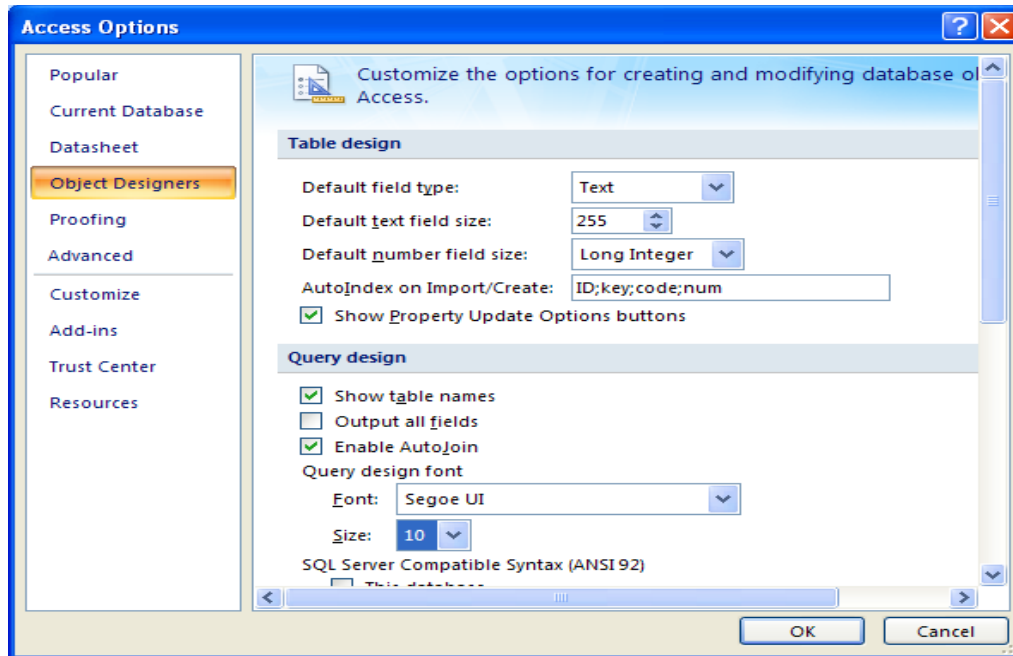


Using SQL

I. Change the Font Size



Click Office Button / Access Options / Object Designers / change size 10 under query design / OK



II. Create a New SQL Query

Click Create / Query Design / Close the Show Table dialog box without adding any tables / View / SQL View

III. Include Only Certain Fields

```
SELECT [Client Number], [Client Name], [Amount Paid], [Current Due]  
FROM [Client]
```

;

Client Numt	Client Name	Amount Paid	Current Due
AC34	Alys Clinic	\$0.00	\$17,500.00
BH72	Berls Hospital	\$29,200.00	\$0.00
FD89	Ferb Dentistry	\$21,000.00	\$12,500.00
FH22	Family Health	\$0.00	\$0.00
MH56	Munn Hospital	\$0.00	\$43,025.00
PR11	Peel Radiology	\$31,750.00	\$0.00
TC37	Tarleton Clinic	\$18,750.00	\$31,500.00
WL56	West Labs	\$14,000.00	\$0.00
*			

IV. Include All Fields

```
SELECT *
FROM [Client]
;
```

Client Numt	Client Name	Street	City	State	Postal Code	Client Type	Specialties Needed	Amount Paid	Current Due	Recruiter Nc
AC34	Alys Clinic	134 Central	Berridge	CO	80330	MED	CNA, PA, Phy, RN	\$0.00	\$17,500.00	21
BH72	Berls Hospital	415 Main	Berls	CO	80349	MED	CLS, OT, PA, Phy, PT, RN	\$29,200.00	\$0.00	24
FD89	Ferb Dentistry	34 Crestview	Berridge	CO	80330	MED	DH, Dnt	\$21,000.00	\$12,500.00	21
FH22	Family Health	123 Second	Tarleton	CO	80409	MED	NP, Phy, RN	\$0.00	\$0.00	24
MH56	Munn Hospital	76 Dixon	Mason	CO	80356	MED	CRNA, OT, Phy, PT, RN	\$0.00	\$43,025.00	24
PR11	Peel Radiology	151 Valleyview	Fort Stewart	CO	80336	MED	PT	\$31,750.00	\$0.00	21
TC37	Tarleton Clinic	451 Hull	Tarleton	CO	80409	MED	NP, PA, Phy, RN	\$18,750.00	\$31,500.00	27
WL56	West Labs	785 Main	Berls	CO	80349	LAB	CLS	\$14,000.00	\$0.00	24
*						MED				

