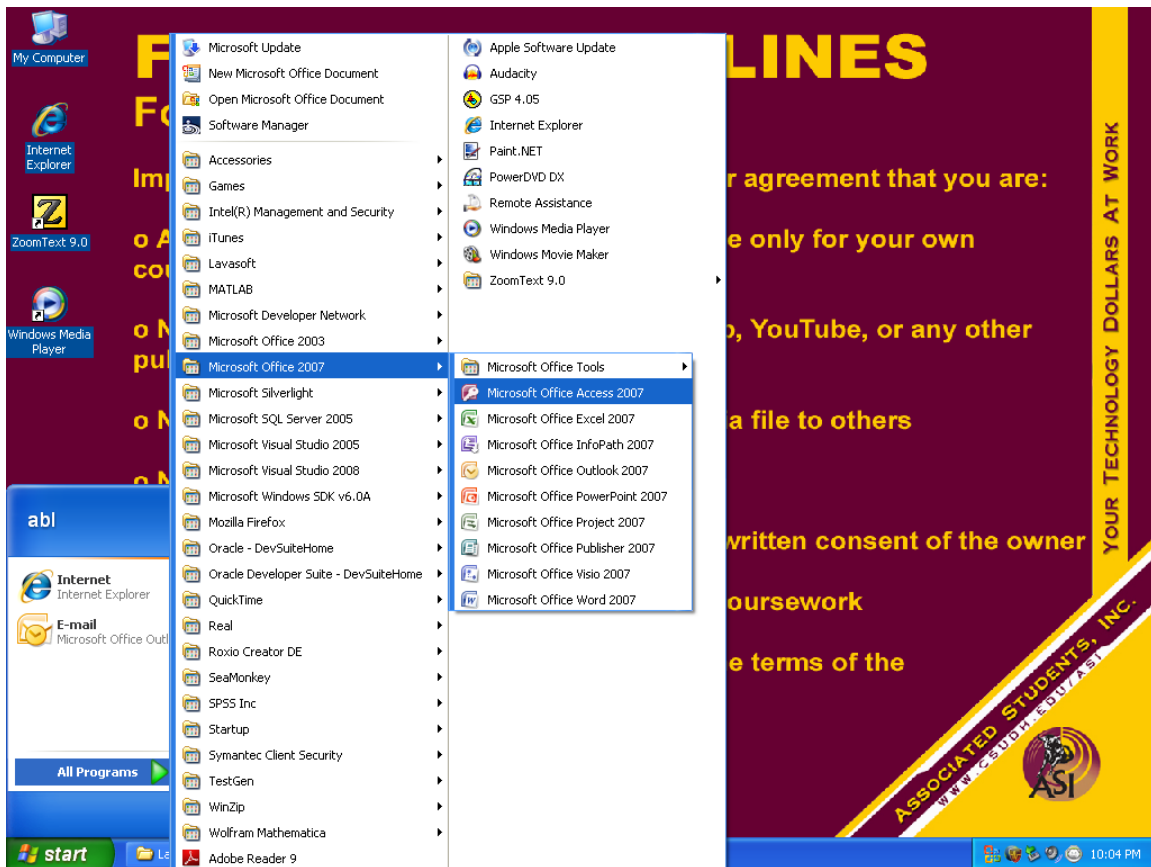
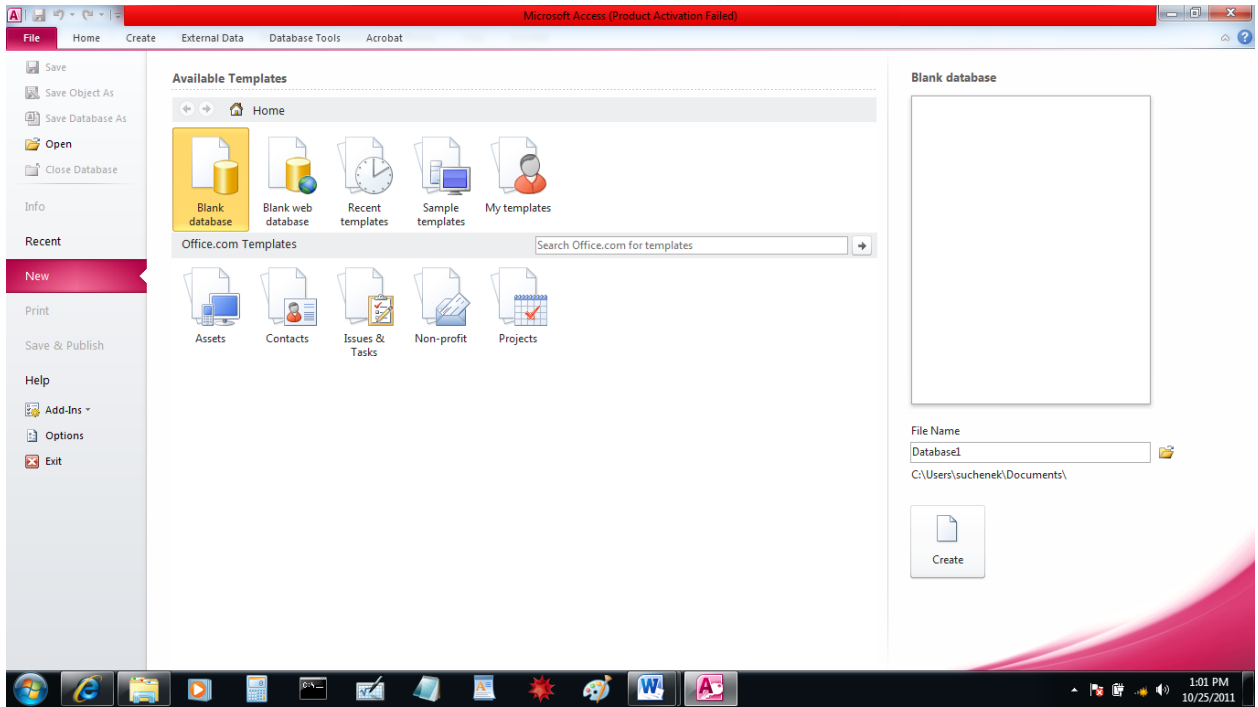


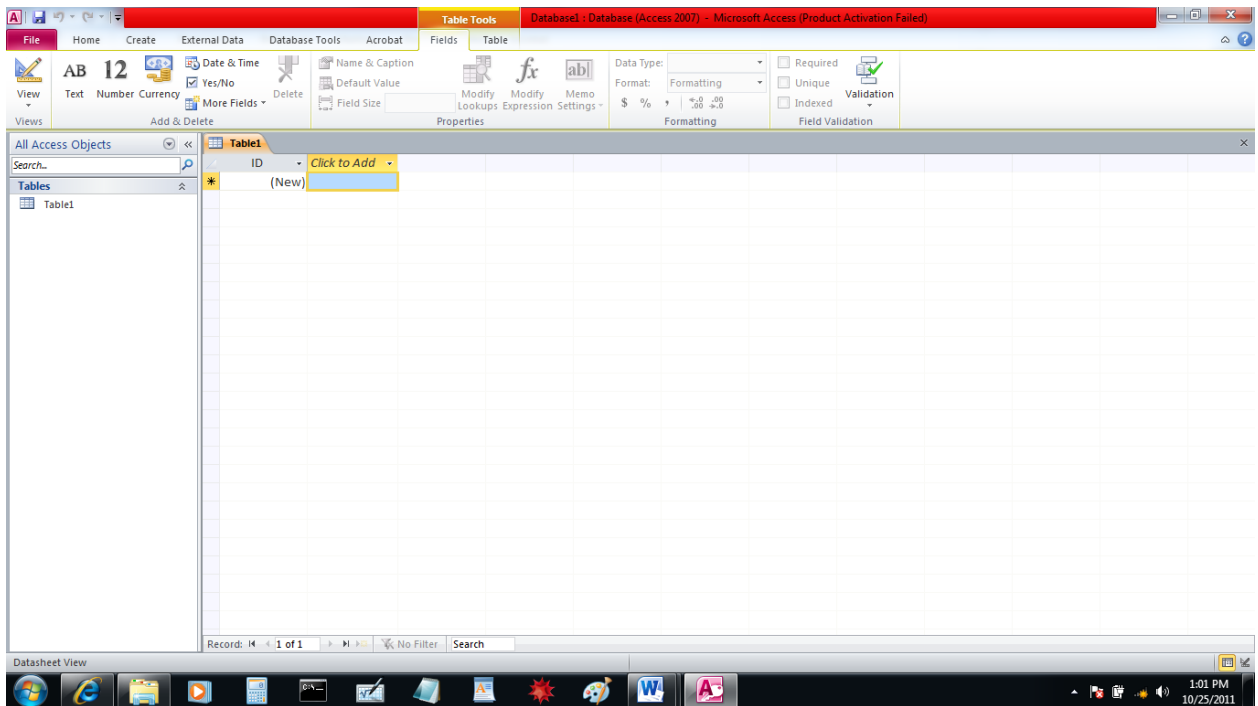
Open Microsoft Office Access (2007 or 2010 – the differences between the two are relatively minor)



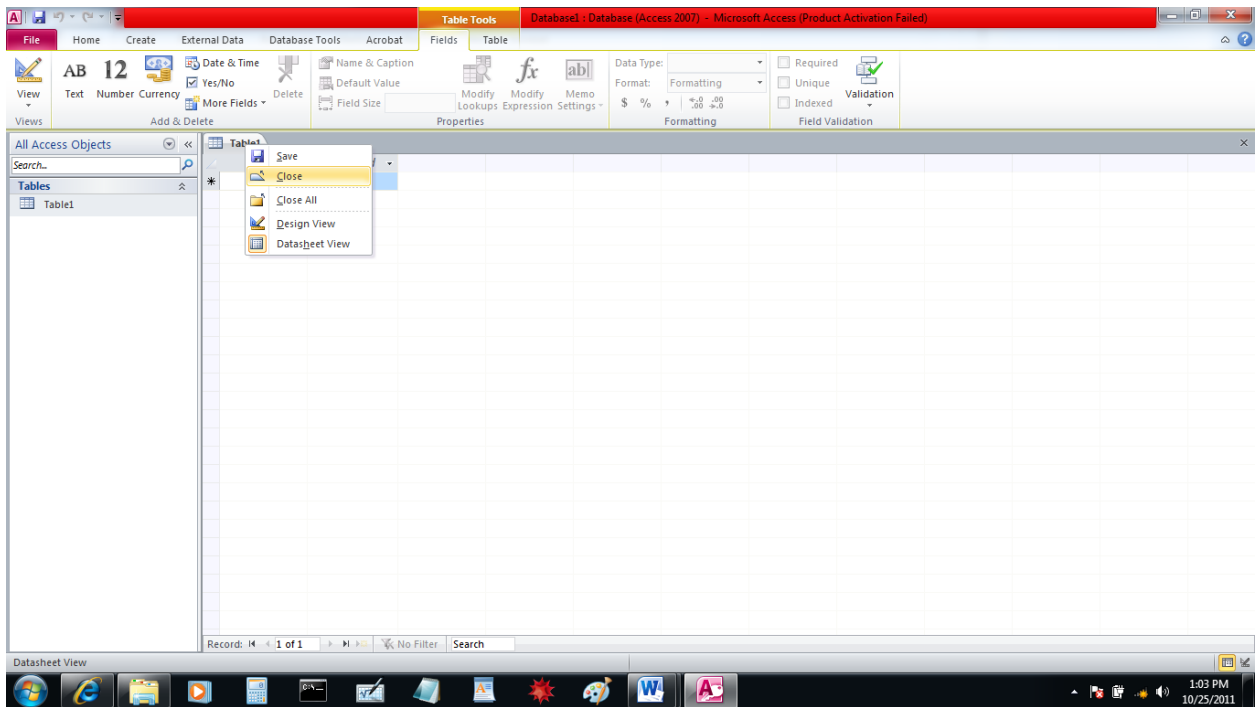
After opening, select option “Blank database”.



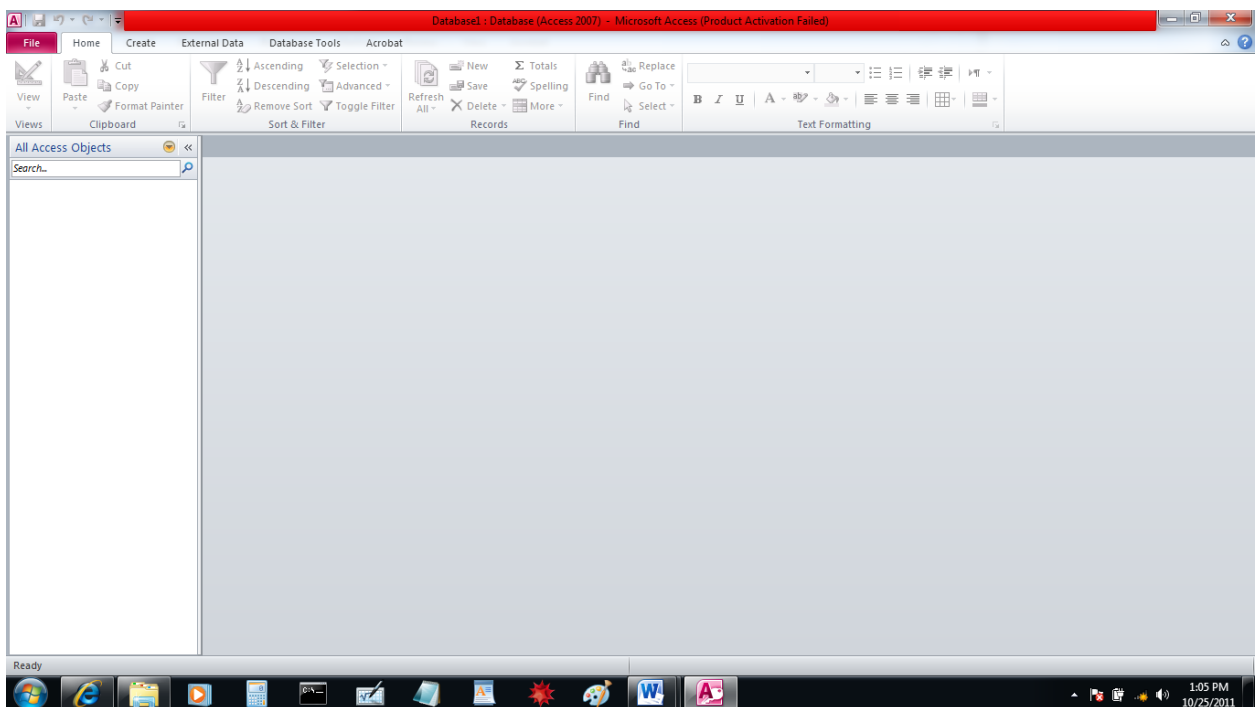
Access will open and create Table 1.



You will need to close it.

