

Action Query in Action 2016

Action queries are queries that perform actions on data, can add, change or delete records.

In MS Access and other DBMS systems, queries can do more than just display data. Specifically, the query can perform various actions on the data in your database.

1. **Action** queries are queries that perform actions on data, can add, change or delete records.
2. You can preview the results in Access before executing the query.
3. Action queries cannot be undone. You should consider backing up tables that you will update using update queries (update queries).

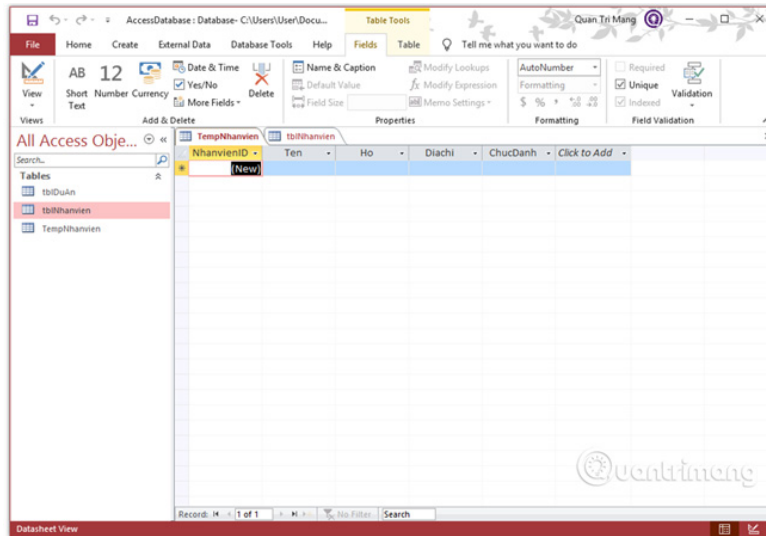
Types of Action Queries

1. Append Query
2. Update Query
3. Delete Query
4. Make Table Query

Append Query

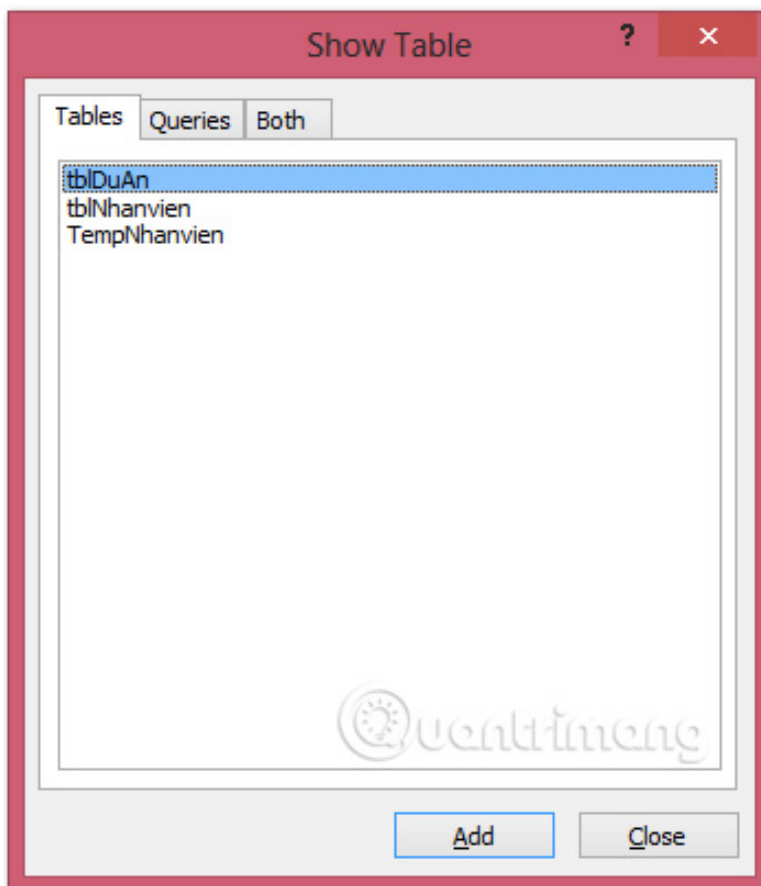
Append Query is a query that allows adding new data (adding new records) to the end of an existing table. You can use Append Query to retrieve data from one or more tables and add that data to another table.

