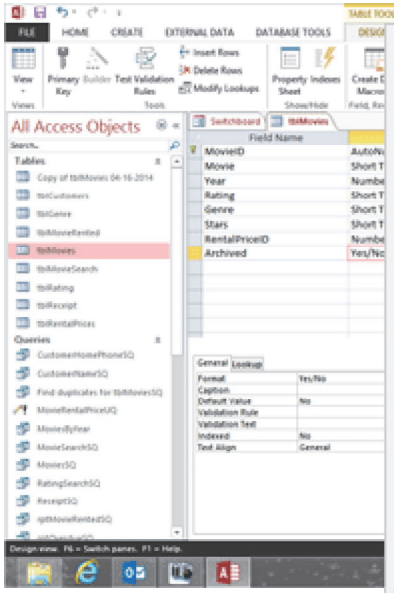
Before You Begin: Open the Table
Go to **All Access Objects->Tables**.
Select a Table: tblMovies.
Go to **Home ->Views->View->Design View.**
The **Table Tools** should be available.

4. Try This: Add a New Field
Field Name: Archived
Data Type: Yes/No

What Do You See? By default Microsoft Access uses a check box for this Control. A "Yes" answer means True or On. A "No" answer means False or Off.

Keep going...

Home ->Views->View->Design View



4

Switchboard | tblMovies

Field Name	Data Type
MovieID	AutoNumber
Movie	Short Text
Year	Number
Rating	Short Text
Genre	Short Text
Stars	Short Text
RentalPriceID	Number
Archived	Yes/No

General | Lookup

Format	Yes/No
Caption	
Default Value	No
Validation Rule	
Validation Text	
Indexed	No
Text Align	General

Take One

Add a MultiValue Field

A **MultiValue Field** lets Users select more than one answer to a question. You can use a MultiValue Field to document why a movie was Archived.

5. Try it: Add a MultiValue Field
Field Name: Status.
Data Type: Lookup Wizard.

What Do You See? The Lookup WIzard will prompt you for the following:

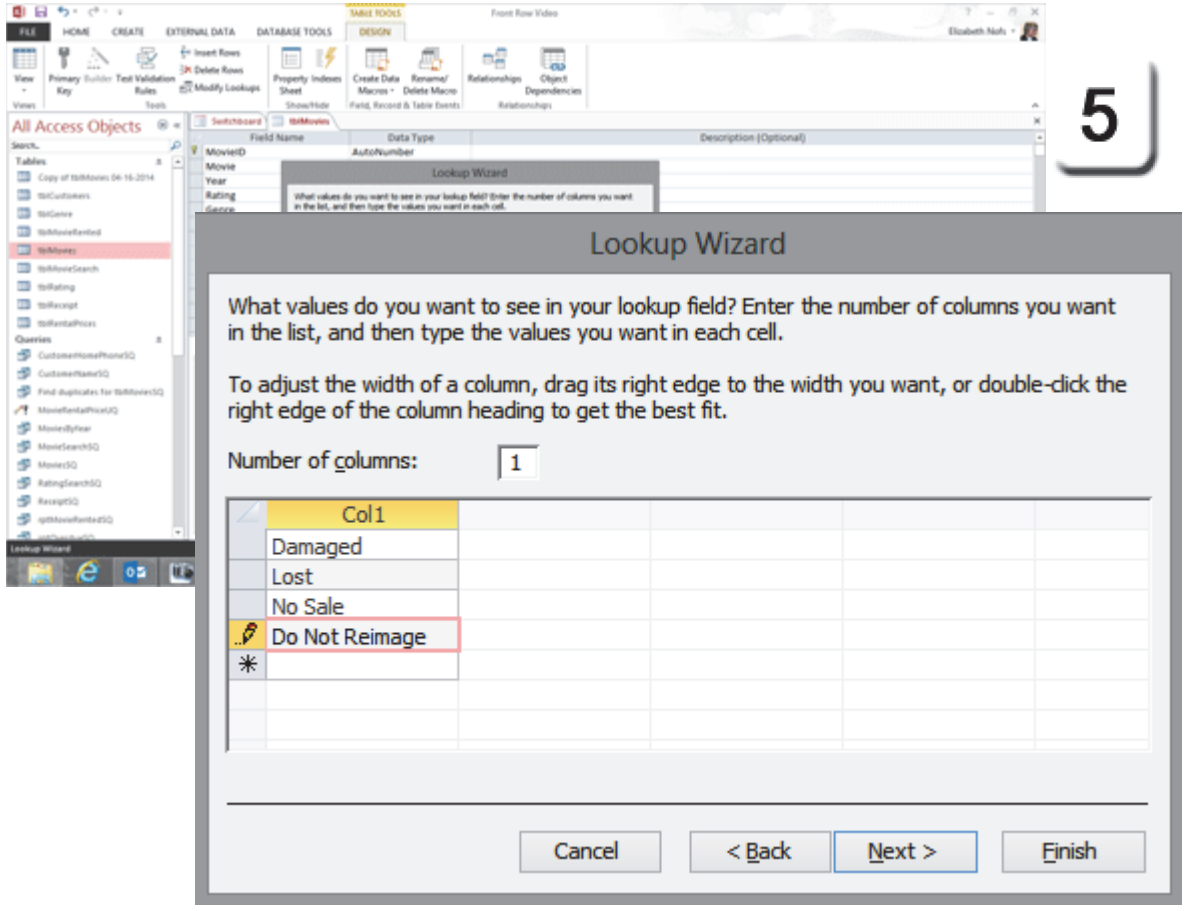
Record Source: I will type in the values that I want. Click **Next**.

Type in the Values:
Damaged
Lost
No Sale
Do Not Reimage.
Click **Next**.

Label: Status.

Click **Finish**. Keep going...

Table Tools ->Design



Exam 77-424: Microsoft Access 2013
2.0 Build Tables
2.4 Create and Modify Fields: Add Fields to Tables (MultiValue Fields)

Take One

Review the MultiValue Field

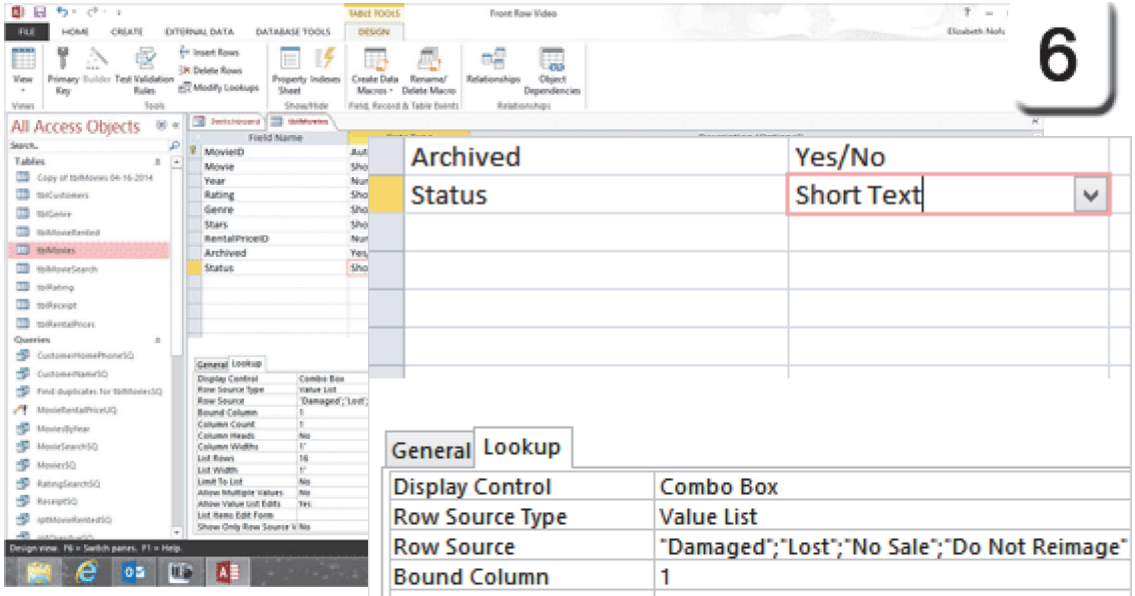
The Lookup Wizard walked us through the task of creating a Lookup List. There are two additional choices in the last step of the Wizard: Limit to List and Allow Multiple Edits. By default, these options are not selected.