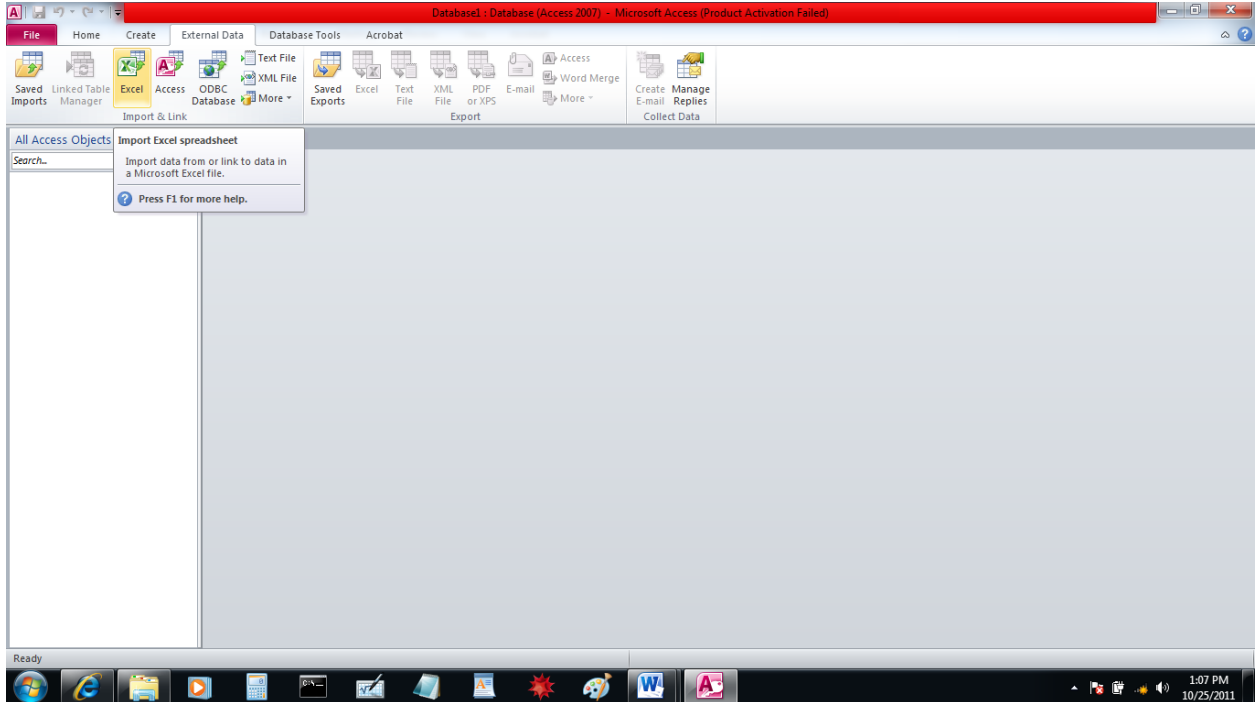


Now you have no table in your view.

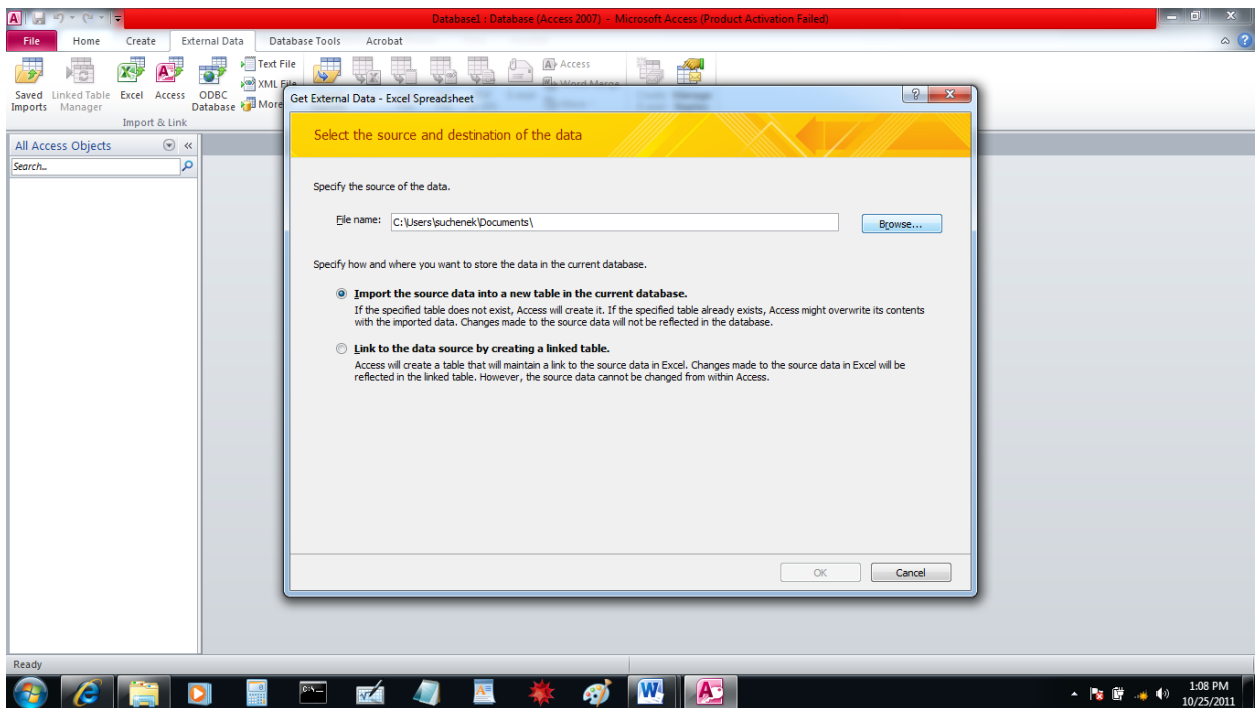


You are ready to import data from spreadsheet to your database.

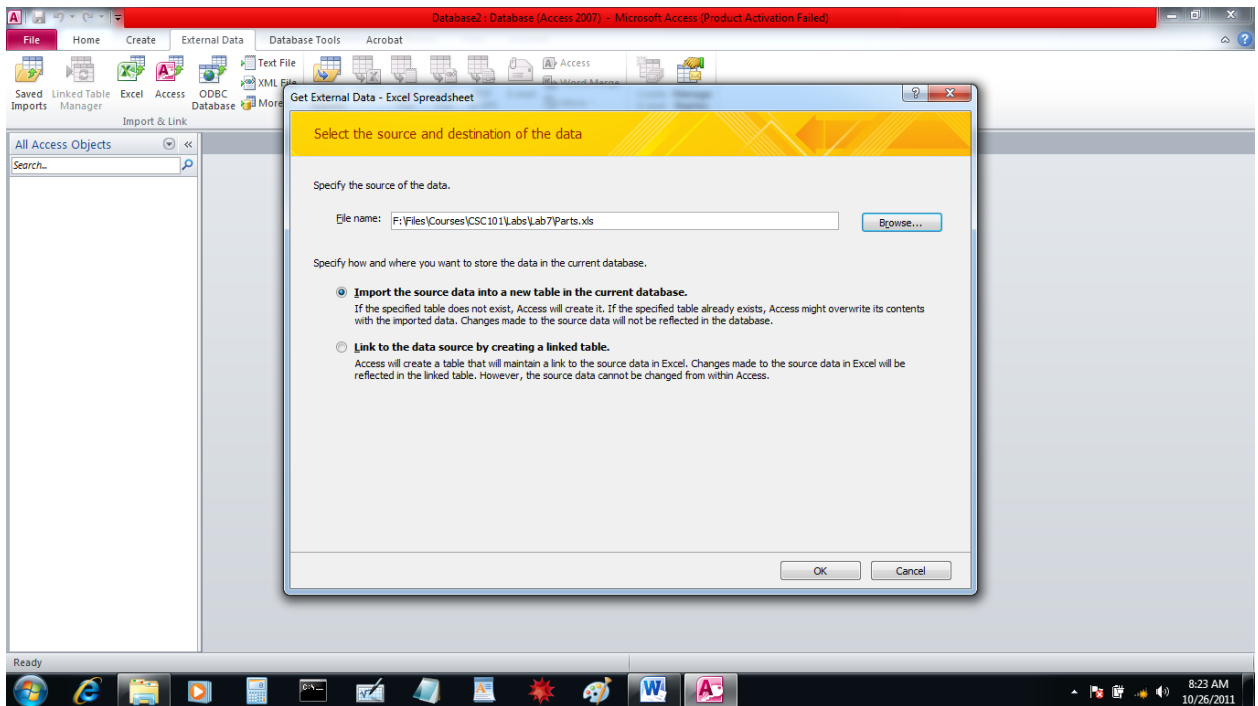
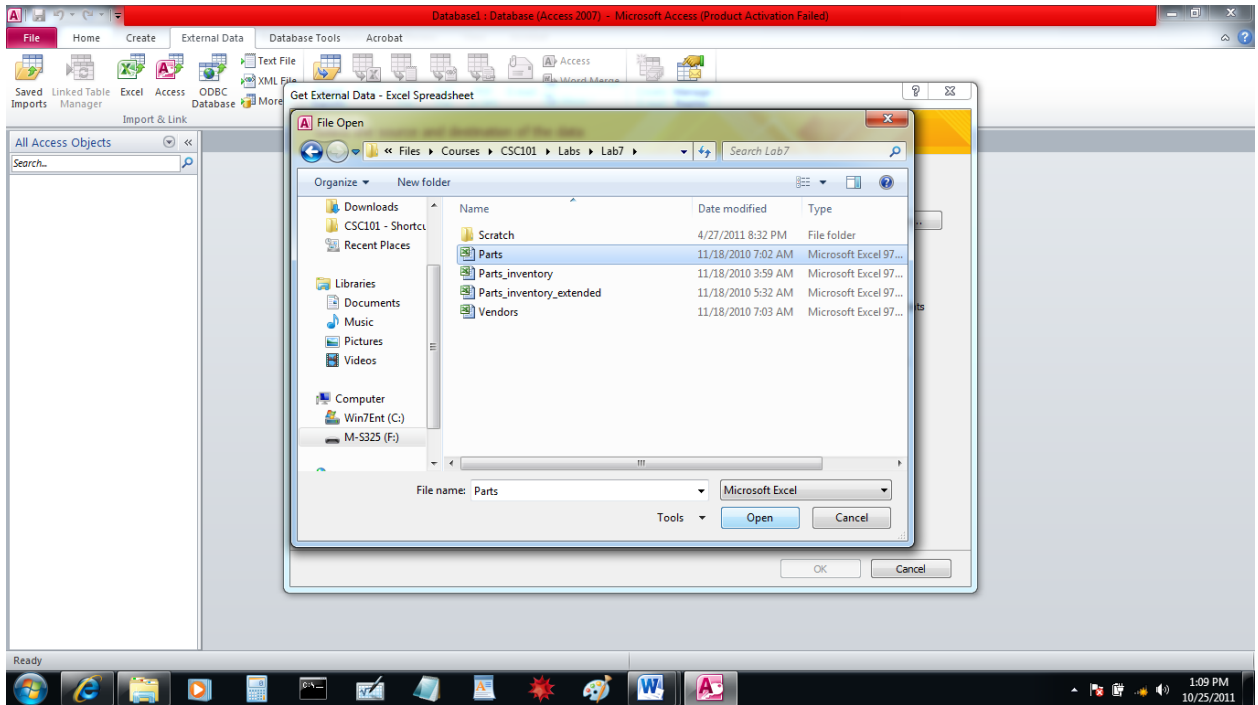
Go to External Data and then click on Excel – this is where your data are.



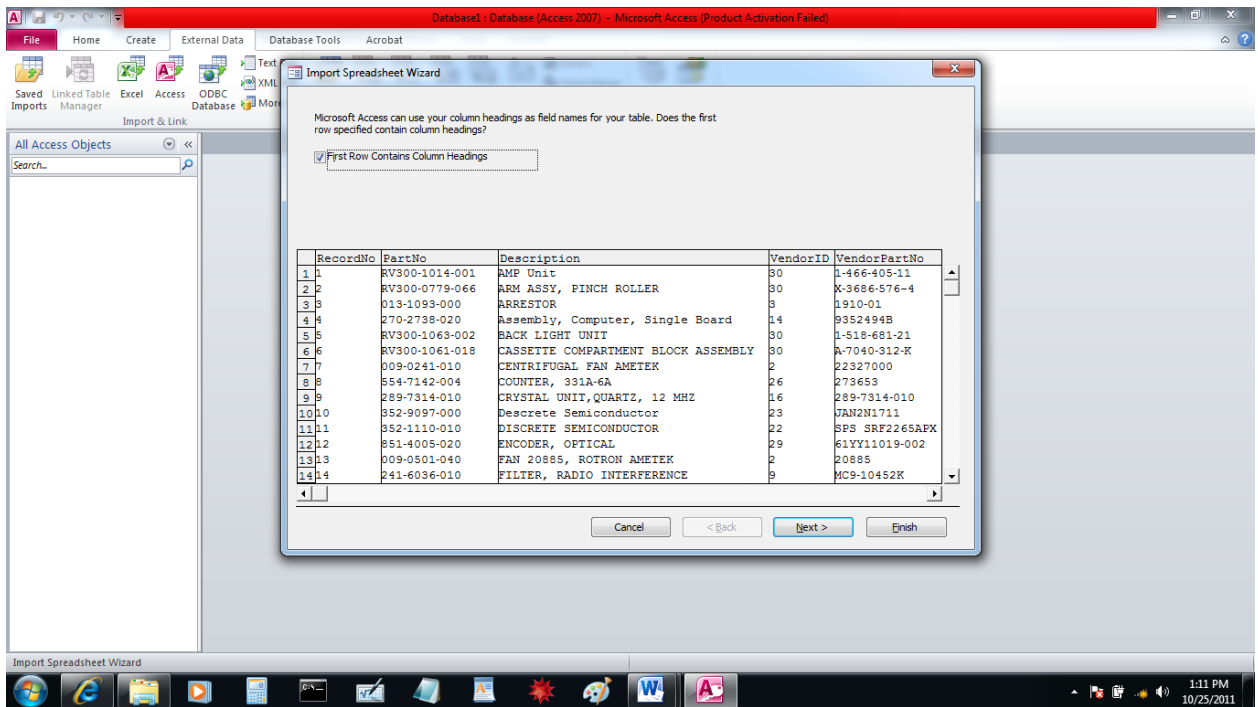
You need to navigate to the subdirectory where you saved Parts.xls and Vendors.xls.



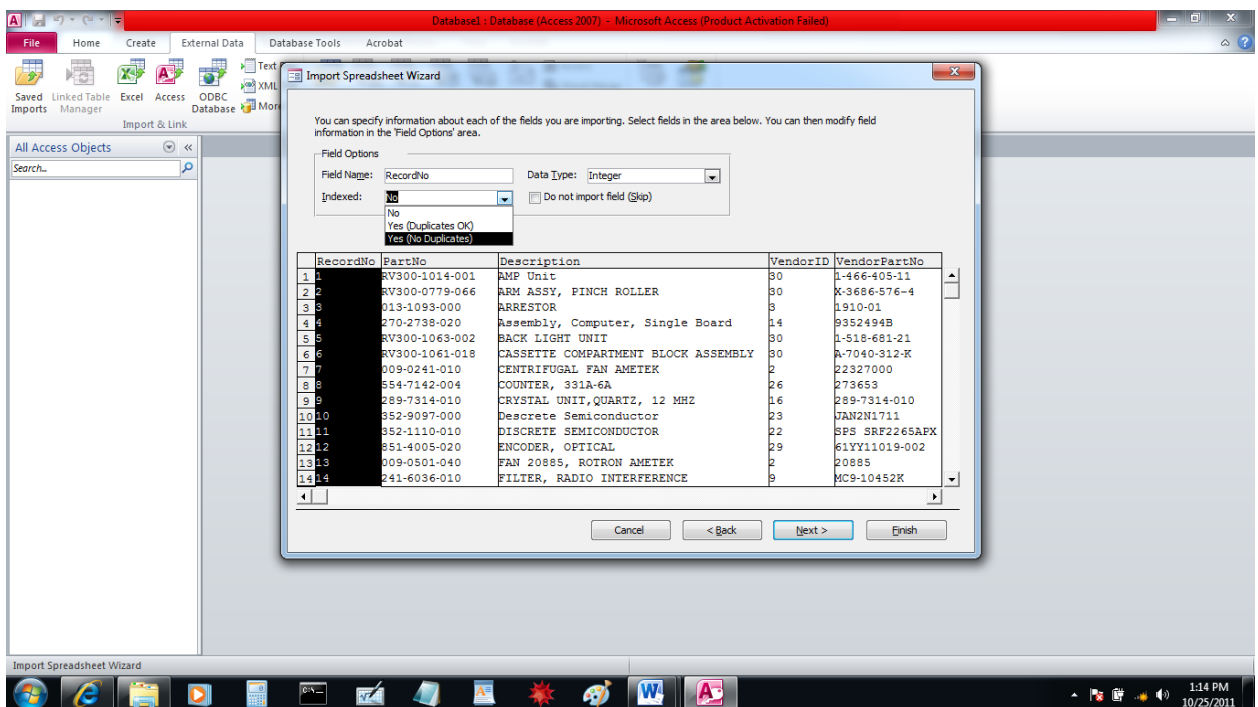
First, import Parts.xls.