V. Use Criterion Involving a Numeric Field

```
SELECT [Client Number], [Client Name]
FROM [Client]
WHERE [Current Due] = 0
;
```

Client Numt	Client Name
BH72	Berls Hospital
FH22	Family Health
PR11	Peel Radiology
WL56	West Labs
*	

VI. Use Criterion Involving a Text Field

```
SELECT [Client Number], [Client Name]
FROM [Client]
WHERE [City] = 'Berls'
;
```

Client Numt	Client Name
BH72	Berls Hospital
WL56	West Labs
*	

VII. Use a Compound Criterion

```
SELECT [Client Number], [Client Name]
FROM [Client]
WHERE [City] = 'Tarleton' AND [Current Due] = 0
;
```

Client Numt	Client Name
FH22	Family Health
*	

VIII. Use NOT in a Criterion

```
SELECT [Client Number], [Client Name]
FROM [Client]
WHERE NOT [City] = 'Tarleton'
;
```

Client Numk	Client Name
AC34	Alys Clinic
BH72	Berls Hospital
FD89	Ferb Dentistry
MH56	Munn Hospital
PR11	Peel Radiology
WL56	West Labs
*	

IX. Use a Computed Field

```
SELECT [Client Number], [Client Name], [Amount Paid] + [Current Due]
AS [Total Amount]
FROM [Client]
WHERE [Current Due] > 0
;
```

Client Numk	Client Name	Total Amour
AC34	Alys Clinic	\$17,500.00
FD89	Ferb Dentistry	\$33,500.00
MH56	Munn Hospital	\$43,025.00
TC37	Tarleton Clinic	\$50,250.00
*		

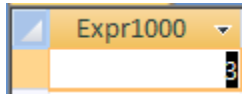
X. Sort the Results

```
SELECT [Client Number], [Client Name], [Amount Paid], [Current Due],
[Recruiter Number]
FROM [Client]
ORDER BY [Recruiter Number], [Amount Paid]
;
```

Client Numk	Client Name	Amount Paic	Current Due	Recruiter Nu
AC34	Alys Clinic	\$0.00	\$17,500.00	21
FD89	Ferb Dentistry	\$21,000.00	\$12,500.00	21
PR11	Peel Radiology	\$31,750.00	\$0.00	21
MH56	Munn Hospital	\$0.00	\$43,025.00	24
FH22	Family Health	\$0.00	\$0.00	24
WL56	West Labs	\$14,000.00	\$0.00	24
BH72	Berls Hospital	\$29,200.00	\$0.00	24
TC37	Tarleton Clinic	\$18,750.00	\$31,500.00	27
*				

XI. Use a Built-In Function

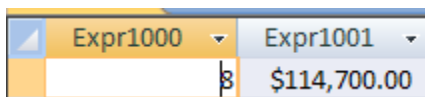
```
SELECT COUNT (*)
FROM [Client]
WHERE [Recruiter Number] = '21'
;
```



Expr1000
3

XII. Use Multiple Functions in the Same Command

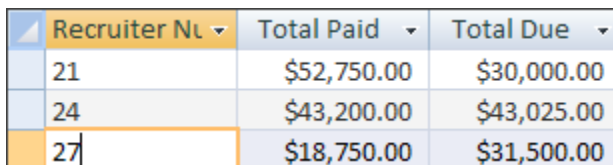
```
SELECT COUNT (*), SUM([Amount Paid])
FROM [Client]
;
```