For example, create a new table called TempNhanvien and add data from the table tblNhanvien. This will be a temporary table for demo, including the following fields:



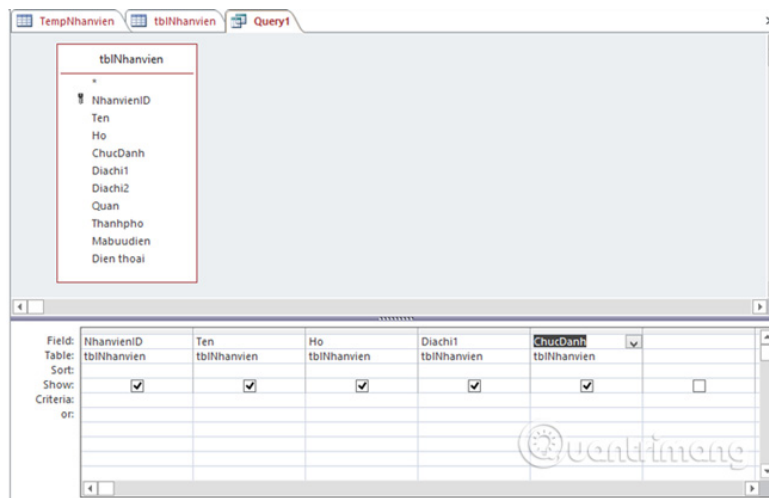
Creating TempNhanvien table includes fields as shown

Go to the **Create** tab> **Queries** > **Query Design** group to display the **Show Table** dialog box:



Go to the Create tab and select Query Design to appear Show Table

In the **Tables** tab , select **tblNhanvien** by double clicking and **Close** . Double click on the name of the field you want to display.



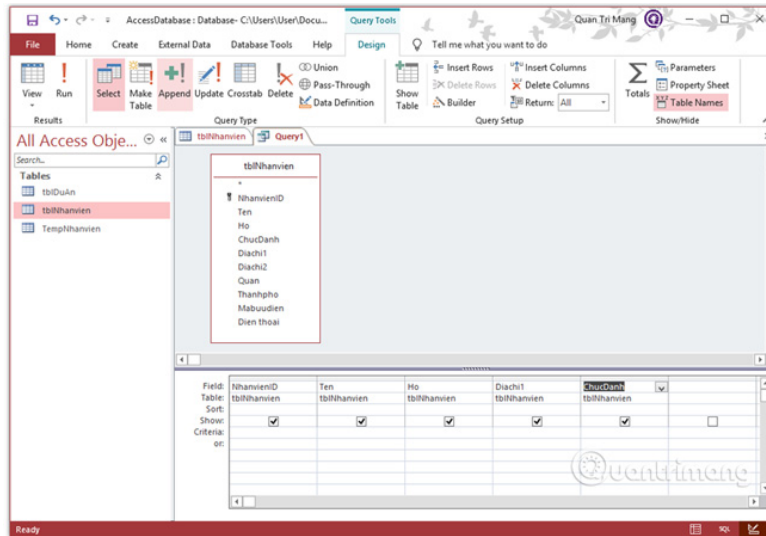
Double click on the name of the field you want to display

Run query to display data.

| NhanvienID | Ten | Ho | Diachi1 | ChucDanh |
|------------|--------|--------|------------|-------------|
| 1 | Huyen | Nguyen | 56 Duy Tan | Bien dich |
| 2 | Thuy | Bui | 56 Duy Tan | Truong nhom |
| 3 | Ha | Nguyen | 56 Duy Tan | Bien dich |
| 4 | Hai | Pham | 56 Duy Tan | Bien dich |
| 5 | Phuong | Phung | 56 Duy Tan | Bien tap |
| 6 | Trang | Nguyen | 56 Duy Tan | Bien tap |
| 7 | Minh | Nguyen | 56 Duy Tan | Bien tap |
| 8 | Quyên | Le | 56 Duy Tan | Bien tap |
| 9 | Hanh | Vu | 56 Duy Tan | Bien dich |
| * | (New) | | | |