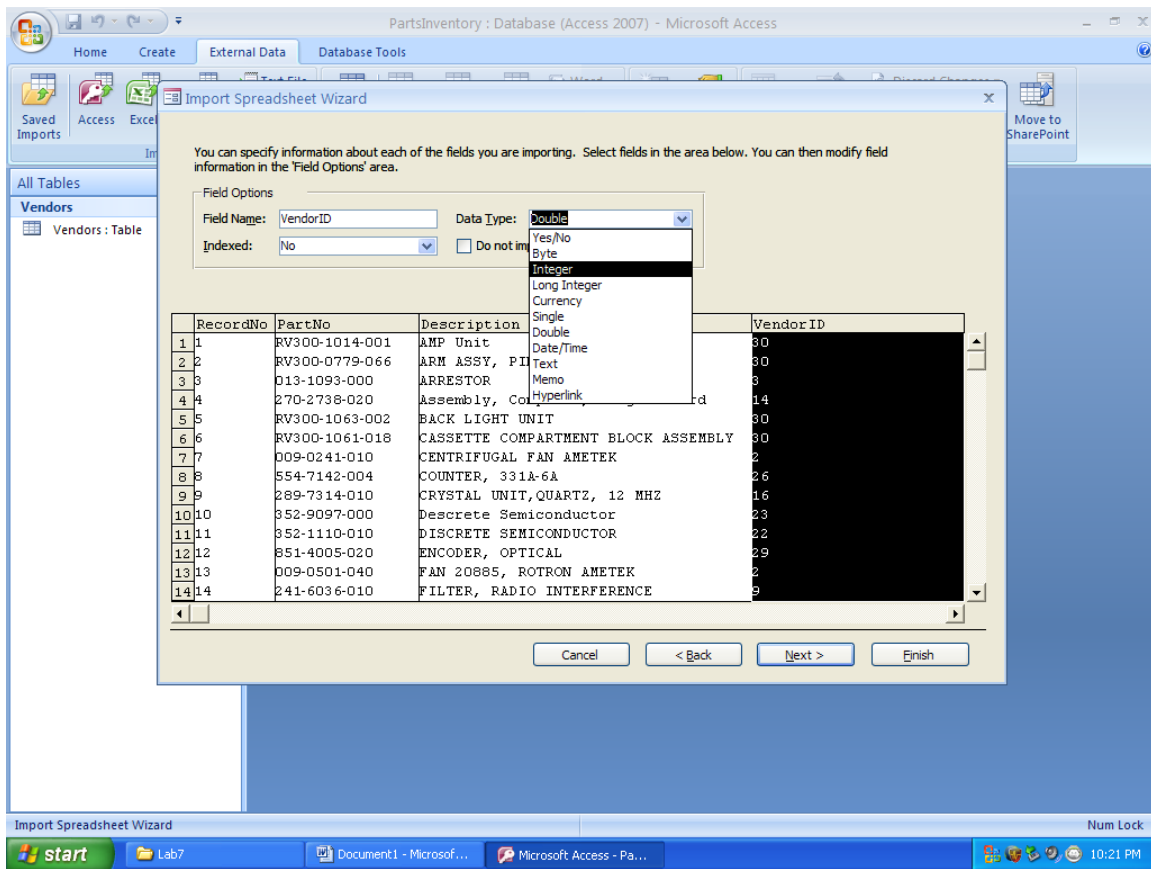
Now, you can tell Access how to import the data.



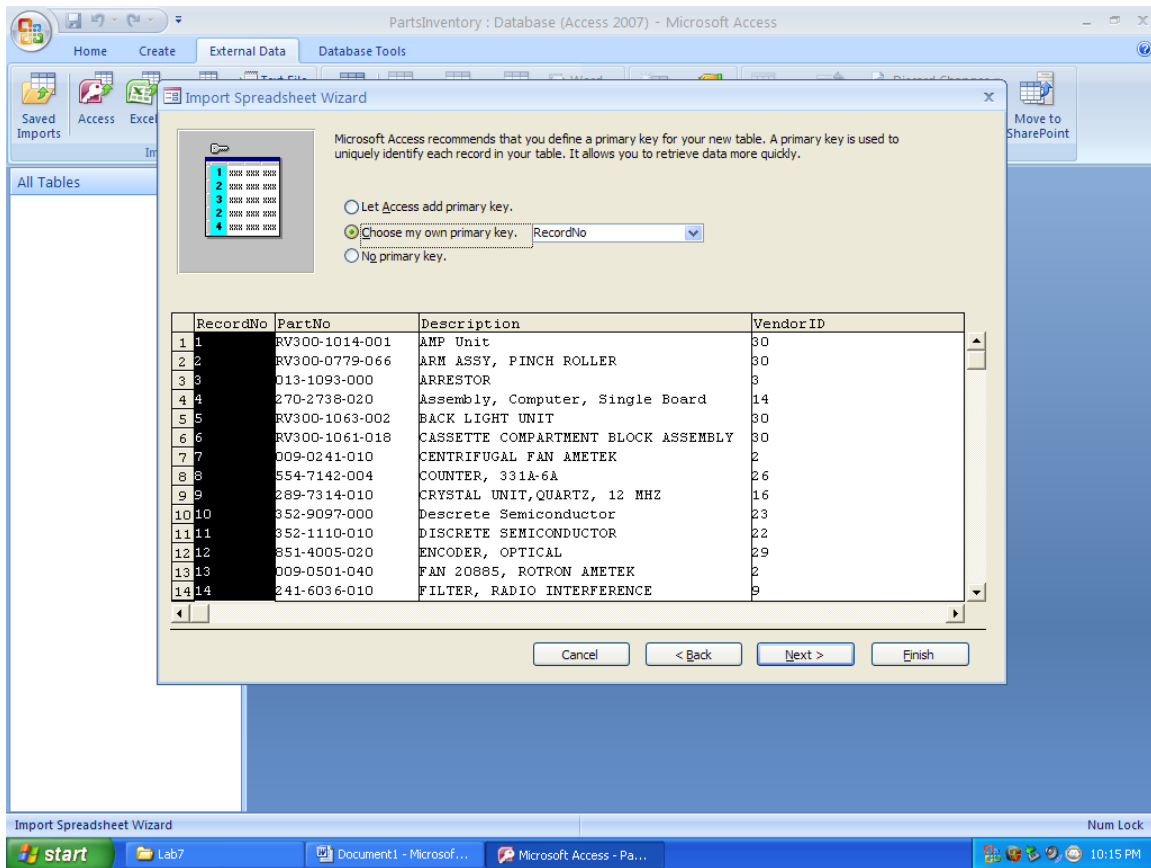
Select RecordNo as indexed with no duplicates, data type integer.



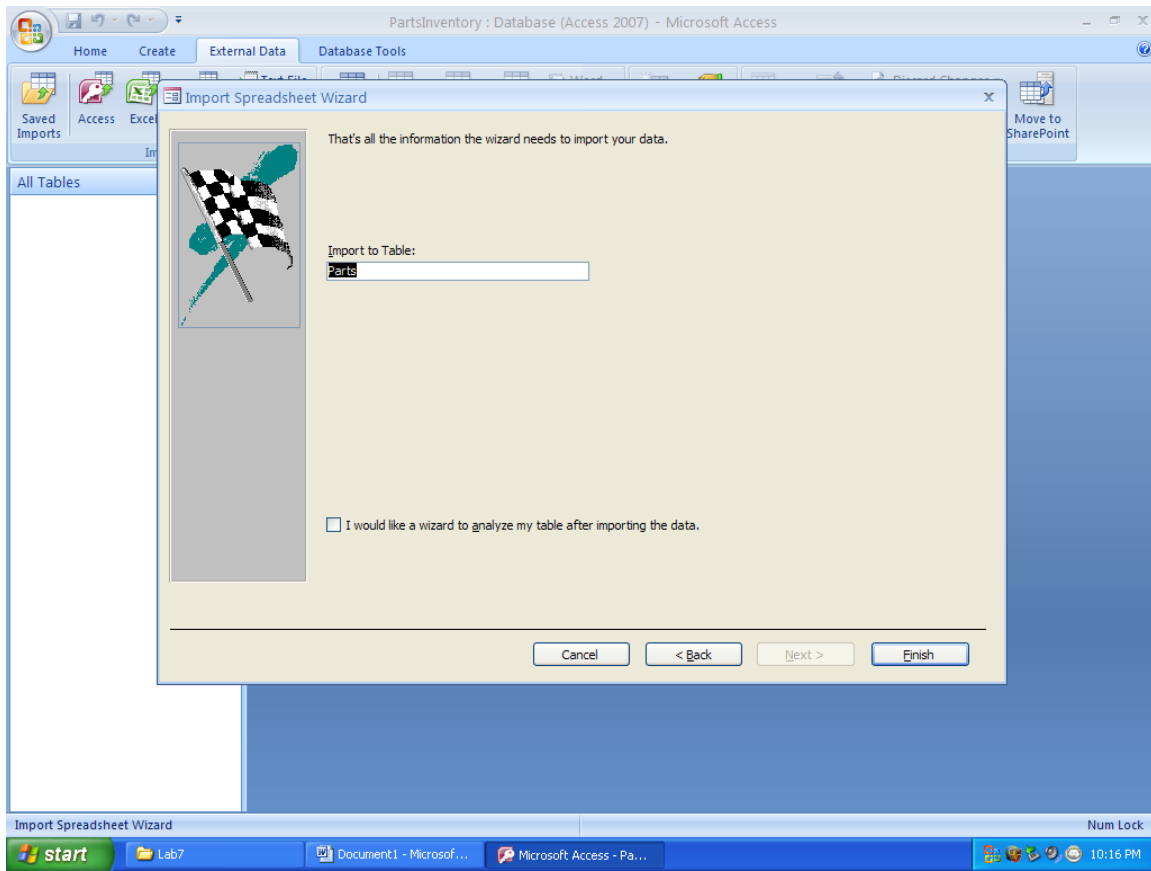
Make sure that Vendor ID is integer.



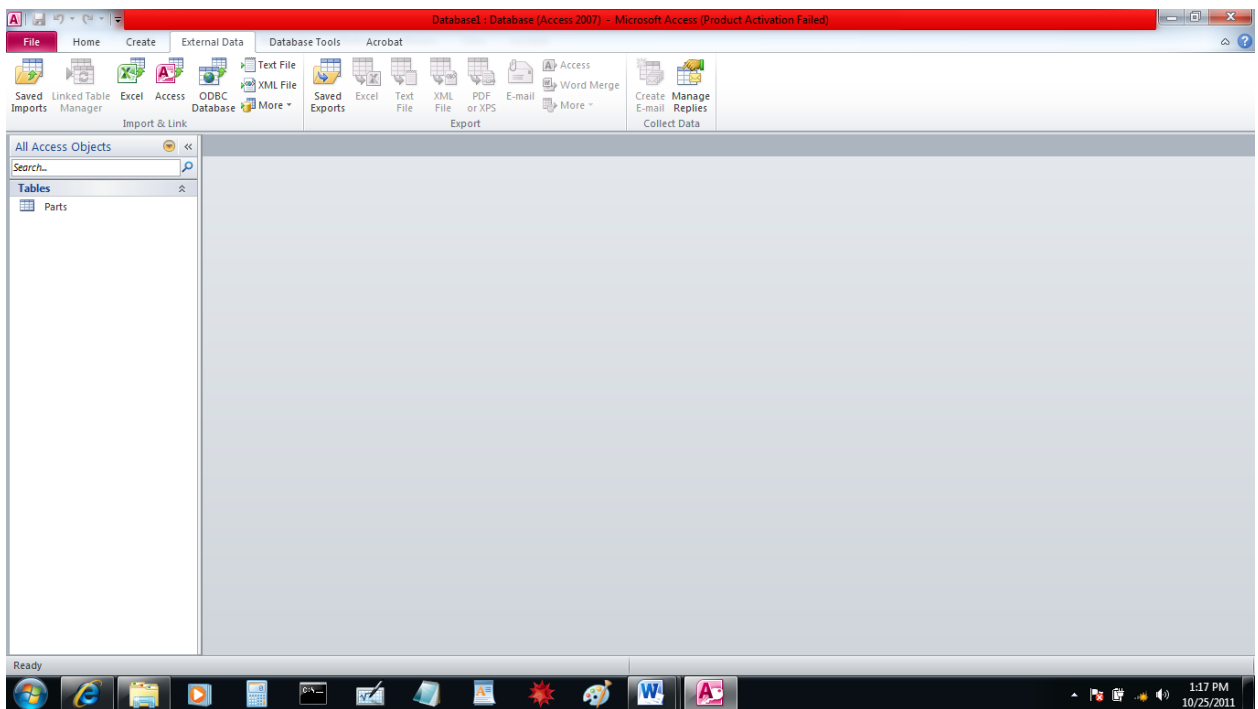
Select RecordNO as the primary key.