Where would you change them? Look in the Field Properties: There are two Tabs! We usually edit the General Properties. There is also a Lookup Tab. Well, let's look.

6. Try it: Review the Field Properties
Select a Field: Status.
Go to **Field Properties-> Lookup.**

What Do You See? The Properties are:
Display Control: Combo Box
Row Source Type: Value List.
Row Source:
Limit to List: Yes (Users can't add to the list).
Allow Multiple Values: Yes (Pick more than 1).
Allow Value List Edits: No.

Field Properties-> Lookup



Exam 77-424: Microsoft Access 2013
2.0 Build Tables
2.4 Create and Modify Fields: Add Fields to Tables (MultiValue Fields)

Take One

Add a Comments Field

Another useful Field is the **Long Text**. Long Text Fields can hold a lot. In fact, Long Text Fields can store 2GB of data. There are two Field Properties worth considering: Text Format and Append Only. By marking the Field Append Only, Users can ADD to the data, but they cannot DELETE the previous entries.

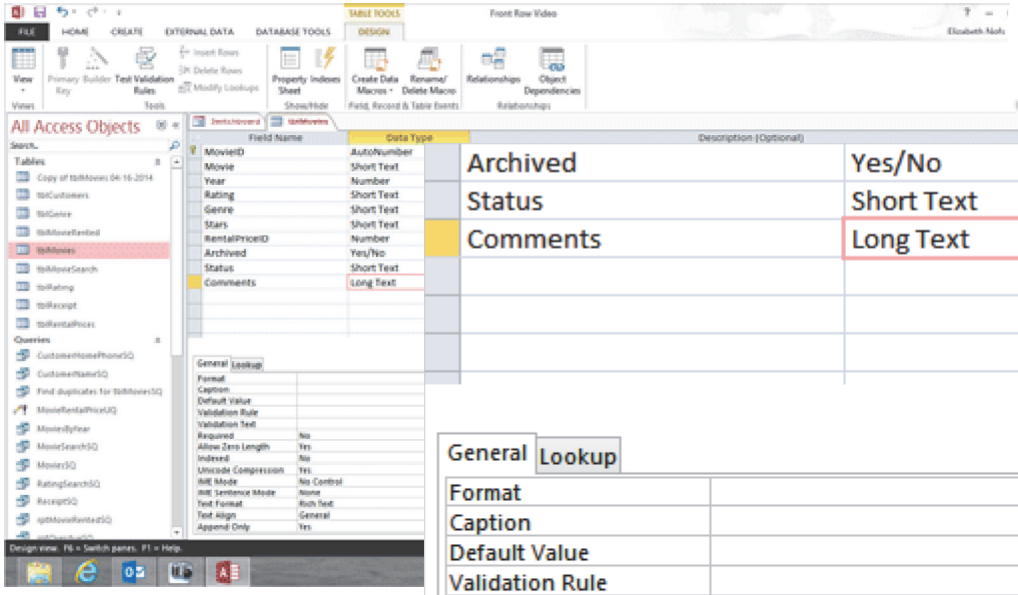
7. Try it: Add a Memo Field
Field Name: Comments.
Data Type: Long Text.

Try This, Too: Edit the Field Properties
Go to **Field Properties->General.**
Text Format: Rich Text.
Append Only: Yes

Save and **Close** the Table, please.

Memo to Self: Selecting "Yes" for the Append option also **Tracks** the history. The history is available when you add this Field to a Form. You can right-click the Long Text Field in Form View to see the tracking.

Table Tools ->Design



Exam 77-424: Microsoft Access 2013
2.0 Build Tables
2.2 Format a Table: Change Data Types and Formats (Rich Text)

Take One

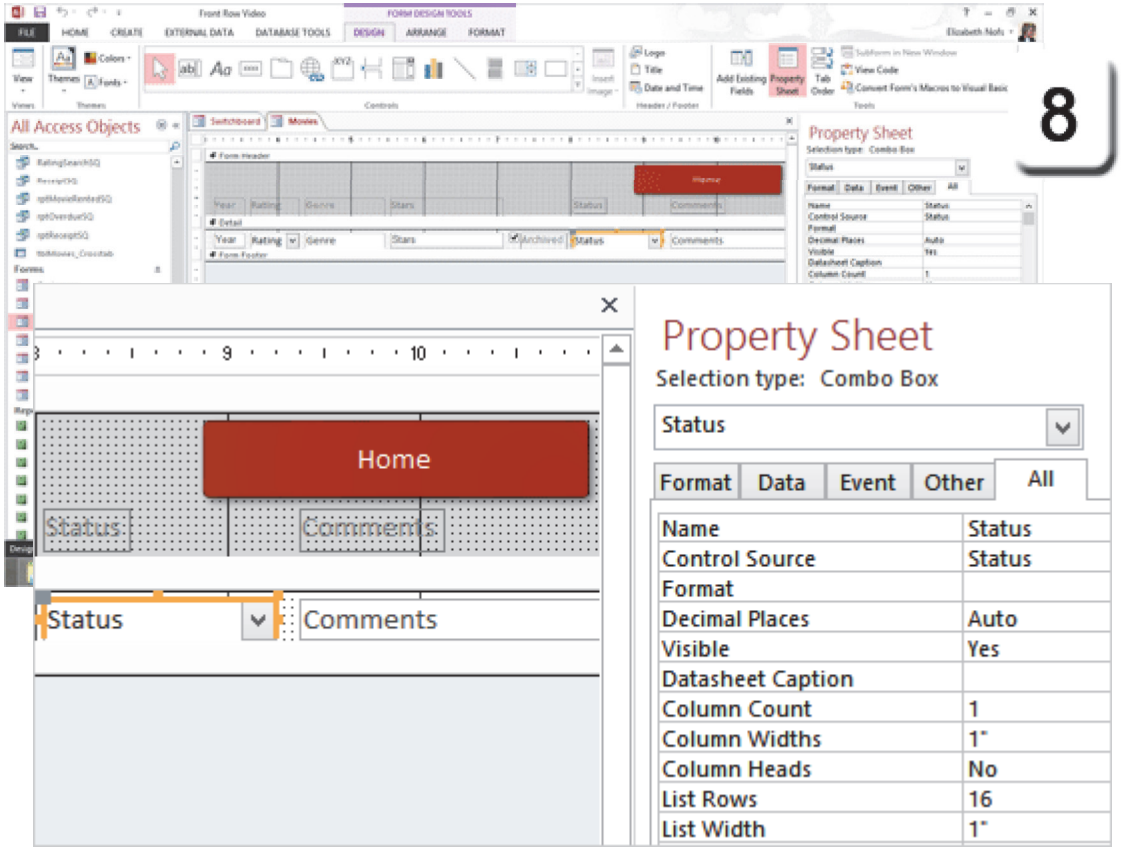
Add the Fields to the Form

The Movie Table is updated. Done and done. We can add the new Fields to the Movie Form, now. You can also improve the layout and placement of the Controls if you wish.