Expr1000	Expr1001
3	\$114,700.00

XIII. Use Grouping

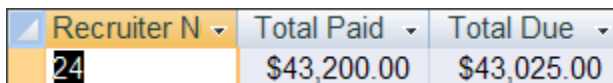
```
SELECT [Recruiter Number], SUM([Amount Paid]) AS [Total Paid],
SUM([Current Due]) AS [Total Due]
FROM [Client]
GROUP BY [Recruiter Number]
ORDER BY [Recruiter Number]
;
```



Recruiter Number	Total Paid	Total Due
21	\$52,750.00	\$30,000.00
24	\$43,200.00	\$43,025.00
27	\$18,750.00	\$31,500.00

XIV. Restrict the Groups that Appear

```
SELECT Client.[Recruiter Number], Sum(Client.[Amount Paid]) AS [Total
Paid], Sum(Client.[Current Due]) AS [Total Due]
FROM Client
GROUP BY Client.[Recruiter Number]
HAVING SUM([Current Due]) >40000
ORDER BY Client.[Recruiter Number]
;
```



Recruiter Number	Total Paid	Total Due
24	\$43,200.00	\$43,025.00

XV. Joining Tables

```
SELECT [Client Number], [Client Name], [Client].[Recruiter Number],
[First Name], [Last Name]
FROM [Client], [Recruiter]
WHERE [Client].[Recruiter Number] = [Recruiter].[Recruiter Number]
;
```

Client Num	Client Name	Recruiter Nu	First Name	Last Name
AC34	Alys Clinic	21	Alyssa	Kerry
FD89	Ferb Dentistry	21	Alyssa	Kerry
PR11	Peel Radiology	21	Alyssa	Kerry
BH72	Berls Hospital	24	Camden	Reeves
FH22	Family Health	24	Camden	Reeves
MH56	Munn Hospital	24	Camden	Reeves
WL56	West Labs	24	Camden	Reeves
TC37	Tarleton Clinic	27	Jaime	Fernandez

XVI. Restrict the Records in a Join

```
SELECT [Client Number], [Client Name], [Client].[Recruiter Number],
[First Name], [Last Name]
FROM [Client], [Recruiter]
WHERE [Client].[Recruiter Number] = [Recruiter].[Recruiter Number]
AND [Current Due] > 0
;
```

Client Num	Client Name	Recruiter Nu	First Name	Last Name
AC34	Alys Clinic	21	Alyssa	Kerry
FD89	Ferb Dentistry	21	Alyssa	Kerry
MH56	Munn Hospital	24	Camden	Reeves
TC37	Tarleton Clinic	27	Jaime	Fernandez

XVII. Joining a Table to Itself

```
SELECT F.[Client Number], F.[Client Name], S.[Client Number],
S.[Client Name], F.[City]
FROM [Client] F, [Client] S
WHERE F.[City]=S.[City] AND F.[Client Number] < S.[Client Number]
;
```

F.Client Nur	F.Client Name	S.Client Nur	S.Client Name	City
AC34	Alys Clinic	FD89	Ferb Dentistry	Berridge
FH22	Family Health	TC37	Tarleton Clinic	Tarleton
BH72	Berls Hospital	WL56	West Labs	Berls

XVIII. Using a Subquery

```
SELECT [Recruiter Number], [First Name], [Last Name]
FROM [Recruiter]
WHERE [Recruiter Number] IN
( SELECT [Recruiter Number]
  FROM [Client]
  WHERE [City] = 'Berls')
;
```

Recruiter Nu	First Name	Last Name
24	Camden	Reeves
*		

XIX. Using an Insert Command

```
INSERT INTO [Seminar Offerings]
VALUES
('PR11','S01', 8, 0)
;
```

XX. Using an UPDATE Command

```
UPDATE [Seminar Offerings]
SET [Hours Spent] = 2
WHERE [Client Number] = 'PR11'
AND [Seminar Number] = 'S01'
;
```

XXI. Using an DELETE Command

```
DELETE FROM [Seminar Offerings]
WHERE [Client Number] = 'PR11'
AND [Seminar Number] = 'S01'
;
```