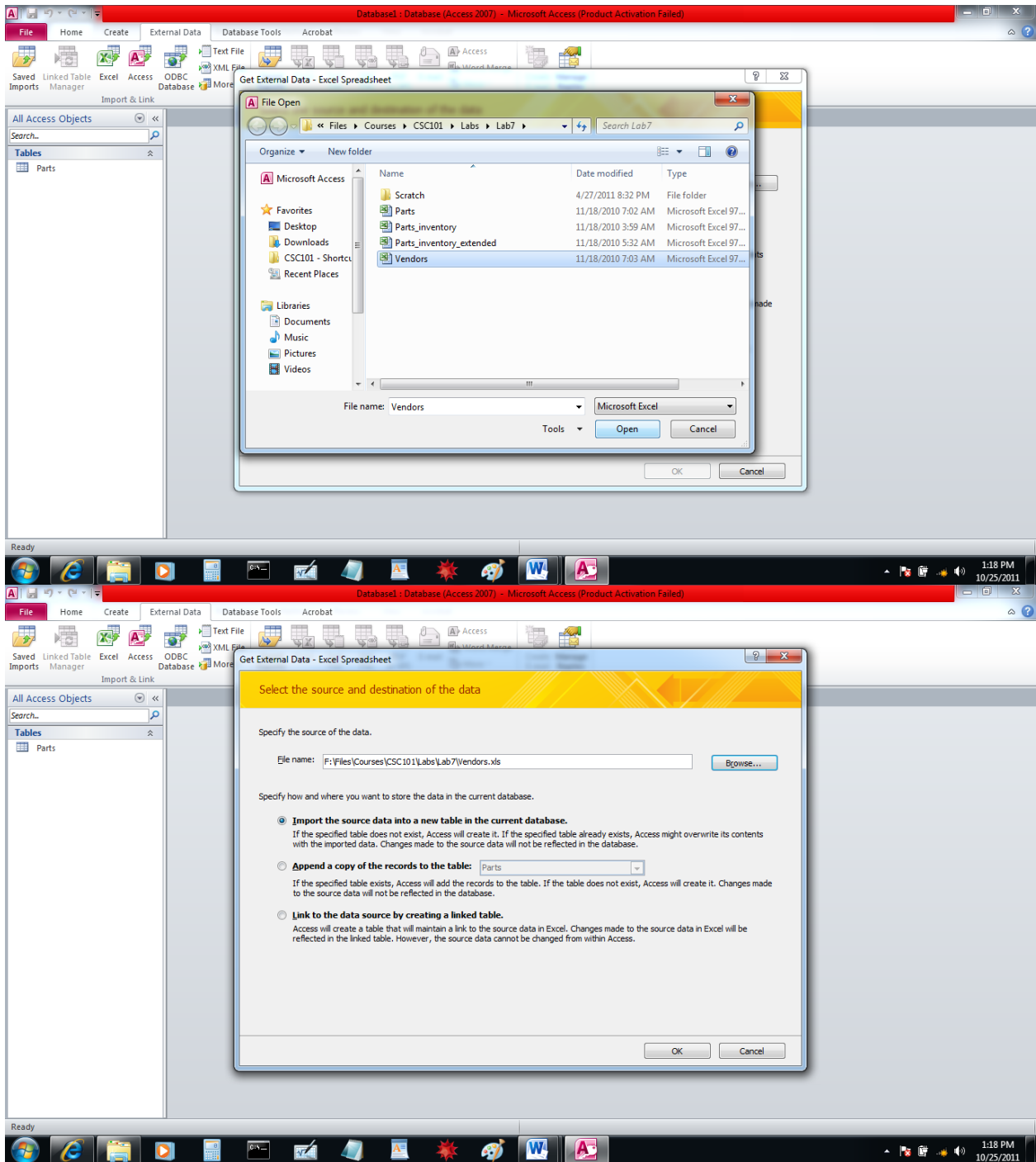
Finish importation of the data.



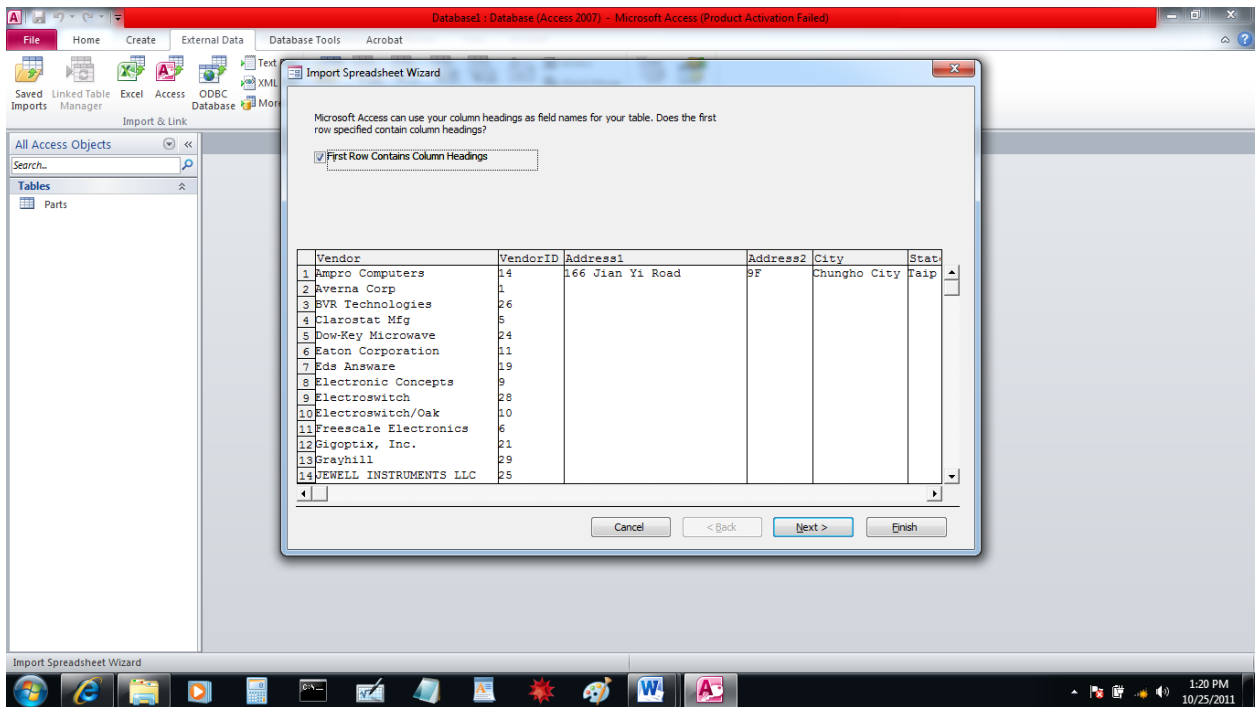
You have created table Parts.



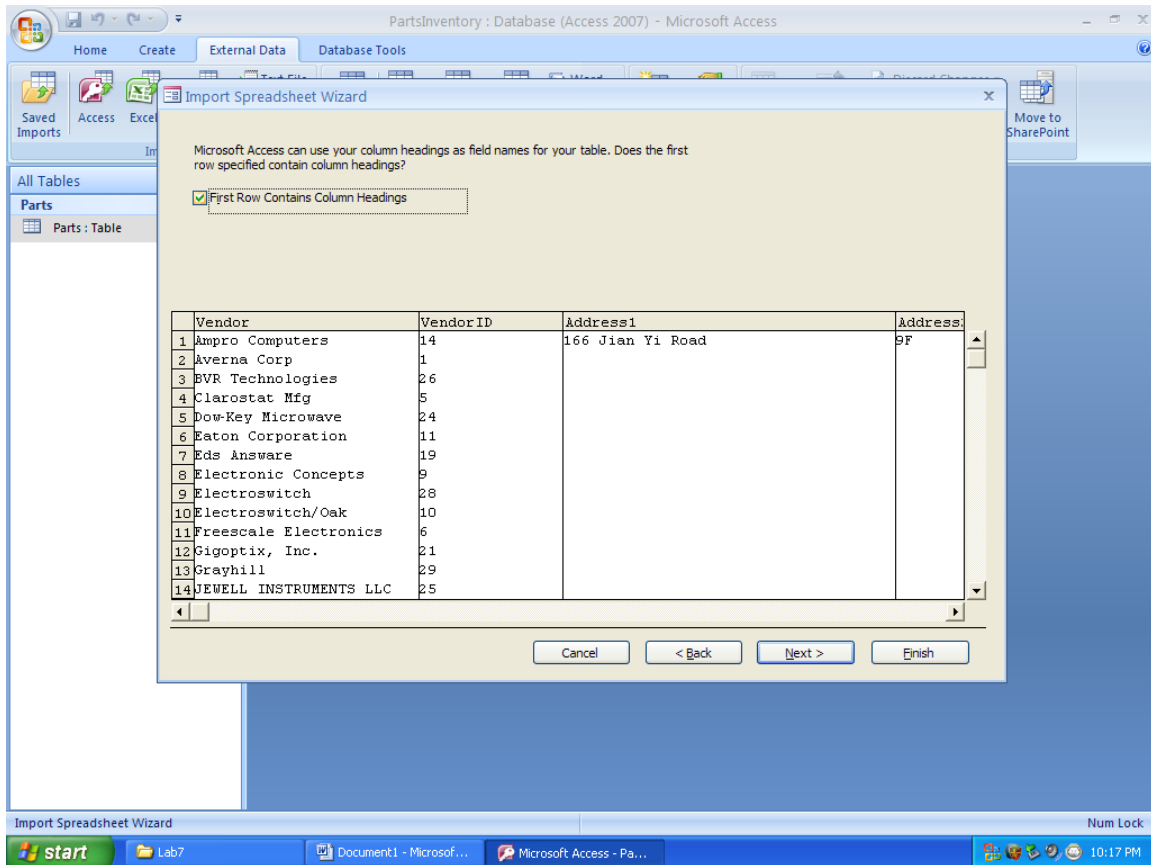
Now, import Vendors.xls in a similar way.



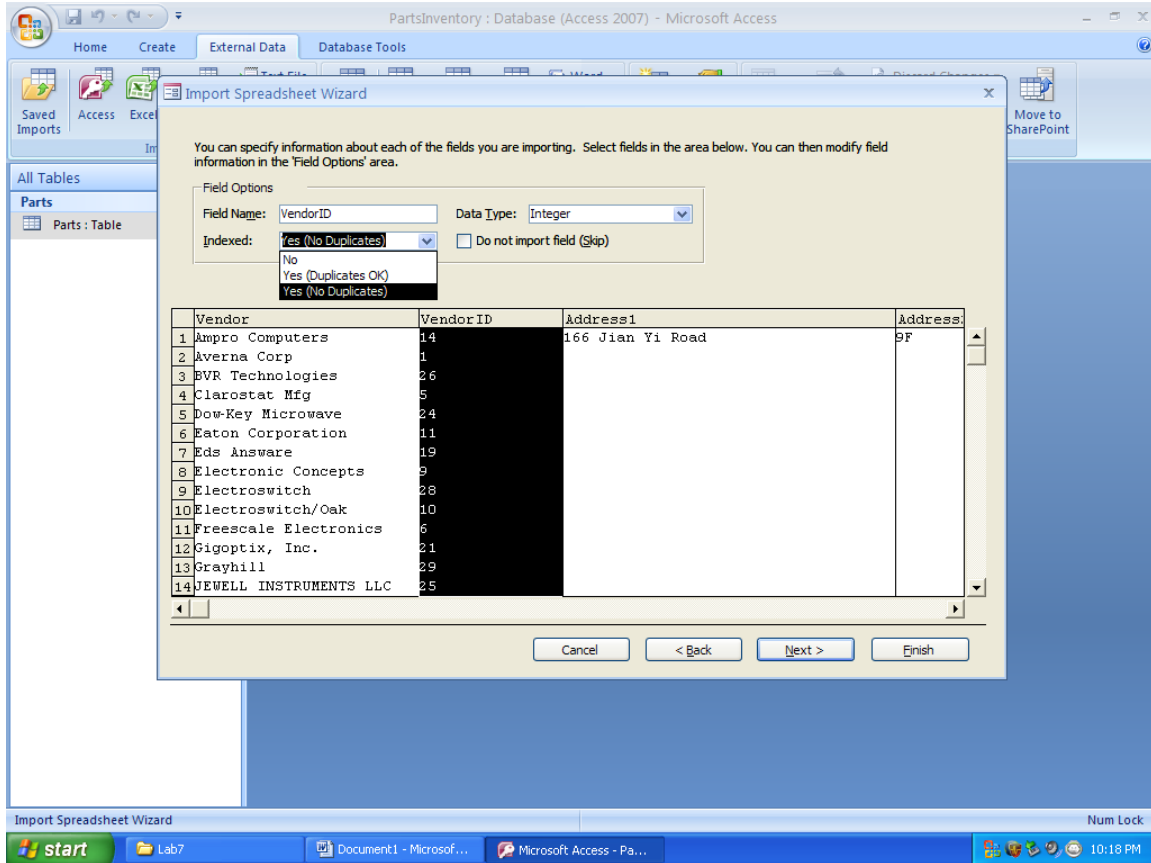
Tell Access how to import the data:



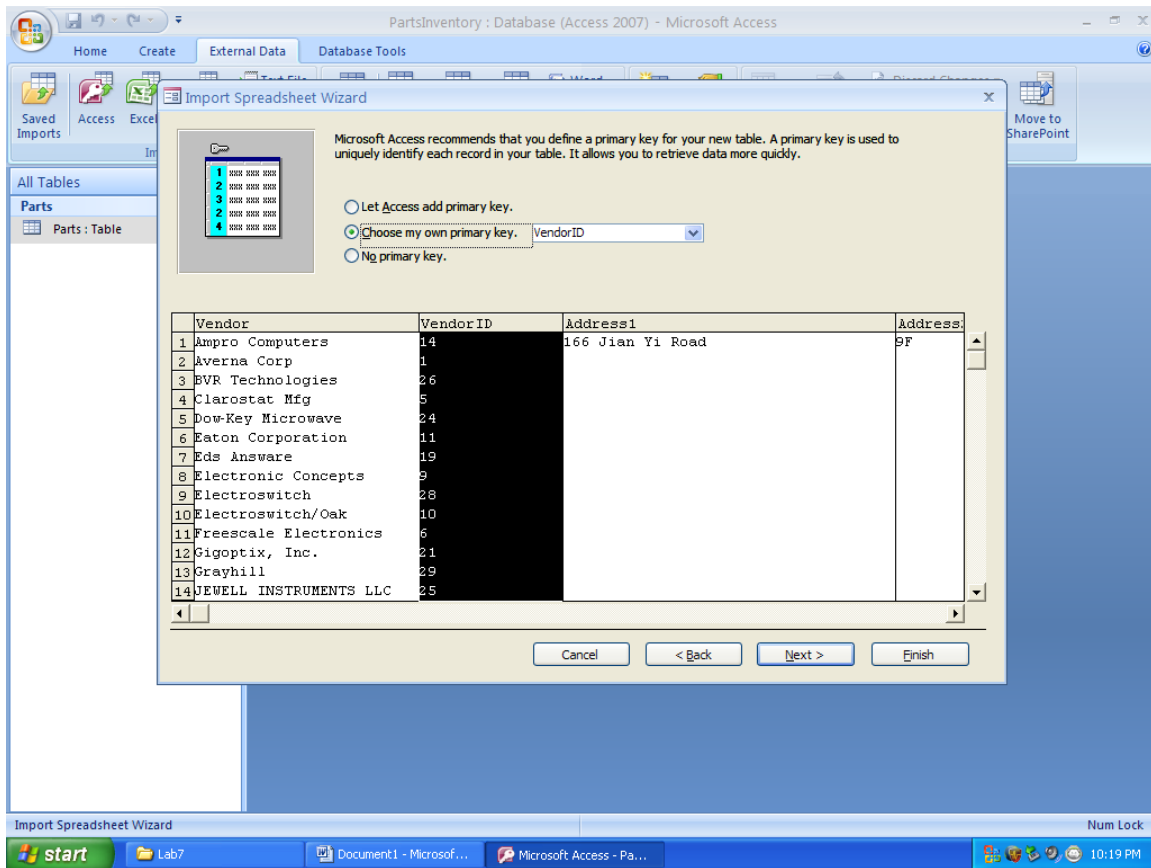
And so on ...