8. Try it: Add the Field to a Form
Open the Movie Form in Design View.
Go to **Form Design Tools ->Design->Tools.**
Click on **Add Existing Fields.**
Add three Fields to the Form:
Archive
Status
Comments

Go ahead, format the Form Header.
Save your changes and keep going...

Form Design Tools ->Design->Tools->Add Existing Fields



Exam 77-424: Microsoft Access 2013
4.0 Create Forms
4.2 Set Form Controls: Add Form Controls

Take One

Test the New Form Fields

Before You Begin: Change the View
Go to **Form Design Tools ->Views->View.**
Select a View: Form View.

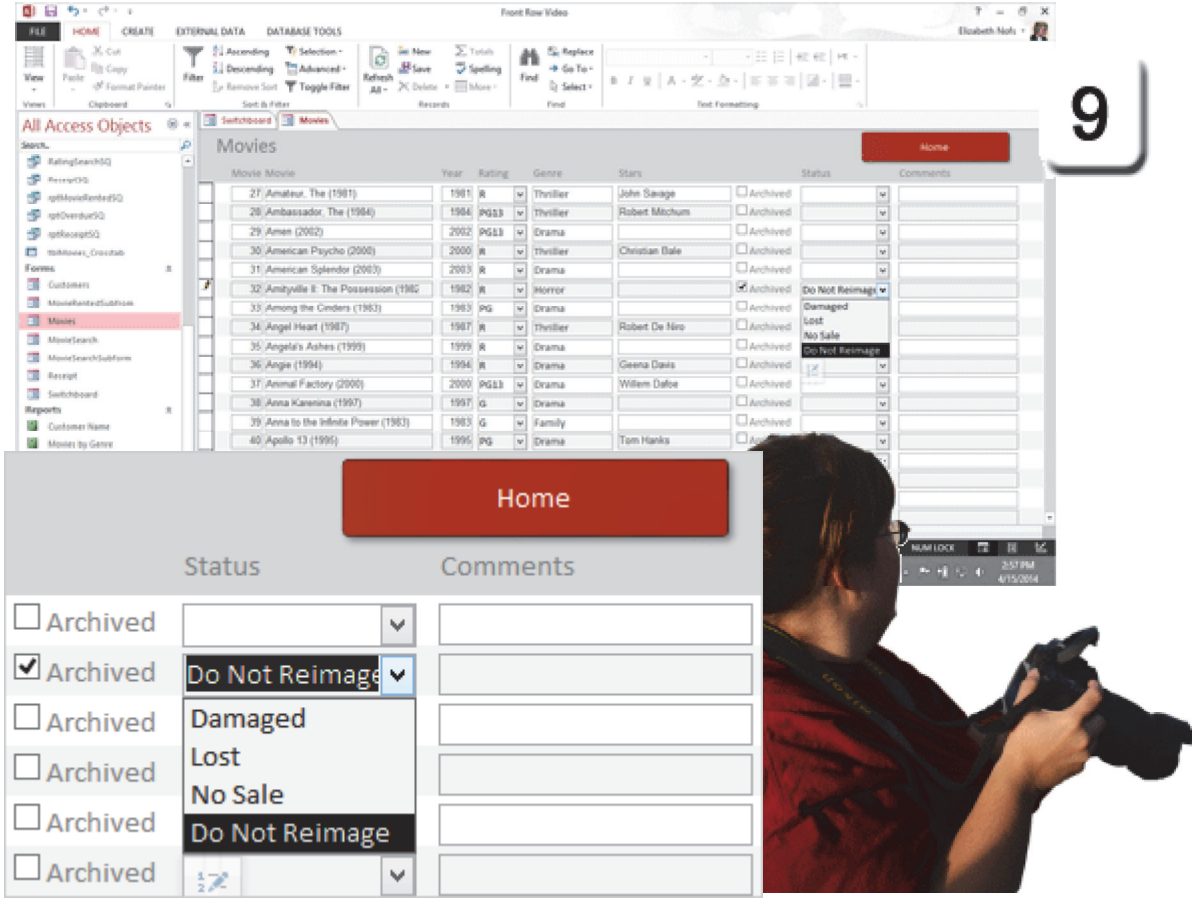
Still Before You Begin: Find a Movie
Click on the Movie Field.
Go to **Home->Find->Find.**
Find What: Amityville II: The Possession.
Match: Any part of Find.
Click **Find Next** to go to that movie.

9. Try it: Test the New Form Fields
Check: Archived.
Change the Status: No Sale, Do Not reimage.
You can add some sample text to the Comments Field.
Please **Close** the Movies Form.

The data should be updated in tblMovies. You could find all of the movies that were released before 1990 and mark them as Archived.

Or...you can use an Action Query to update them all at once. Let's go for the Action Query.

Form Design Tools ->Views->View->Form View



Take One

Select the Oldies

The goal in this next step is to create an Update Query that will mark all of the Movies released before 1990 as "Archived." The best place to start is to make a Select Query and see if it finds the right Movies. When it works we'll save the Select Query as an Update Query.

1. Try it: Create a Select Query
Go to **Create ->Queries ->Query Design.**
You will be prompted by the **Show Table**. Select a Table: tblMovies.
Click **Add** and **Close** the Show/Table Window.