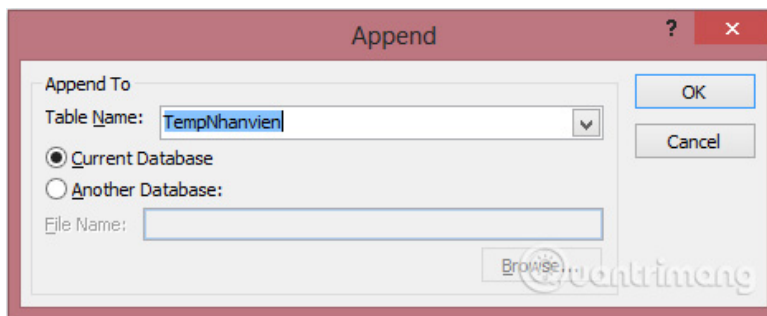
Running Query gets the result as table

Next, go back to the **Design** tab and select **Append**.



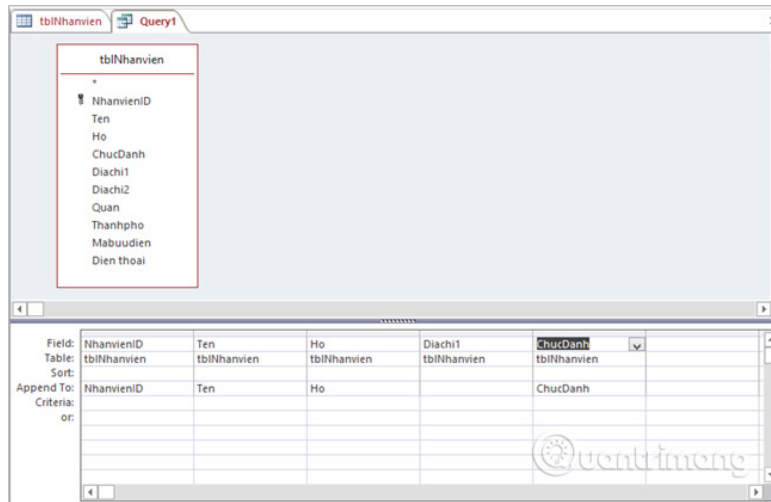
Go back to the Design tab and find the Append button on the ribbon

Select the **TempNhanvien** table in the **Append** dialog box that appears.



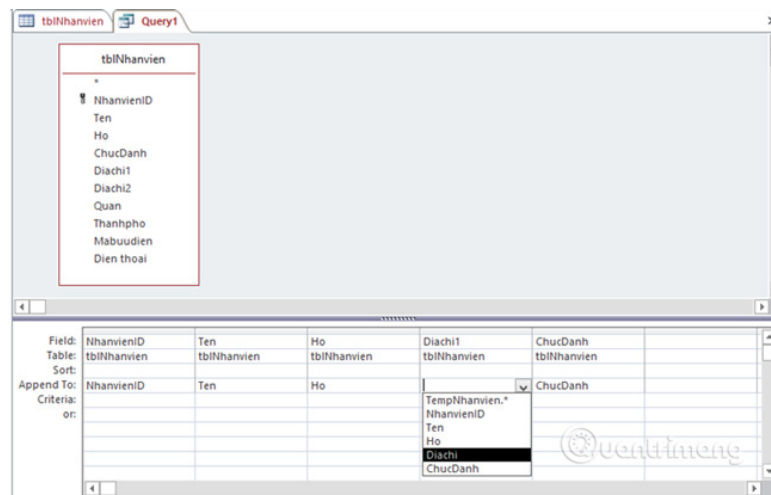
Select the table name from the drop-down list and click OK

In the design grid at the bottom of the screen, you can see the **Append To** row displayed in all fields by default except Diachi1.