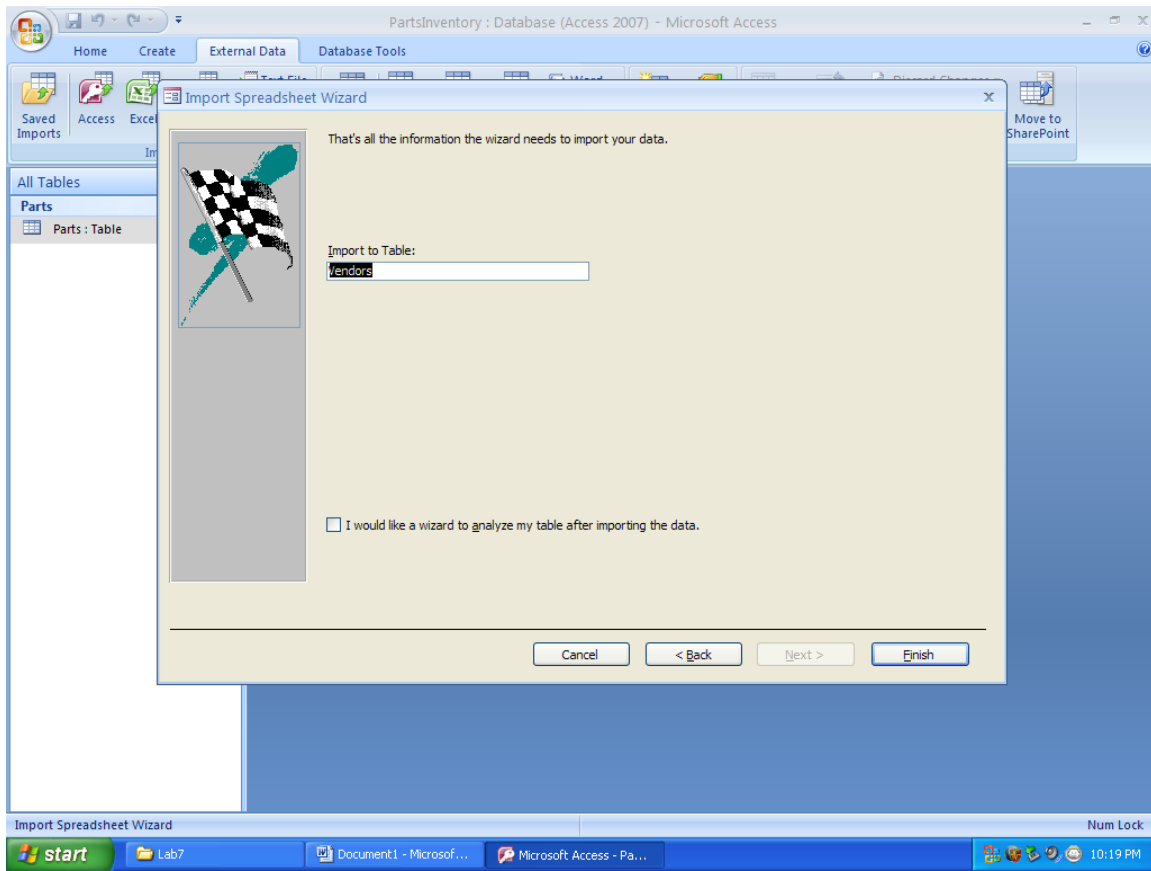
Now, the VendorID is indexed.



and a primary key.



Finish importation.

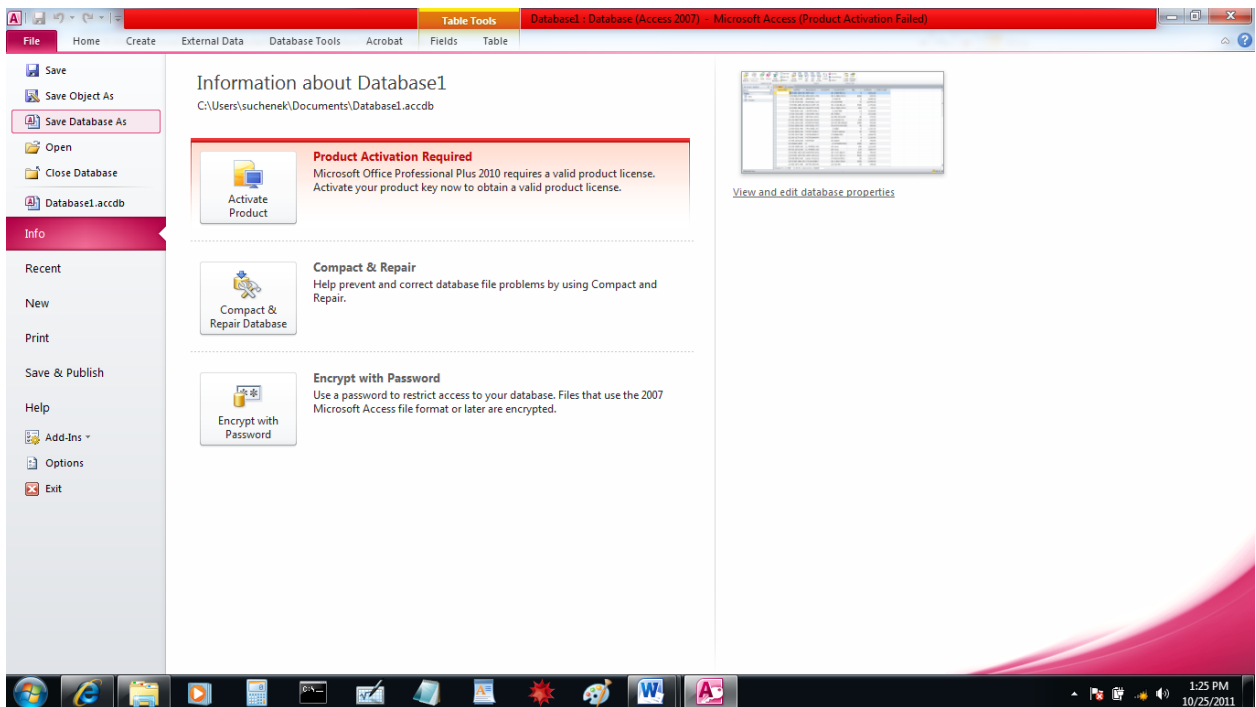


You have two tables: Parts and Vendors.

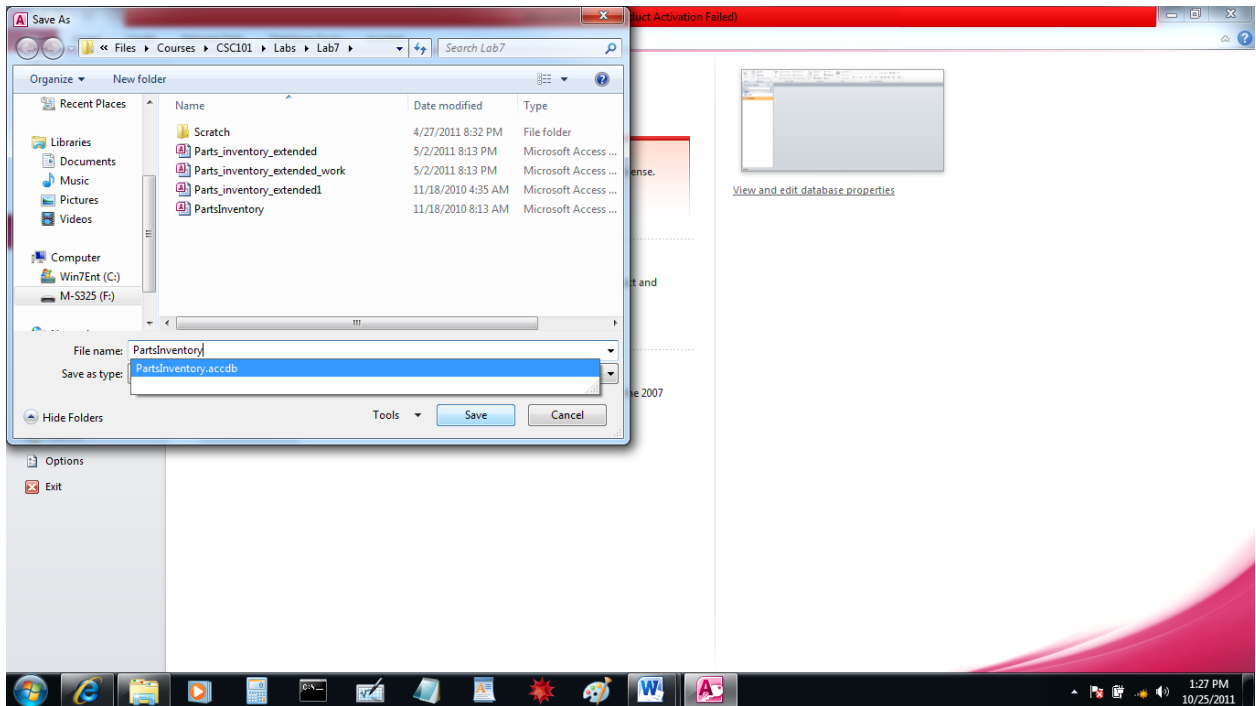
Open them by clicking on their names. Here is what you should see.

RecordNo	PartNo	Description	VendorID	VendorPart	Qty	ListPrice
1	RV300-1014-00	AMP Unit	30	1-466-405-11	4	4,031.26
2	RV300-0779-06	ARM ASSY, PIN	30	X-3686-576-4	4668	225.55
3	013-1093-000	ARRESTOR	3	1910-01	6	8,840.34
4	270-2738-020	Assembly, Con	14	9352494B	75	16,043.59
5	RV300-1063-00	BACK LIGHT UN	30	1-518-681-21	3500	1,715.82
6	RV300-1061-01	CASSETTE COM	30	A-7040-312-K	450	87.15
7	009-0241-010	CENTRIFUGAL F	2	22327000	11	4,230.06
8	554-7142-004	COUNTER, 331A	26	273653	7	2,132.88
9	289-7314-010	CRYSTAL UNIT,	16	289-7314-010	20	373.22
10	352-9097-000	Discrete Semi	23	JAN2N1711	100	136.50
11	352-1110-010	DISCRETE SEMI	22	SPS SRF2265AP	1000	953.00
12	851-4005-020	ENCODER, OPT	29	61YY11019-002	20	500.60
13	009-0501-040	FAN 20885, RO	2	20885	6	1,295.26
14	241-6036-010	FILTER, RADIO I	9	MC9-10452K	30	875.64
15	293-1327-060	FILTER,BAND P	17	00660-001	5	4,044.78
16	293-1375-010	FILTER,BANDPA	18	2B791	4	5,226.00
17	293-1234-010	FILTER,BP	16	2Q187	8	750.00
18	202485-0009	IC	6	XPC8602P50C1	5000	469.91
19	350-3068-010	IC, HYBRID, MU	19	none	200	2,221.69
20	351-2274-010	IC, HYBRID, MU	20	none	125	4,055.97
21	RV300-1073-00	INVERTER ASSY	30	1-517-366-11	4100	705.92
22	RV300-1074-00	LAMP, BACKLIC	30	1-517-365-11	4400	1,539.60
23	836-0032-010	Lamp, Fluoresc	27	M4-02-09A 2	50	1,411.47
24	RV300-1063-00	LCD ASSEMBLY	30	A-8267-081A	2400	9,308.09
25	482-5071-040	METER MECHAI	25	010-043	50	348.48
26	482-5054-010	Meter Movement	25	010-031	25	210.20

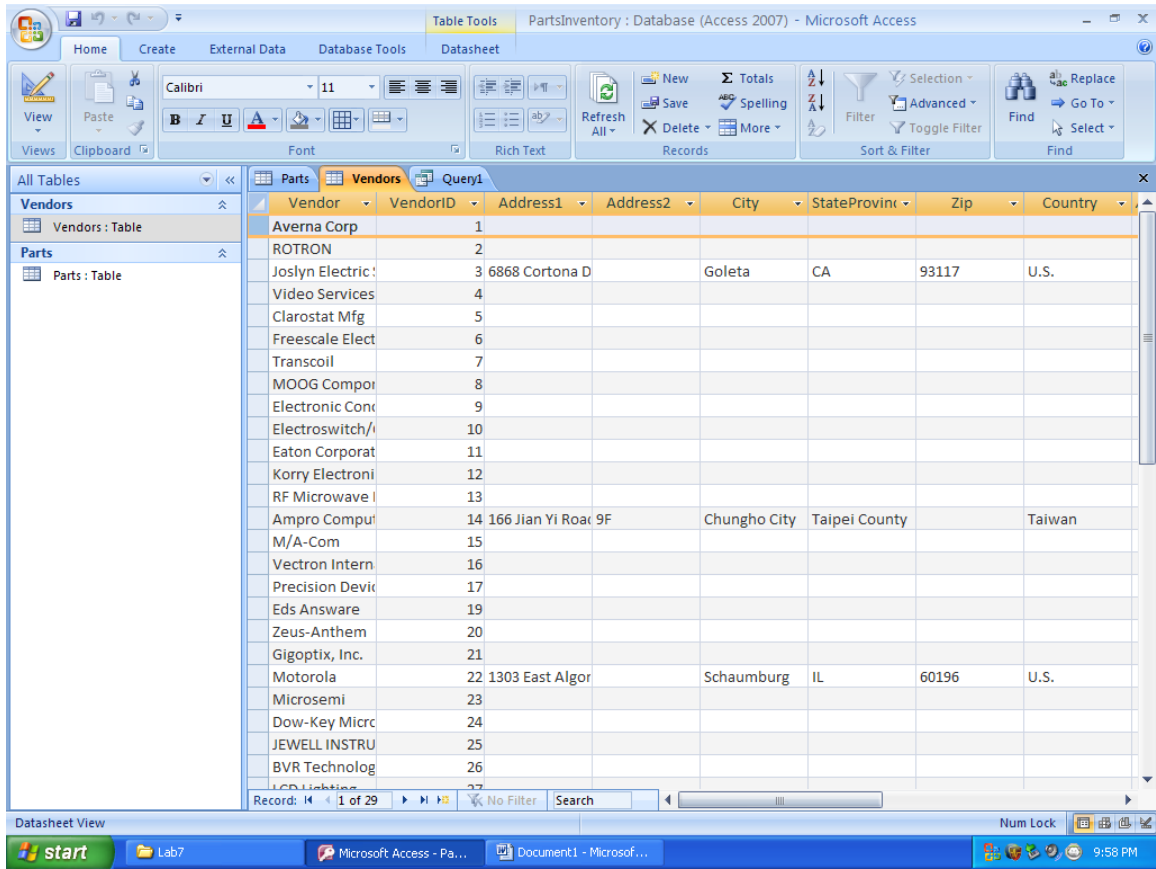
Save your database in appropriate subdirectory as PartsInventory.accdb.



Make sure you know where to save it!