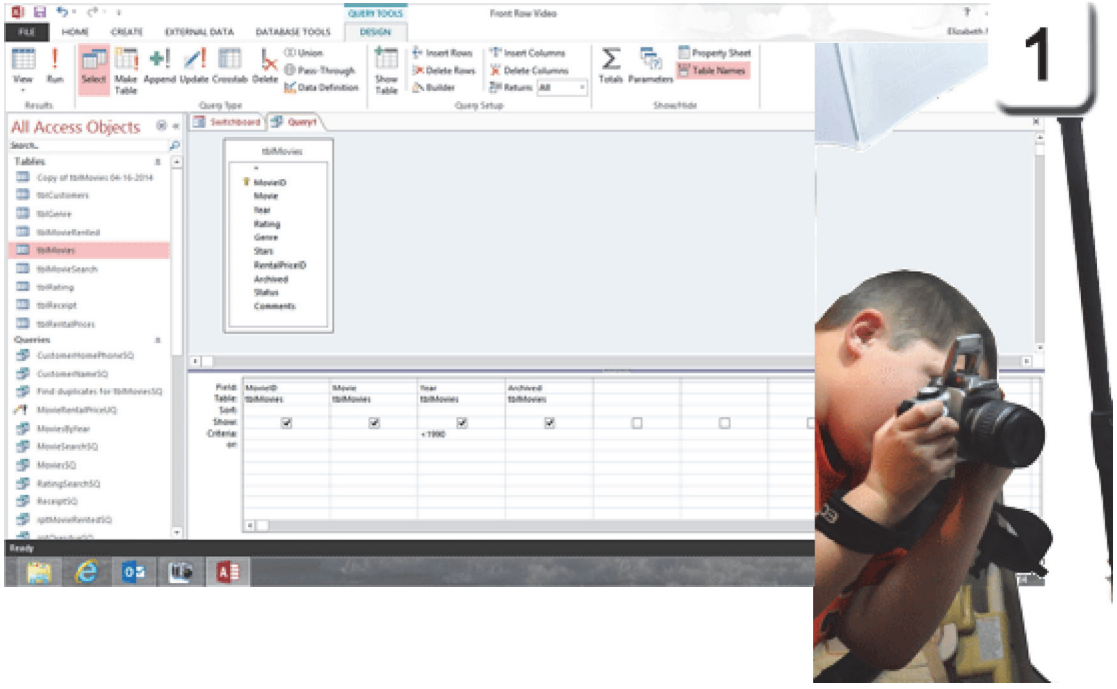
Try This, Too: Add Fields
Add these Fields to the QBE Grid:
MovieID, Movie, Year, Archived, Rating, Genre, Stars and RentalPriceID.

Yep, And This: Add a Criteria
Select a Field: Year.
Enter a Criteria: <1990

When you **Run** this Query you should find 73 movies that have this Criteria.

Keep going...

Create ->Queries->Query Design



Field:	MovieID	Movie	Year	Archived
Table:	tblMovies	tblMovies	tblMovies	tblMovies
Sort:				
Show:	☑	☑	☑	☑
Criteria:			<1990	
or:				

Take One

Update the Oldies

The same Query that selected the Movies can be changed into an Action Query and **Update** the Archive Field to "Yes." Here are the steps.

Before You Begin: Change the View
Go to **Home->Views-View->Design View.**

2. Try it: Create an Update Query
Go to **Query Tools ->Design->Query Type.**
Select a Query Type: Update.

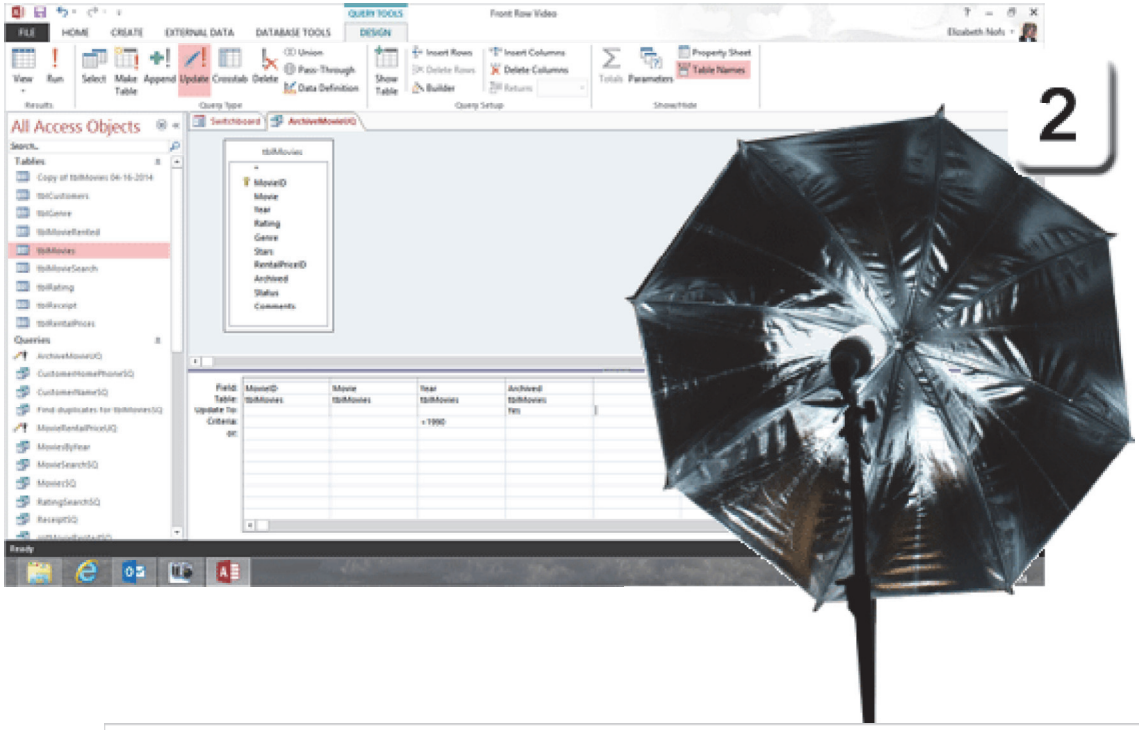
What Do You See? There will be a new Row in the QBE grid: Update to.

Try This, Too: Enter the Update Value
Go to a Field: Archived.
Update to: Yes.

Better Do This, Now: Save the Query
Go to **File->Save**.
Enter a name: **ArchiveMovieUQ**,
where UQ means Update Query.

Keep going...

Query Tools ->Design->Query Type-> Update



Field:	MovieID	Movie	Year	Archived
Table:	tblMovies	tblMovies	tblMovies	tblMovies
Update To:				Yes
Criteria:			<1990	
or:				

Exam 77-424: Microsoft Access 2013
2.0 Build Tables
2.3 Manage Record: Update Records With an Action Query

Take One

Run the Update Query

An Update Query is an Action Query. When you run the Update Query, you will be notified that this Action will change the Records and that there is No UNDO.