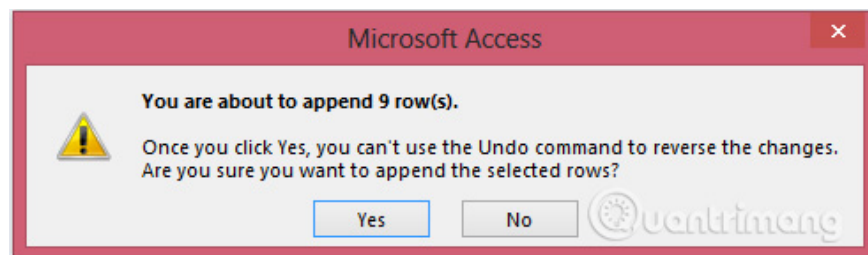
Append To rows are displayed in all fields by default except for Diachi1

This is because **Diachi1** does not exist in the **TempNhanvien** table . So we need to select the field from the drop down list.



Select the Diachi field that is not available in the drop-down list

Next, we run the query and you will see the following confirmation message.



Click **Yes** to confirm your action. Now you open the **TempNhanvien** table and you will see the data added from the **tblNhanvien** table .

| NhanvienID | Ten | Ho | Diachi | ChucDanh | Click to Add |
|------------|--------|--------|------------|-------------|--------------|
| 1 | Huyen | Nguyen | 56 Duy Tan | Bien dich | |
| 2 | Thuy | Bui | 56 Duy Tan | Truong nhom | |
| 3 | Ha | Nguyen | 56 Duy Tan | Bien dich | |
| 4 | Hai | Pham | 56 Duy Tan | Bien dich | |
| 5 | Phuong | Phung | 56 Duy Tan | Bien tap | |
| 6 | Trang | Nguyen | 56 Duy Tan | Bien tap | |
| 7 | Minh | Nguyen | 56 Duy Tan | Bien tap | |
| 8 | Quyên | Le | 56 Duy Tan | Bien tap | |
| 9 | Hanh | Vu | 56 Duy Tan | Bien dich | |
| * | (New) | | | | |

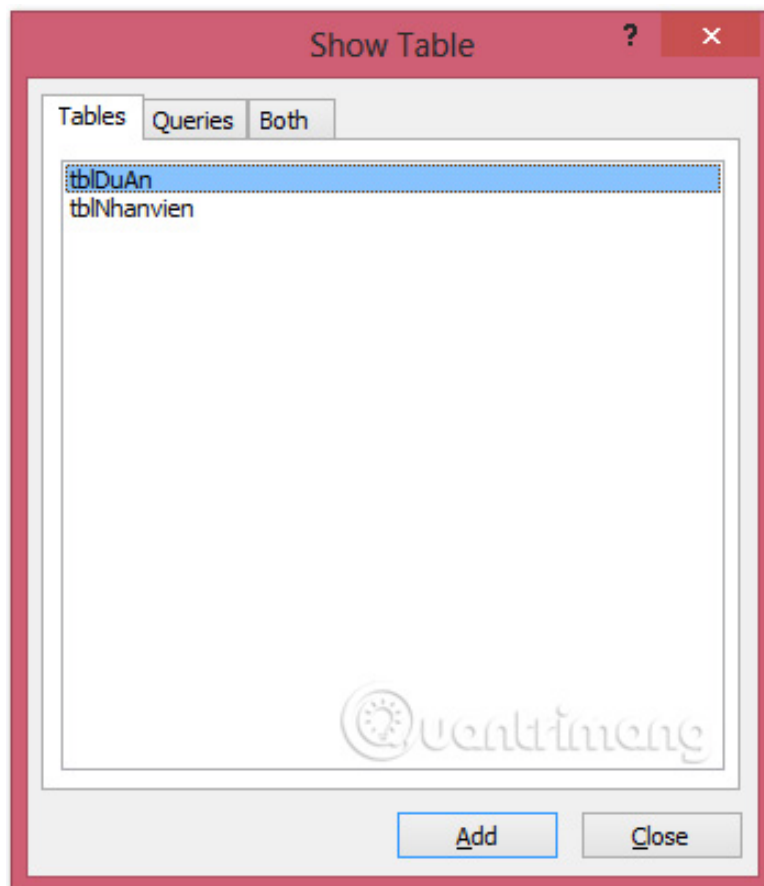
Data from tblNhanvien table has been added to TempNhanvien

Update Query

Update Query is the type of action query, used to change the content of data on the database more specifically to update the data of certain fields in the table.