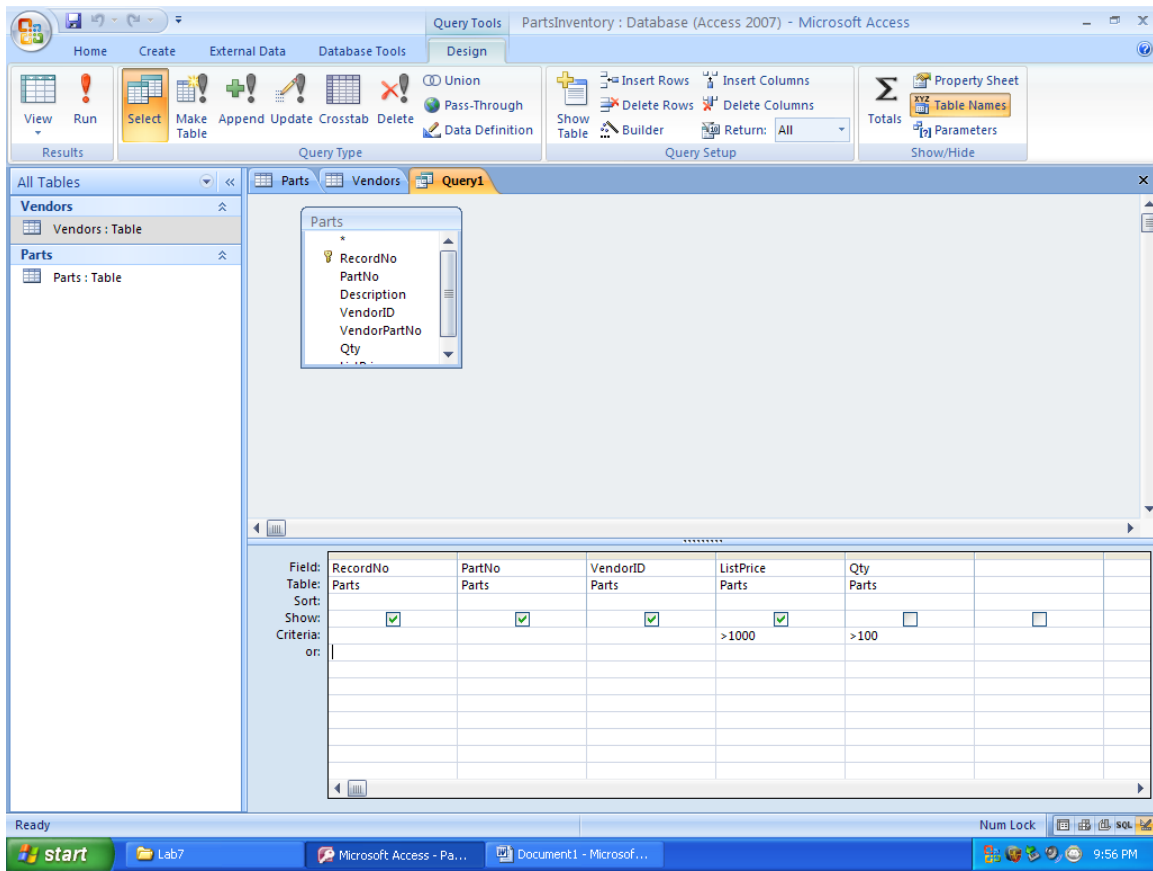
Populate Vendor addresses with the data from the Internet – it requires searching with a search engine, for instance Google.



Now, you will exercise issuing simple queries to your database. Each query produces an output that has a form of a table. You go to Create and then to

You can switch between the Design view and the SQL view.

IT IS IMPORTANT THAT YOU DO SO AND TRY TO UNDERSTAND THE SQL CODE.



SQL query:

```
SELECT Parts.RecordNo, Parts.PartNo, Parts.VendorID, Parts.ListPrice
FROM Parts WHERE Parts.ListPrice>1000 AND Parts.Qty>100;
```

See the similarities between the two?

Run the query. Here is how the result should look like:

PartsInventory : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools

View Paste Font Rich Text Refresh All Save Delete More Records Filter Advanced Selection Replace Find Go To Select Find

All Tables Parts Vendors Query1

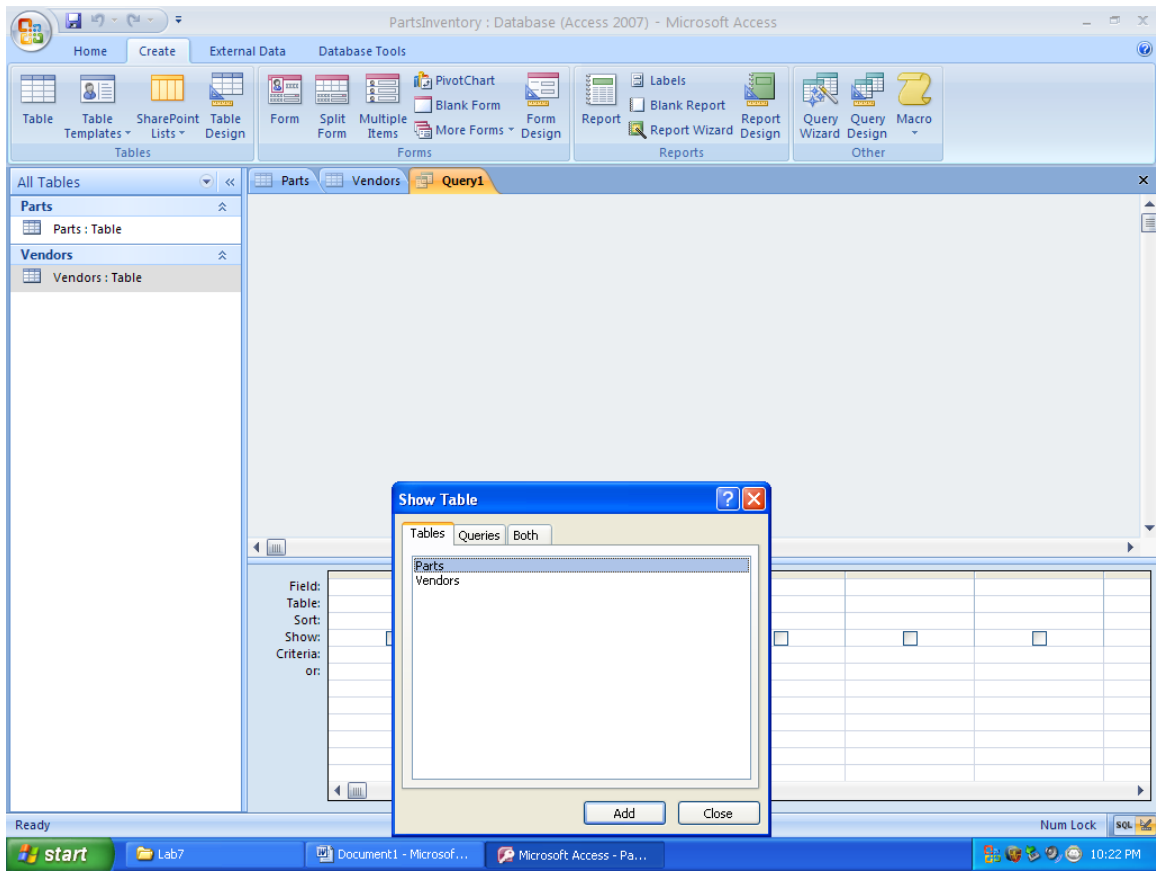
Parts: Table Vendors: Table

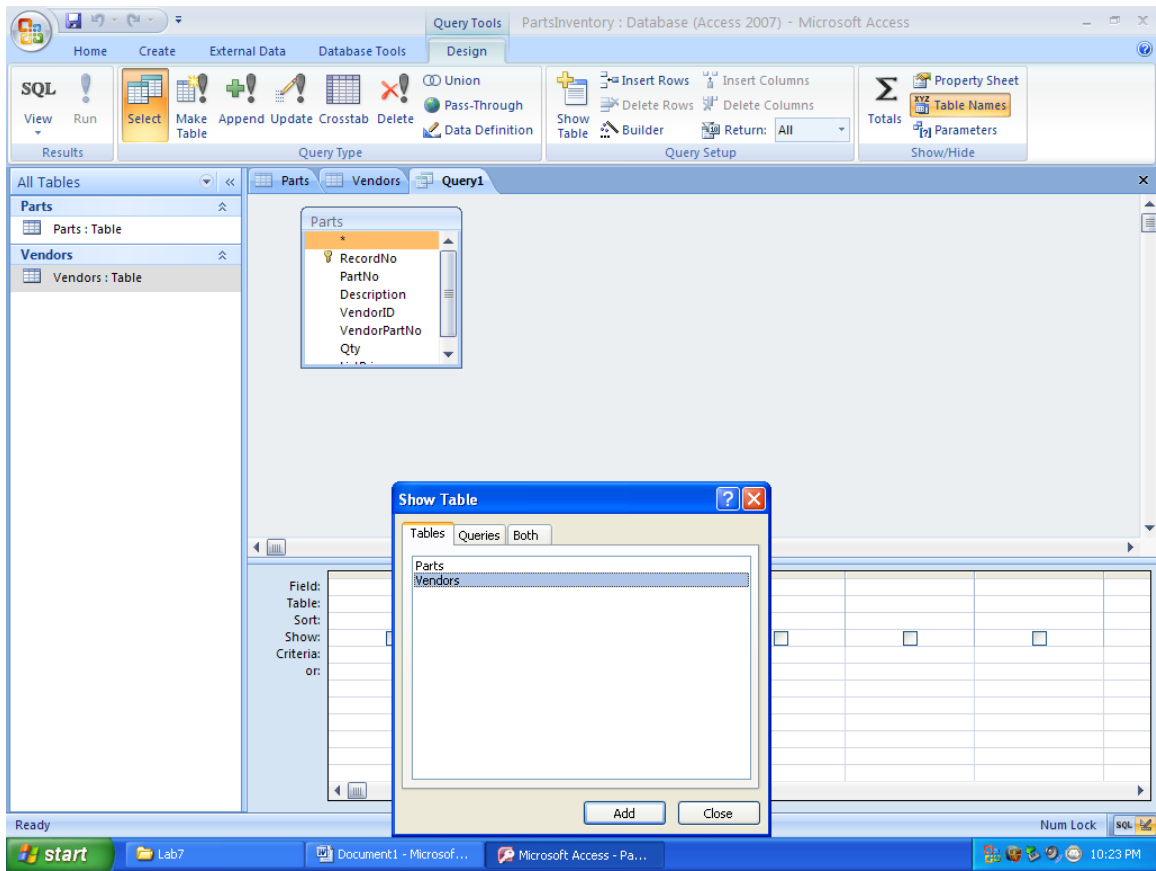
RecordNo	PartNo	VendorID	ListPrice
19	RV300-1063-00	30	1,715.82
20	350-3068-010	19	2,221.69
22	351-2274-010	20	4,055.97
24	RV300-1074-00	30	1,539.60
37	RV300-1063-00	30	9,308.09
37	1311238-001	4	3,035.72
*			

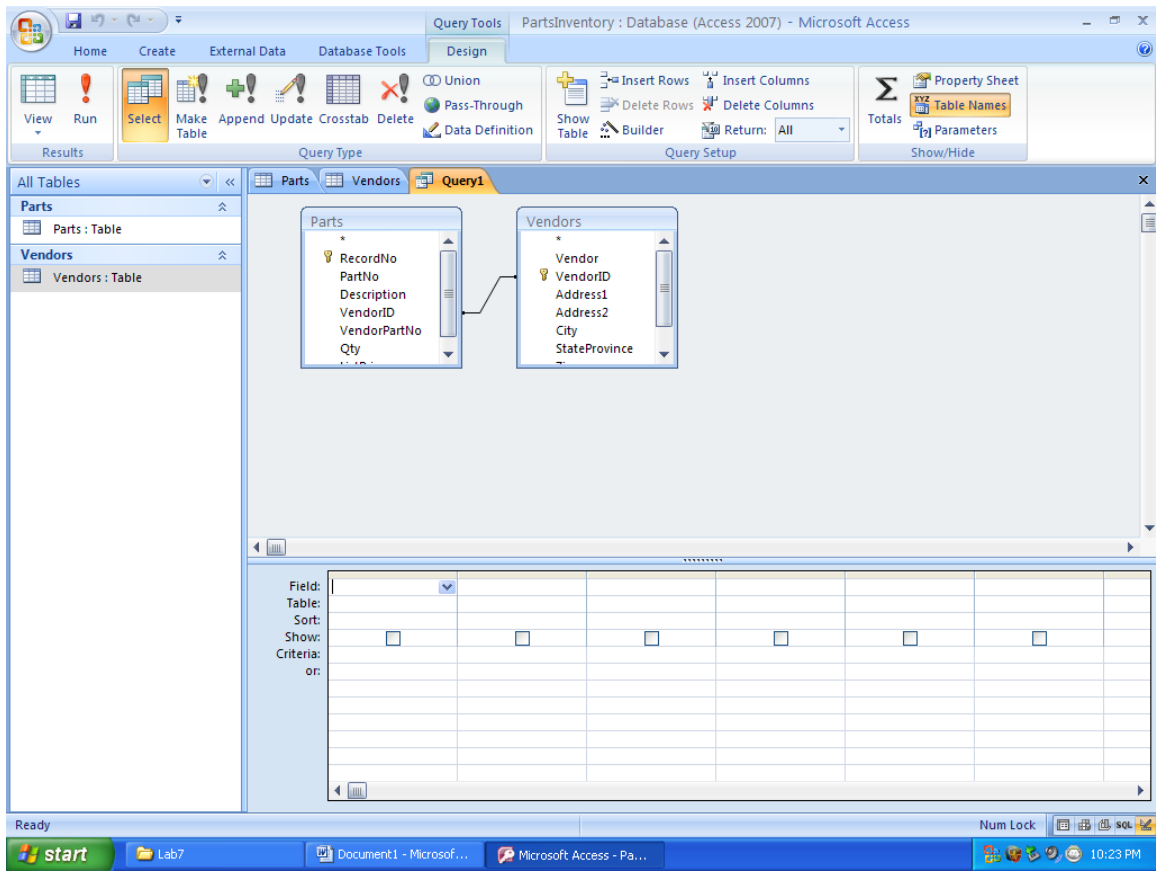
Records: 1 of 6 No Filter Search

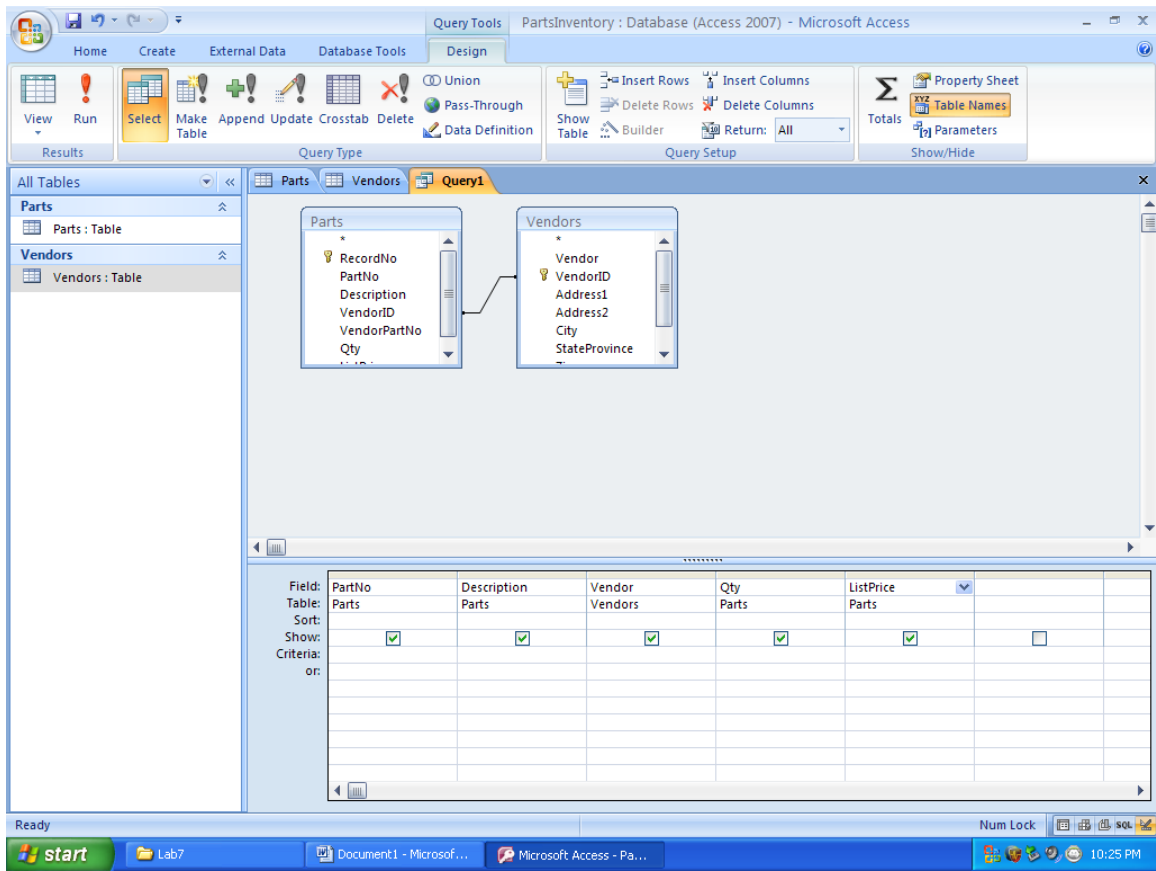
Ready Num Lock

start Lab7 Microsoft Access - Pa... Document1 - Microsof... 9:55 PM









```
SELECT Parts.PartNo, Parts.Description, Vendors.Vendor, Parts.Qty, Parts.ListPrice
FROM Parts INNER JOIN Vendors ON Parts.VendorID = Vendors.VendorID;
```