3. Try it: Run the Update Query
Go to **Query Tools ->Design->Results-> Run.**

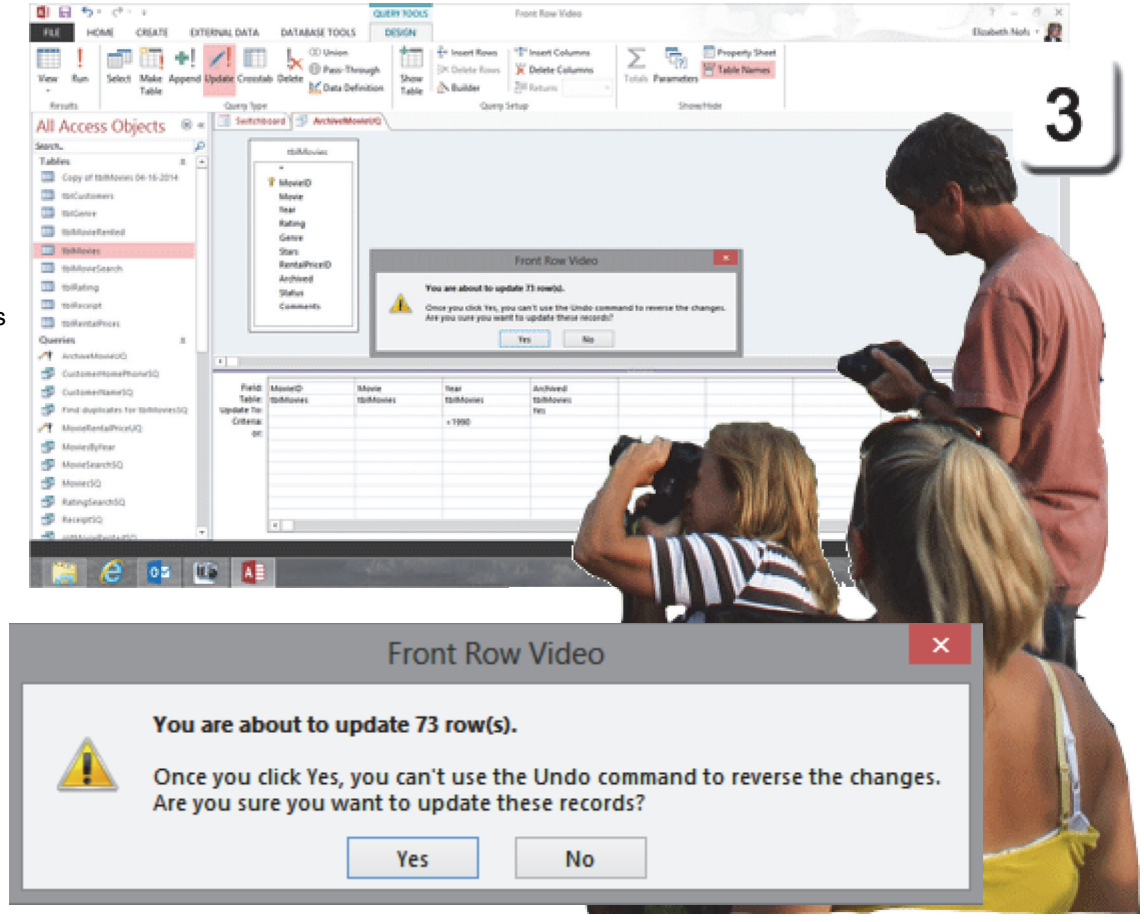
What Do You See? This Query will update 73 Rows in tblMovies. That number matches the one we saw when we tested the Query as a Select Query. Click **Yes** to Run the Update.

Trust But Verify: Confirm the Updated Rows
Go to **All Access Objects->Table**.
Open a Table: tblMovies.

What Do You See, Now? Did the Update Query change the Archived Field to Yes for the Movies released before 1990?

Please **Close** tblMovies and return to the ArchiveMovieUQ Query.

Query Tools ->Design->Results-> Run



Exam 77-424: Microsoft Access 2013
2.0 Build Tables
2.3 Manage Record: Update Records With an Action Query

Take One

Copy to a New Table

The Update Query, **ArchiveMovieUQ,** will also work as another type of Action Query: A Make Table Query. The **Make Table** Query selects the Records that match the Criteria and copies those Records into a new Table.

4. Try it: Create a Make Table Query
The ArchiveMovieUQ Query is still open.
Go to **Query Tools ->Design->Query Type.**
Select a Query Type: Make Table.

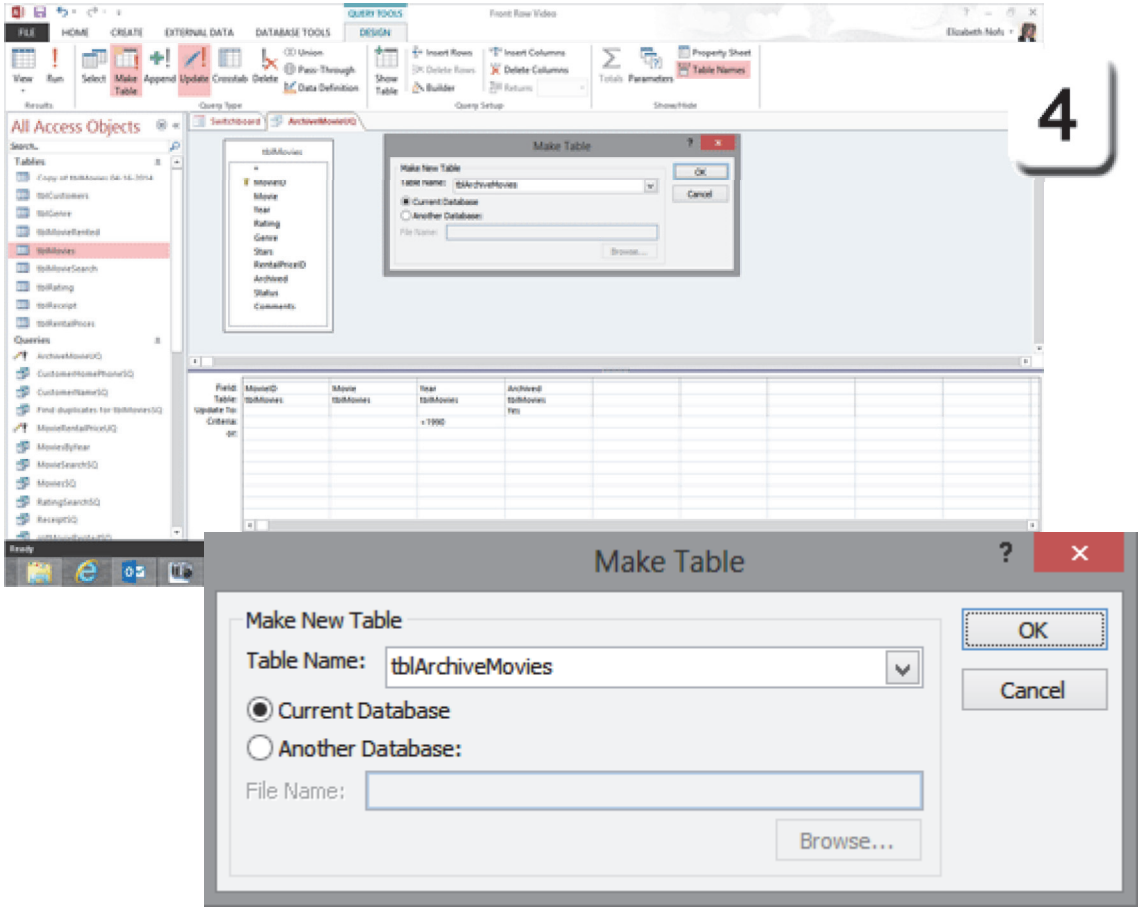
What Do You See? You will be prompted to name the new Table.
Enter the Table Name: tblArchiveMovies.
Click **OK** to Run the Make Table Query.

Do This, Now: Save the Make Table Query
Go to **File->Save Object As**.
Enter the name: **ArchiveMovieMT**,
where MT means this is a Make Table Query.

Keep going...

Memo to Self: By default, this new Table will be made in the Current Database.

Query Tools ->Design->Query Type-> Make Table



Take One

Review the Data

Did all of the Records get copied to the new Table when we ran the Make Table Query?

5. Try it: Review the Data
Go to **All Access Objects->Tables**.
Open a Table: tblArchivedMovies.

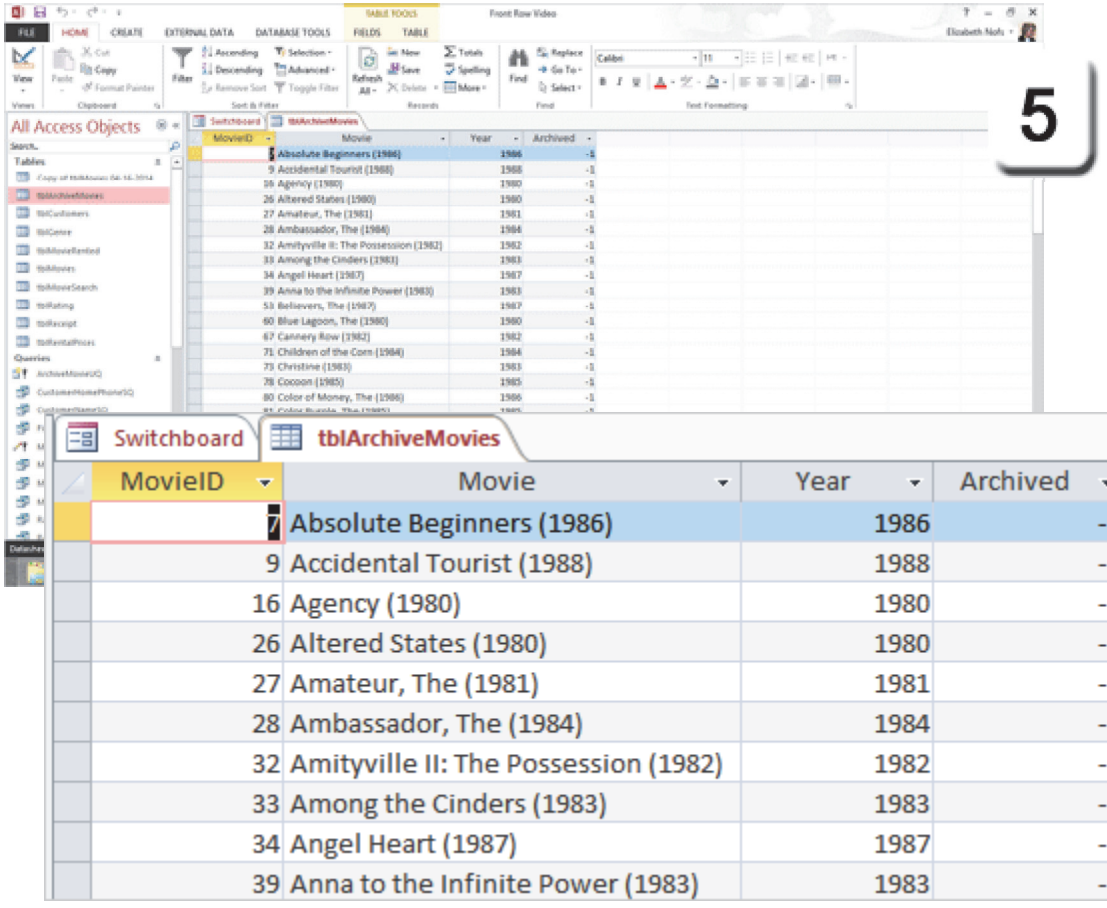
What Do You See? There should be 73 Records in tblArchivedMovies.
Close tblArchivedMovies.
OK. Save and Close ArchiveMovieMT.

Little Summary: There are two Queries that can be modified and reused for archiving.

ArchiveMovieUQ: This Query uses a Criteria to Filter the Records by Year. It is an Update Query that will change the Archived Field to "Yes" for all of the selected Records.

ArchiveMovieMT: This Query uses the same Criteria to Filter the Records by Year. The Records that match the Criteria are copied into a Table named tblArchivedMovies.

Query Tools ->Design->Query Type-> Make Table



MovieID	Movie	Year	Archived
7	Absolute Beginners (1986)	1986	-1
9	Accidental Tourist (1988)	1988	-1
16	Agency (1980)	1980	-1
26	Altered States (1980)	1980	-1
27	Amateur, The (1981)	1981	-1
28	Ambassador, The (1984)	1984	-1
32	Amityville II: The Possession (1982)	1982	-1
33	Among the Cinders (1983)	1983	-1
34	Angel Heart (1987)	1987	-1
39	Anna to the Infinite Power (1983)	1983	-1

Exam 77-424: Microsoft Access 2013
3.0 Create Queries
3.1 Create a Query: Run Action Queries (Make Table)

Take One

The Last Action Query

A **Delete Query** does exactly what the name spells out: It deletes data. As mentioned earlier, deleting data is not the best practice for a database administrator. However, this option may be better than marking bad records as archived.

The following example will use a copy of the Movie Table to test the Delete Query.

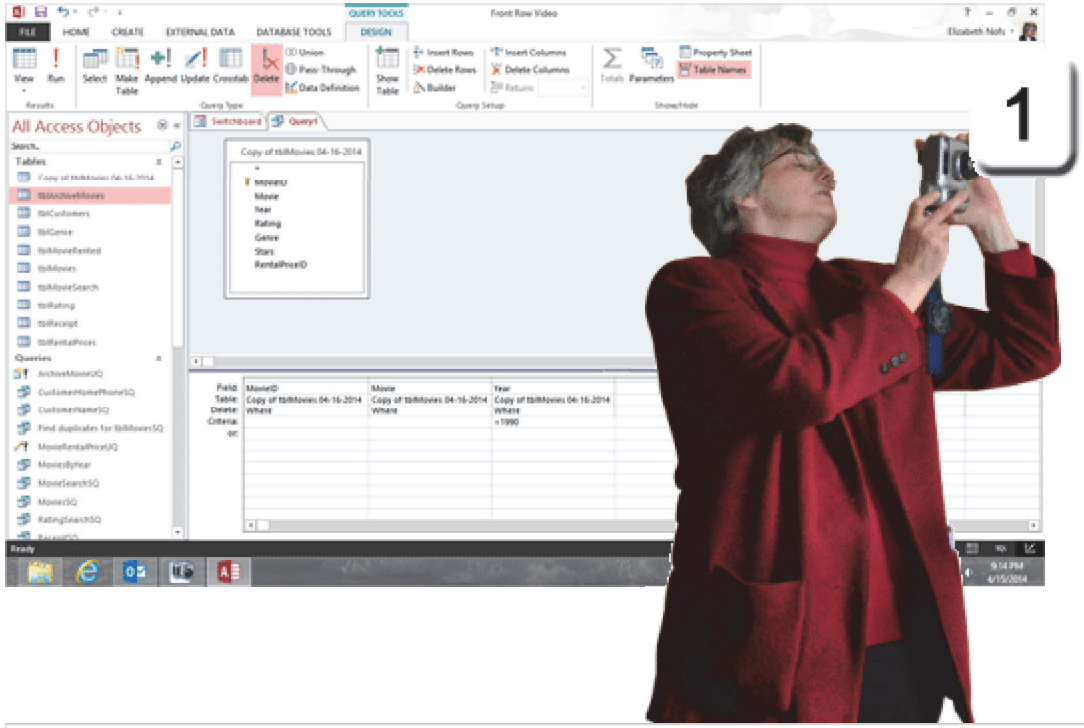
1. Try it: Create a New Query
Go to **Create ->Queries ->Query Design**.
You will be prompted by the Show Table.
Select a Table: Copy of tblMovies 04-16-2014.
Click **Add** and **Close** the Show/Table Window.