PartsInventory : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools

Calibri 11

View Paste Bold Italic Underline Text Color Background Color Font

Rich Text

Refresh All New Save Spelling More

Records

Filter Advanced Find Replace

Sort & Filter

Find

All Tables

Vendors

Vendors : Table

Parts

Parts : Table

Query1

PartNo	Description	Vendor	Qty	ListPrice
RV300-1014-00	AMP Unit	Sony Electronic	4	4,031.26
RV300-0779-06	ARM ASSY, PIN	Sony Electronic	4668	225.55
013-1093-000	ARRESTOR	Joslyn Electric	6	8,840.34
270-2738-020	Assembly, Com	Ampro Comput	75	16,043.59
RV300-1063-00	BACK LIGHT UN	Sony Electronic	3500	1,715.82
RV300-1061-01	CASSETTE COM	Sony Electronic	450	87.15
009-0241-010	CENTRIFUGAL F	ROTRON	11	4,230.06
554-7142-004	COUNTER, 3314	BVR Technolog	7	2,132.88
289-7314-010	CRYSTAL UNIT,	Vectron Intern	20	373.22
352-9097-000	Discrete Semi	Microsemi	100	136.50
352-1110-010	DISCRETE SEMI	Motorola	1000	953.00
851-4005-020	ENCODER, OPT	Grayhill	20	500.60
009-0501-040	FAN 20885, RO	ROTRON	6	1,295.26
241-6036-010	FILTER, RADIO	Electronic Conc	30	875.64
293-1327-060	FILTER,BAND P	Precision Devic	5	4,044.78
293-1234-010	FILTER,BP	Vectron Intern	8	750.00
202485-0009	IC	Freescall Elect	5000	469.91
350-3068-010	IC, HYBRID, MU	Eds Answare	200	2,221.69
351-2274-010	IC, HYBRID, MU	Zeus-Anthem	125	4,055.97
RV300-1073-00	INVERTER ASSY	Sony Electronic	4100	705.92
RV300-1074-00	LAMP, BACKLIC	Sony Electronic	4400	1,539.60
836-0032-010	Lamp, Fluoresc	LCD Lighting	50	1,411.47
RV300-1063-00	LCD ASSEMBLY	Sony Electronic	2400	9,308.09
482-5071-040	METER MECHA	JEWELL INSTRU	50	348.48
482-5054-010	Meter Moveme	JEWELL INSTRU	35	319.20
482-5067-010	Meter Moveme	JEWELL INSTRU	7	1,031.60

Record: 1 of 45

Ready

start Lab7 Document1 - Microsof... Microsoft Access - Pa...

Num Lock 10:27 PM

SELECT Parts.PartNo, Parts.Description, Vendors.Vendor, Parts.Qty, Parts.ListPrice
FROM Parts INNER JOIN Vendors ON Parts.VendorID = Vendors.VendorID
WHERE (((Parts.Qty)>100) AND ((Parts.ListPrice)>1000));

PartsInventory : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools

View Paste Font Rich Text Refresh All Save Delete More Records Filter Advanced Selection Find Replace Go To Select Find

All Tables Vendors Parts Query1

Vendors : Table

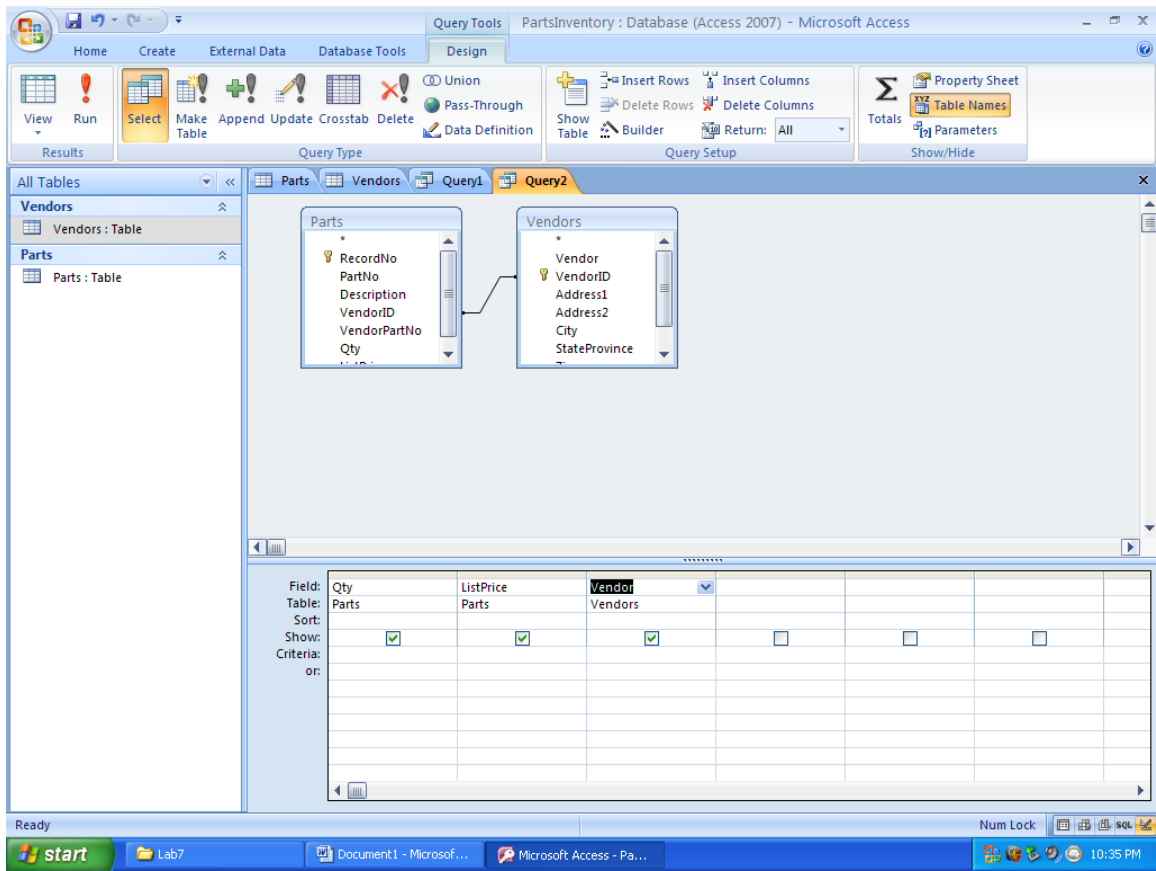
Parts : Table

PartNo	Description	Vendor	Qty	ListPrice
RV300-1063-00	BACK LIGHT UN	Sony Electronic	3500	1,715.82
350-3068-010	IC, HYBRID, MU	Eds Answare	200	2,221.69
351-2274-010	IC, HYBRID, MU	Zeus-Anthem	125	4,055.97
RV300-1074-00	LAMP, BACKLIC	Sony Electronic	4400	1,539.60
RV300-1063-00	LCD ASSEMBLY	Sony Electronic	2400	9,308.09
1311238-001	POWER SUPPLY	Video Services	175	3,035.72
*				

Record: 14 1 of 6 No Filter Search

Ready Num Lock

start Lab7 Document1 - Microsof... Microsoft Access - Pa... 10:31 PM



```
SELECT Parts.Qty, Parts.ListPrice, Vendors.Vendor
FROM Parts INNER JOIN Vendors ON Parts.VendorID = Vendors.VendorID;
```

PartsInventory : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools

View Paste Font Rich Text Refresh All Save Delete More Records Filter Advanced Selection Replace Find Go To Select Find

All Tables Parts Vendors Query1 Query2

Parts : Table Vendors : Table

Qty	ListPrice	Vendor
	4,031.26	Sony Electronic
4668	225.55	Sony Electronic
6	8,840.34	Joslyn Electric
75	16,043.59	Ampro Comput
3500	1,715.82	Sony Electronic
450	87.15	Sony Electronic
11	4,230.06	ROTRON
7	2,132.88	BVR Technolog
20	373.22	Vectron Intern
100	136.50	Microsemi
1000	953.00	Motorola
20	500.60	Grayhill
6	1,295.26	ROTRON
30	875.64	Electronic Con
5	4,044.78	Precision Devi
8	750.00	Vectron Intern
5000	469.91	Freescale Elect
200	2,221.69	Eds Answare
125	4,055.97	Zeus-Anthem
4100	705.92	Sony Electronic
4400	1,539.60	Sony Electronic
50	1,411.47	LCD Lighting
2400	9,308.09	Sony Electronic
50	348.48	JEWELL INSTRU
35	319.20	JEWELL INSTRU

Records: 1 of 45 No Filter Search

Ready Num Lock 10:36 PM

start Lab7 Document1 - Microsof... Microsoft Access - Pa...

PartsInventory : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools

View Paste Font Rich Text Refresh All Save Delete More Records Filter Advanced Selection Replace Find Go To Select Find

All Tables Parts Vendors Query1 VendorSummary

Parts

Parts : Table

VendorSummary

Vendors

Vendors : Table

VendorSummary

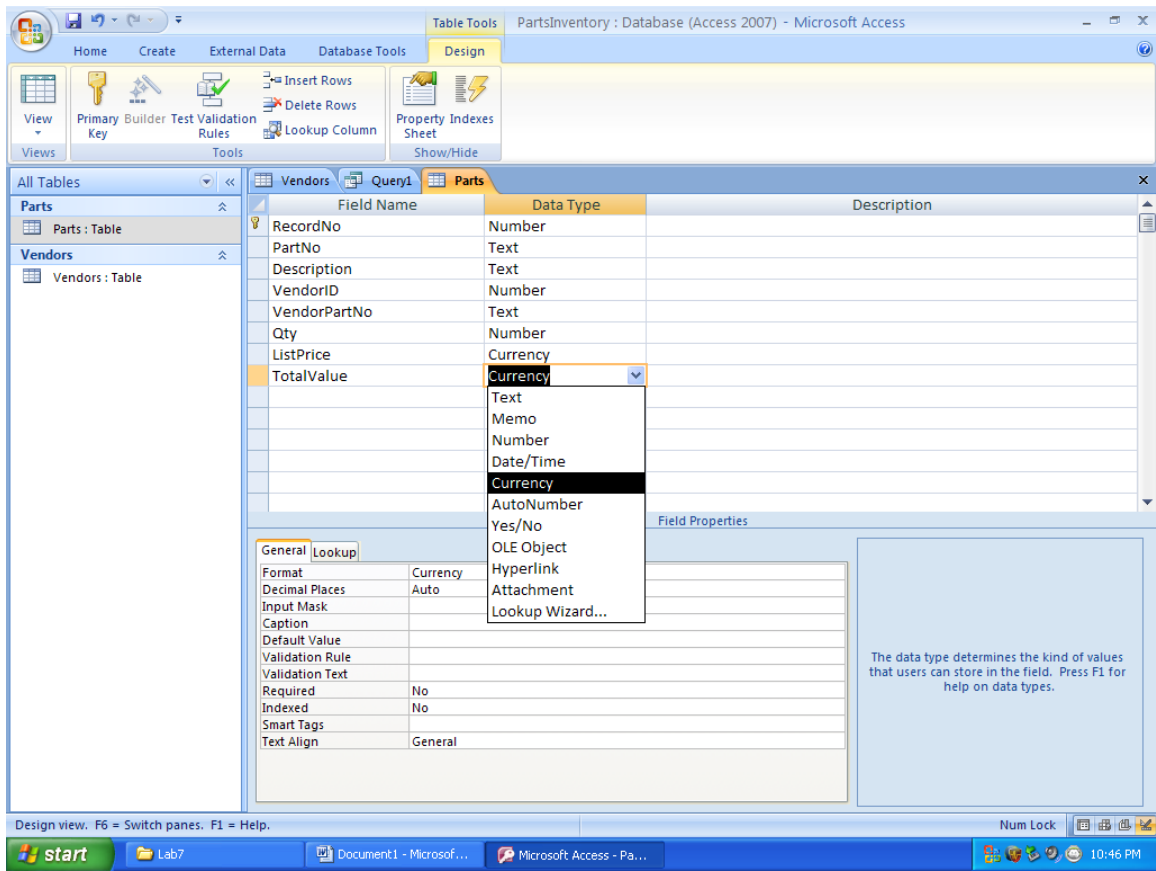
Qty	ListPrice	Vendor
	4,031.26	Sony Electronic
4668	225.55	Sony Electronic
6	8,840.34	Joslyn Electric
75	16,043.59	Ampro Comput
3500	1,715.82	Sony Electronic
450	87.15	Sony Electronic
11	4,230.06	ROTRON
7	2,132.88	BVR Technolog
20	373.22	Vectron Intern
100	136.50	Microsemi
1000	953.00	Motorola
20	500.60	Grayhill
6	1,295.26	ROTRON
30	875.64	Electronic Con
5	4,044.78	Precision Devi
8	750.00	Vectron Intern
5000	469.91	Freescale Elect
200	2,221.69	Eds Answare
125	4,055.97	Zeus-Anthem
4100	705.92	Sony Electronic
4400	1,539.60	Sony Electronic
50	1,411.47	LCD Lighting
2400	9,308.09	Sony Electronic
50	348.48	JEWELL INSTRU
35	319.20	JEWELL INSTRU

Records: 1 of 45 No Filter Search

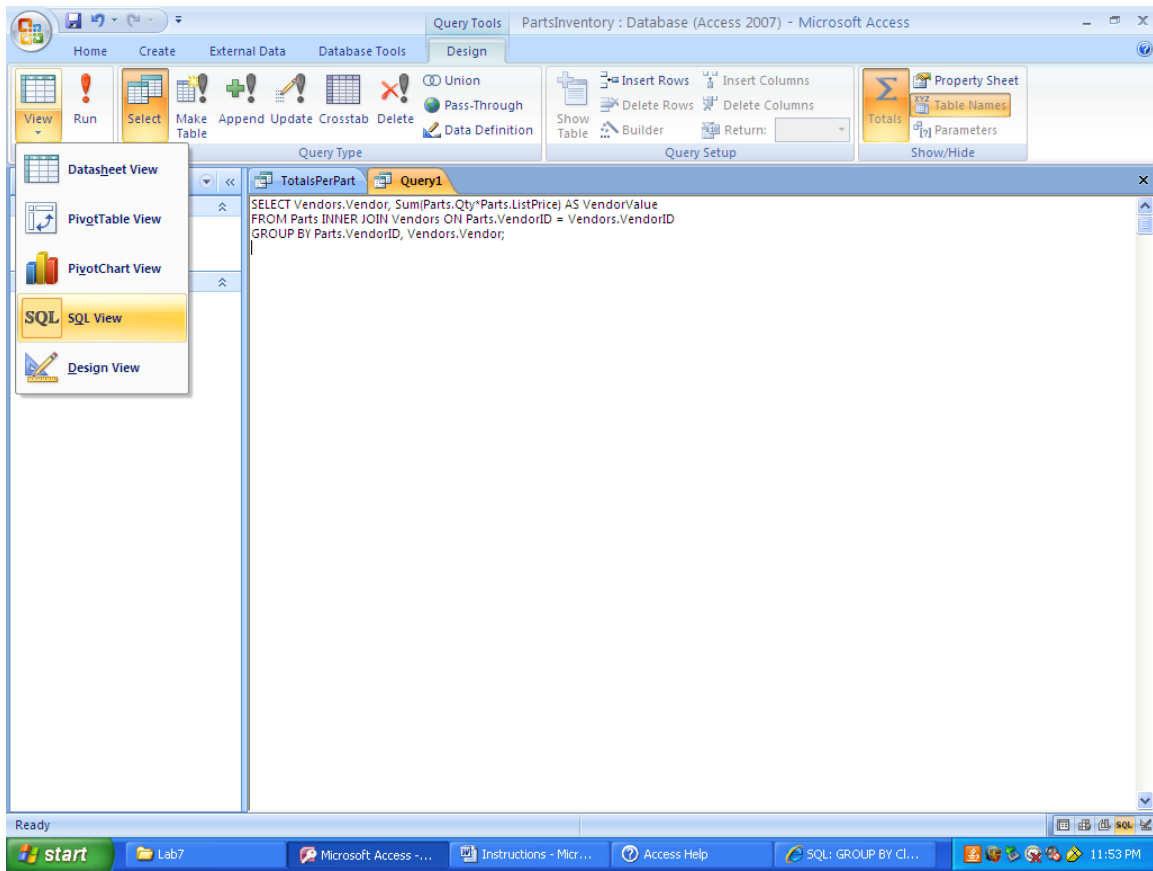
Datasheet View Num Lock

start Lab7 Document1 - Microsof... Microsoft Access - Pa...