Try This, Too: Add Fields
Add these Fields to the QBE Grid: MovieID, Movie, Year, Rating, Genre, Stars and RentalPriceID.

And Try This: Add a Criteria
Select a Field: Year.
Enter a Criteria: <1990

Do This, Now: Run the Select Query
Did this Query select 73 Records?

Create->Queries->Query Design



Field:	MovieID	Movie	Year
Table:	Copy of tblMovies 04-16-2014	Copy of tblMovies 04-16-2014	Copy of tblMovies 04-16-2014
Delete:	Where	Where	Where
Criteria:			<1990
or:			

Exam 77-424: Microsoft Access 2013
3.0 Create Queries
3.1 Create a Query: Create Delete Queries

Take One

Run the Delete Query

So the Select Query works. Now, you can change it into a Delete Query.

Before You Begin: Change the View
Go to **Home ->Views->View.**
Select a View: Design View.

2. Try it: Create a Delete Query
Go to **Query Tools ->Design->Query Type.**
Select a Query Type: **Delete.**

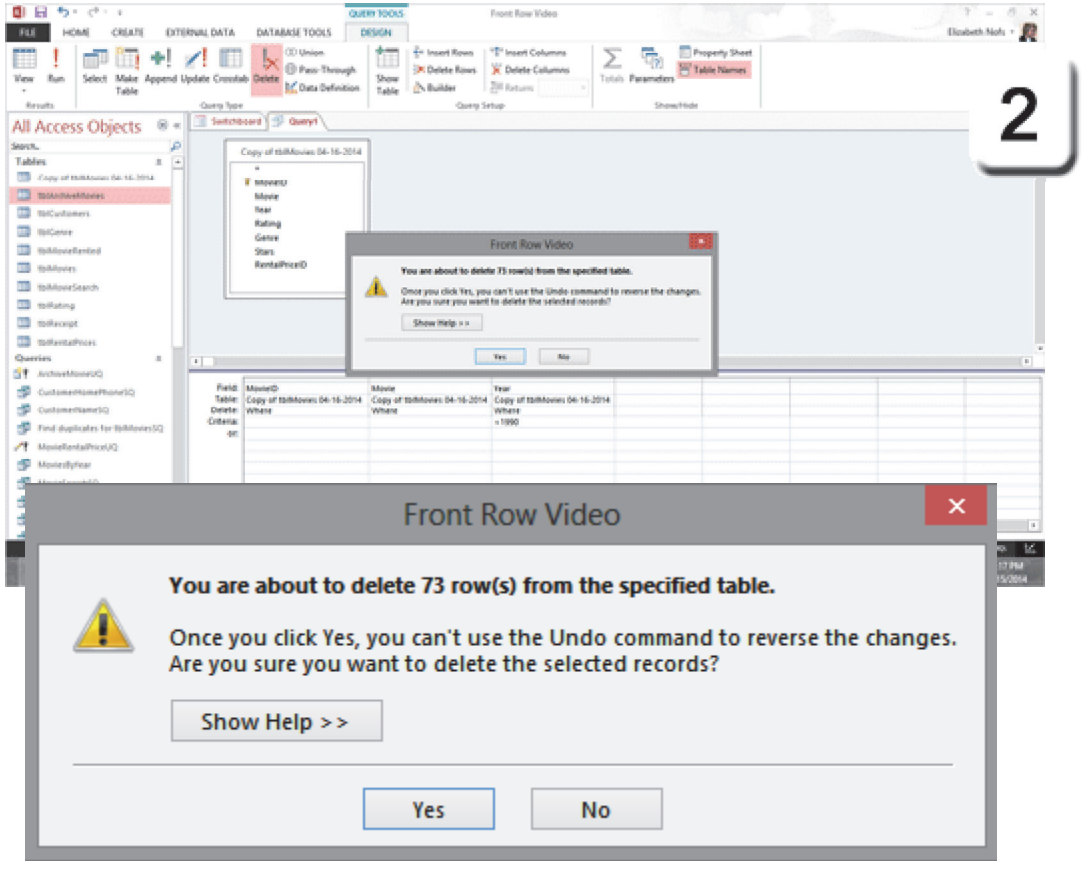
Try This, Too: Run the Delete Query
Go to **Query Tools ->Design->Results-> Run.**

What Do You See? You will be prompted that you are about to delete 73 Rows. You are also reminded that there is no UNDO. This is permanent data heaven.

Click Yes to delete the data from the **Copy of tblMovies 4-16-2014,** Table.

So, let's go see what's left in this Table.

Query Tools ->Design->Query Type->Delete



Take One

Review the Data

3. Try it: Review the Data
Go to **All Access Objects->Tables**.
Open a Table:**Copy of tblMovies 4-16-2014.**

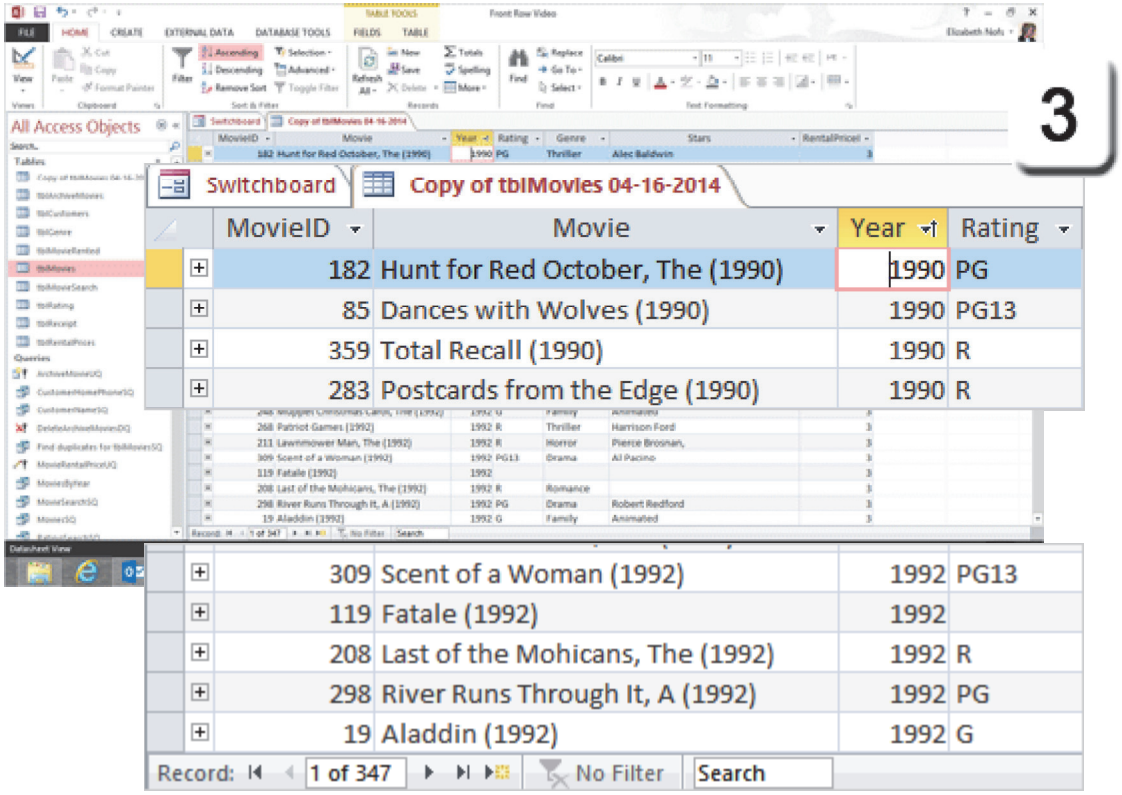
Try This, Too: Sort the Records
Select a Field: Year.
Go to **Home ->Sort & Filter->Ascending.**

What Do You See? There were 420 Records in Copy of tblMovies 4-16-2014. The Delete Query deleted 73 movies, leaving 347.