10:39 PM



```
SELECT Parts.RecordNo, Parts.PartNo, Vendors.Vendor, Parts.VendorID,
[Qty]*[ListPrice] AS Expr1
FROM Parts INNER JOIN Vendors ON Parts.VendorID = Vendors.VendorID;
```



```
SELECT Vendors.Vendor, Sum(Parts.Qty*Parts.ListPrice) AS VendorValue  
FROM Parts INNER JOIN Vendors ON Parts.VendorID = Vendors.VendorID  
GROUP BY Parts.VendorID, Vendors.Vendor;
```

PartsInventory : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools

View Paste Font Rich Text Records Sort & Filter Find

Calibri 11

Refresh All Save Delete More

New Totals Filter Advanced Selection Replace Find Go To Select

Views Clipboard

All Tables

Parts

Parts : Table

TotalsPerPart

Vendors

Vendors : Table

TotalsPerPart

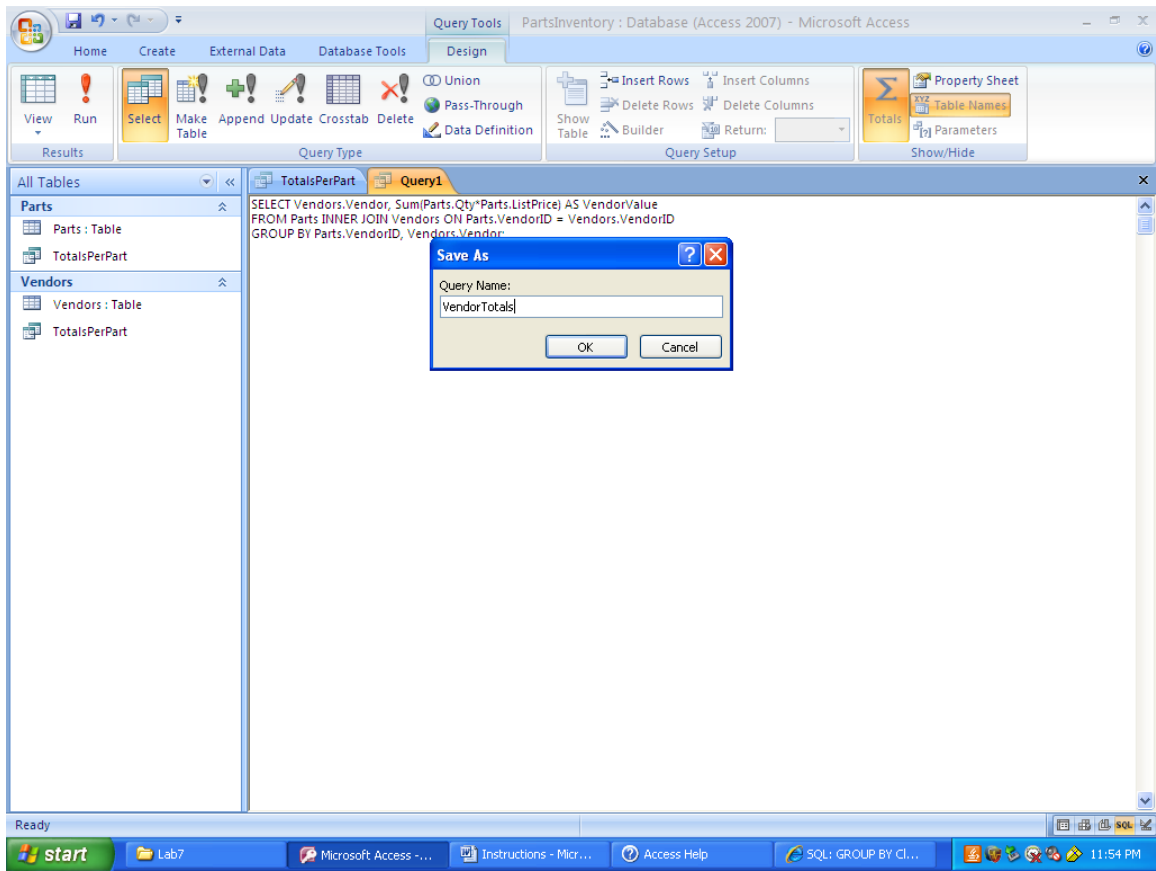
TotalsPerPart Query1

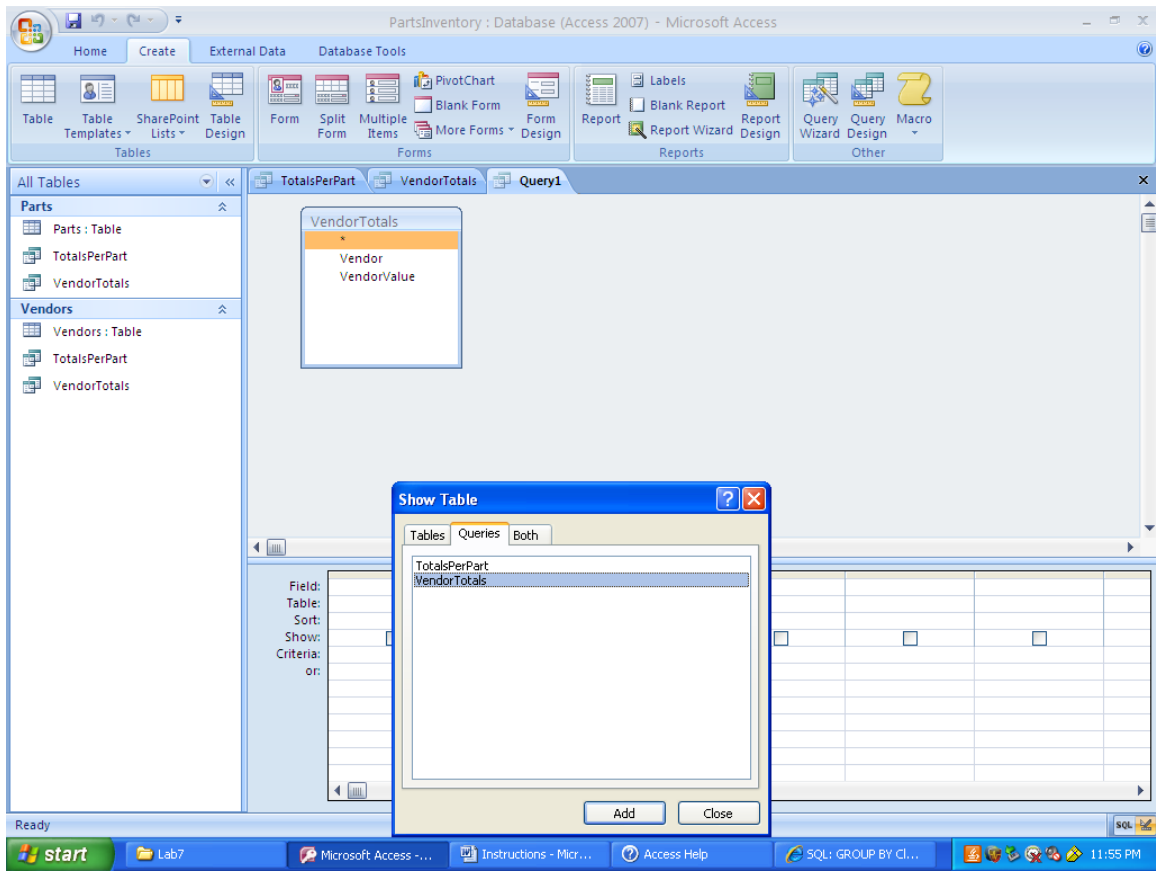
Vendor	VendorValue
Averna Corp	\$92,942.40
ROTRON	\$54,302.22
Joslyn Electric Systems	\$53,042.04
Video Services	\$531,251.00
Clarostat Mfg	\$12,400.00
Freescale Electronics	\$2,349,550.00
Transcoil	\$12,000.00
MOOG Components	\$20,914.00
Electronic Concepts	\$26,269.20
Electroswitch/Oak	\$51,168.22
Eaton Corporation	\$8,703.40
Korry Electronics	\$26,428.24
RF Microwave Labs	\$26,625.00
Ampro Computers	\$1,203,269.25
M/A-Com	\$13,320.00
Vectron International	\$13,464.40
Precision Devices	\$20,223.90
Eds Answare	\$444,338.00
Zeus-Anthem	\$506,996.25
Gigoptix, Inc.	\$288,604.00
Motorola	\$953,000.00
Microsemi	\$13,650.00
Dow-Key Microwave	\$10,402.50
JEWELL INSTRUMENTS LLC	\$86,475.68
BVR Technologies	\$14,930.16

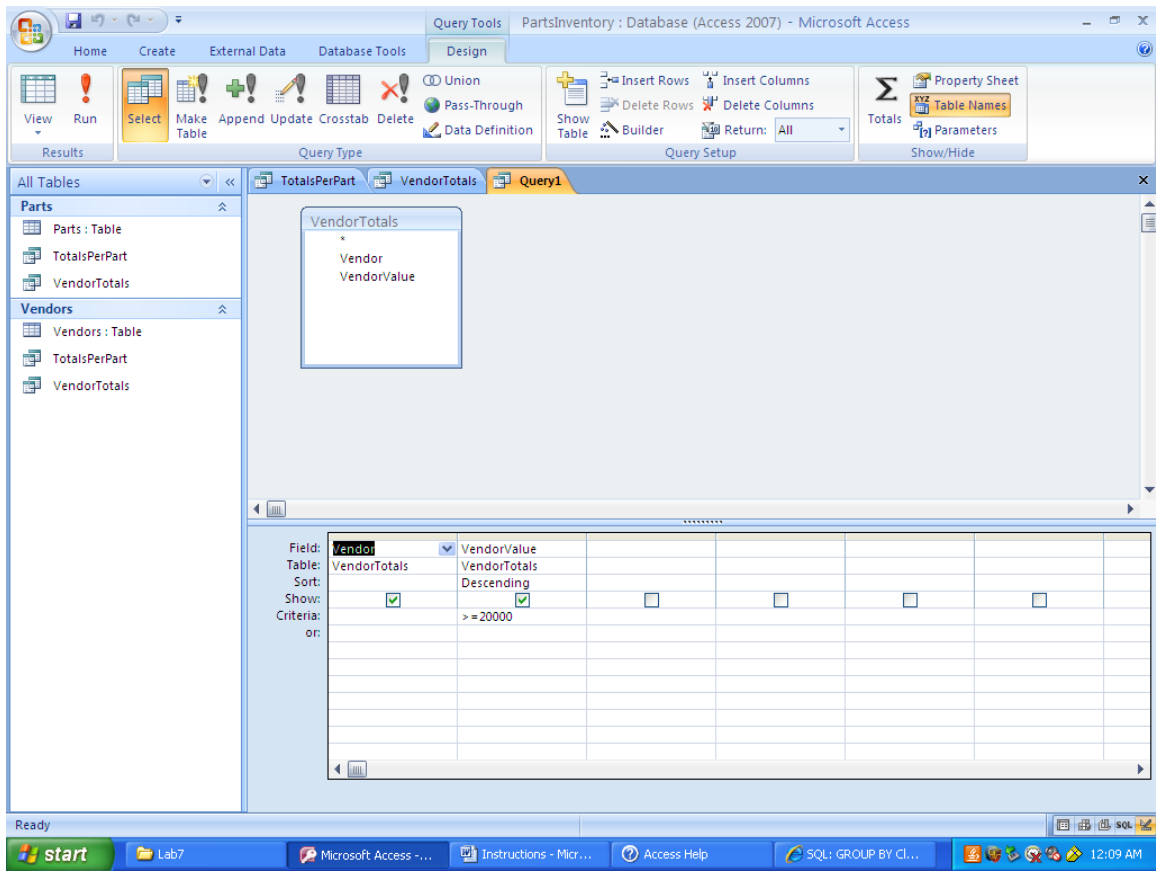
Records: 1 of 29 No Filter Search

Ready

start Lab7 Microsoft Access -... Instructions - Micr... Access Help SQL: GROUP BY Cl... 11:52 PM







```
SELECT VendorTotals.Vendor, VendorTotals.VendorValue
FROM VendorTotals
WHERE (((VendorTotals.VendorValue)>=20000))
ORDER BY VendorTotals.VendorValue DESC;
```

PartsInventory : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools

View Paste Font Rich Text Records Sort & Filter Find

Calibri 11

Refresh All Save Delete More

New Totals Filter Advanced Selection Replace Find Go To Select

All Tables Parts Vendors

Parts : Table TotalsPerPart VendorTotals

Vendors : Table TotalsPerPart VendorTotals

Vendor	VendorValue
Sony Electronics	\$42,891,505.22
Freescale Electronics	\$2,349,550.00
Ampro Computers	\$1,203,269.25
Motorola	\$953,000.00
Video Services	\$531,251.00
Zeus-Anthem	\$506,996.25
Eds Answare	\$444,338.00
Gigoptix, Inc.	\$288,604.00
Averna Corp	\$92,942.40
JEWELL INSTRUMENTS LLC	\$86,475.68
LCD Lighting	\$70,573.50
ROTRON	\$54,302.22
Joslyn Electric Systems	\$53,042.04
Electroswitch/Oak	\$51,168.22
RF Microwave Labs	\$26,625.00
Korry Electronics	\$26,428.24
Electronic Concepts	\$26,269.20
Electroswitch	\$24,637.20
MOOG Components	\$20,914.00
Precision Devices	\$20,223.90

Records: 1 of 20 No Filter Search

Ready

start Lab7 Microsoft Access -... Instructions - Mic... Access Help SQL: GROUP BY Cl... 12:07 AM