Well, for what it is worth, the movies were effectively deleted as promised.
Close the Copy of the Movies Table.

Do This, Now: Save the Delete Query
Go to **File->Save**.
Enter a name: DeleteArchiveMoviesDQ.
Close the Delete Query.

Home ->Sort & Filter->Ascending



Take One

Summary

This discussion began by importing the new movies into the Movie Table and checking for duplicates.

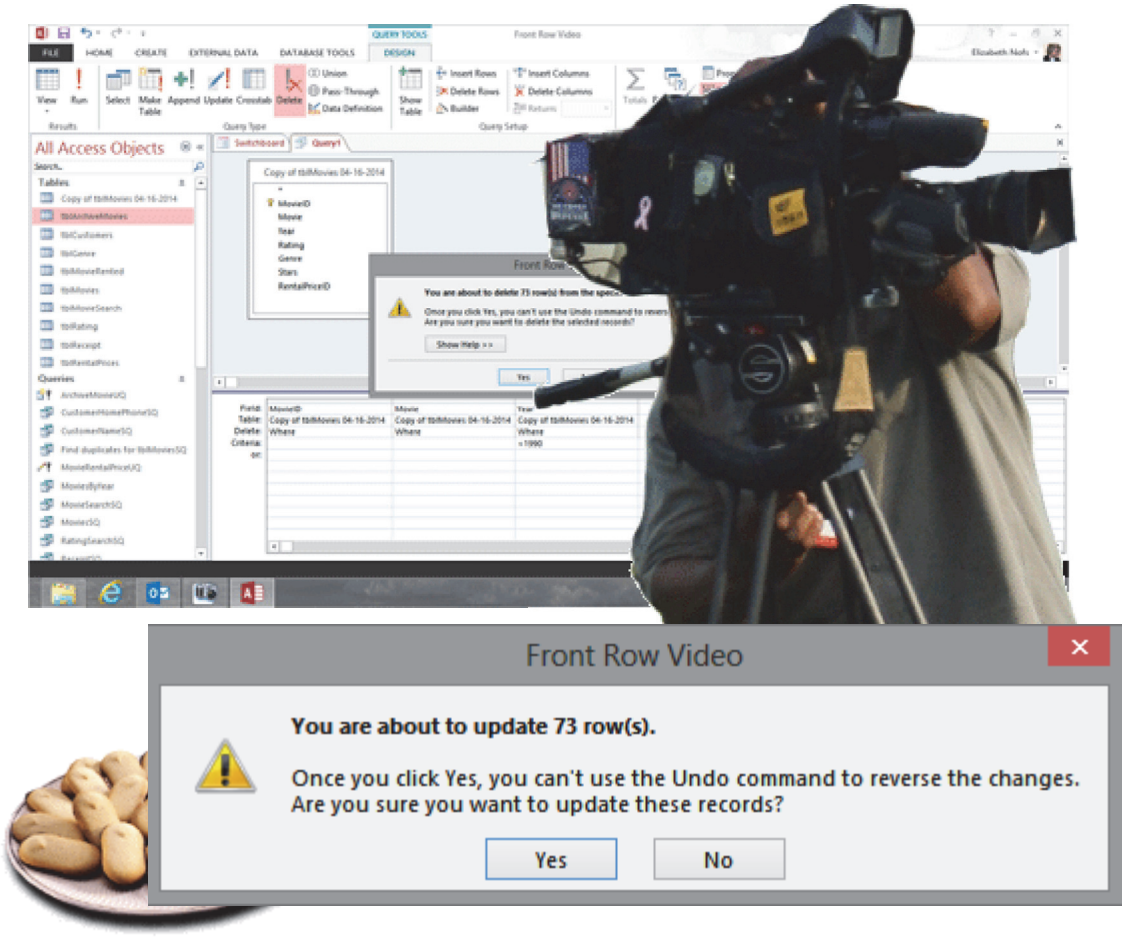
We also created several Action Queries to simplify the task of archiving the old movies. The steps included adding new Fields to the Movie Table: Archived, Status and and Memo. We also added those Fields to the Movies Form.

The Action Queries included:
An Update Query, **ArchiveMovieUQ** to UPDATE the Archive Field to Yes for the old movies.

A Make Table Query, **ArchiveMovieMT,** to copy the Archived Records into a new Table: tblArchiveMovies.

Two new Action Queries to Test the Data:
Find duplicates for tblMoviesSQ
ArchiveMovieMT

Now that was a very good lesson. You done good!
Go get the cookies!



Practice Activities

Lesson 10: Strategies for Archiving

Try This: Do the following steps

1. Open your Brown Bag Lunch database

Or, you may download BBL Adv ver10.accdb

2. Edit the Products Table, tblProducts, in Design View. Add the following Fields:
Field Name: Discontinued, Data Type: Yes/No
Field Name: Reason, Data Type: Memo
Save the changes and close the Table.

3. Create a Select Query in Design View. Select tblProducts as the Record Source. Add all of the Fields to the QBE Grid. Run the Query to test it. Return to the Design View.

4. Add a Criteria to the Type Field: “Snacks” Run the Query to test it. Return to the Design View.

5. Change this Select Query to an Update Query.

Update Discontinued to Yes.

Update Memo to: "Not interested in this product."

6. Save the Query as ProductDiscontinedUQ.

7. Run the ProductDiscontinuedUQ Update Query and confirm that the data in the Products Table was changed.

8. Close the Update Query.

9. Close the Brown Bag Lunch database.

Test Yourself

1. Which are options for importing External Data? (Give all correct answers.)
A. Import into a new Table
B. Link to an external Table
C. Append (add) Records to a Table
Tip: Advanced Access, page 282

2. Access has a Query specifically for finding duplicate records.
A. True
B. False
Tip: Advanced Access, page 286

3. Which of the following is true about Records? (Give all correct answers.)
A. Deleting is not recommended because it removes a Primary Key number
B. Preferred method of removing Records is to Archive it
Tip: Advanced Access, page 290

4. Which of the following is true about a Multi-Value Field?
(Give all correct answers.)
A. Lets users select more than one answer
B. The creator types a list of values to be chosen from
C. Users can be allowed to add new items to the list
D. Users are always limited to the items in the list
Tip: Advanced Access, page 294, 295

5. Which of the following is true about the Memo Field?
A. It can only hold 40 characters
B. It can hold 2 GB of data
C. Users can only add to the existing data
D. Users can be allowed to delete the existing data
E. When the Memo is set to Append only, users can add to but cannot delete existing data
Tip: Advanced Access, page 296