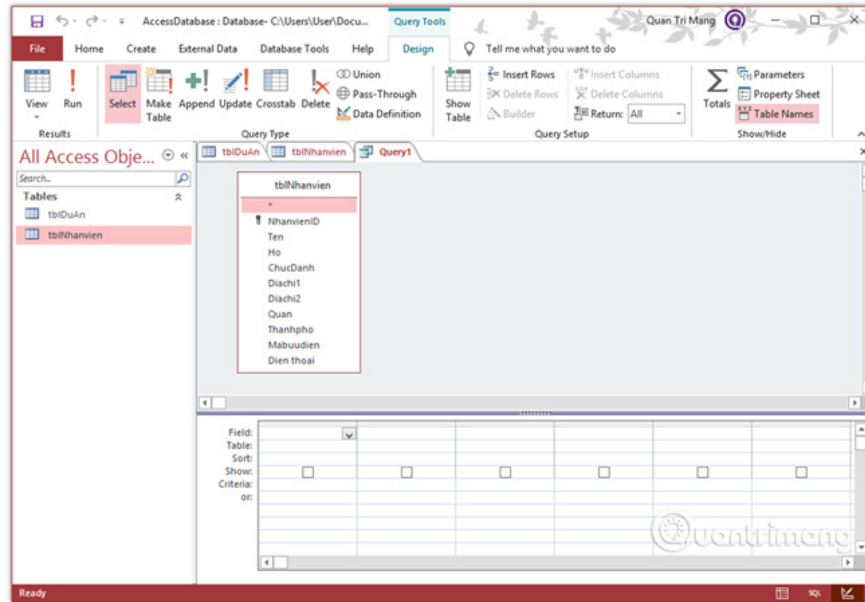
Update Query can also be combined with criteria to specify which rows will be updated

Try a specific example on the database we demoed. Go to the **Create** tab and click on **Query Design**.

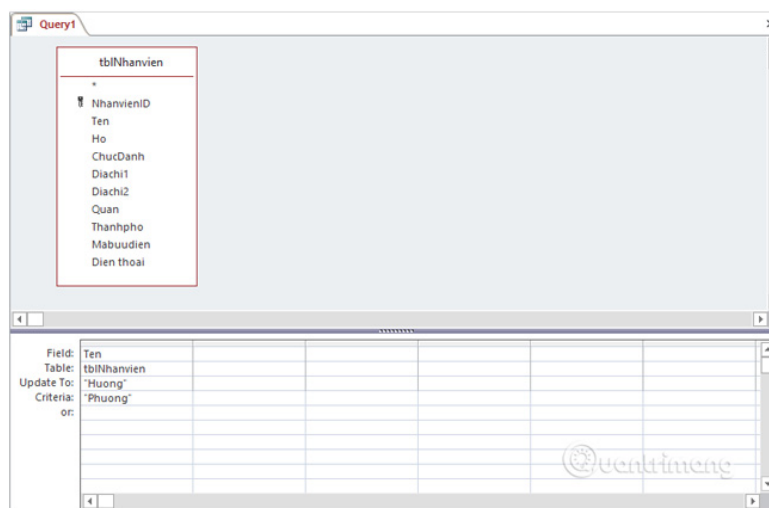


Go to the Create tab and select Query Design to appear Show Table

In the **Tables** tab , select **tblNhanvien** by double clicking and **Close**.

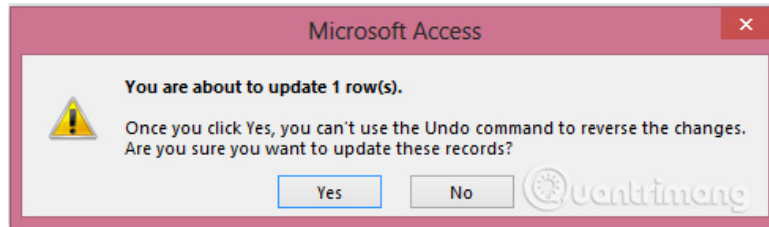


On the **Design** tab , **Query Type** group , select **Update**, and double-click the field you want to update the value.



For example, the "Phuong" Ten update to "Huong"

In the **Update** row in the grid section design the bottom of the screen, enter the update value into Update To, enter the **Criteria** initial value and run the query. The following message will appear:



The message appears after declaring the information to update

Select **Yes** and go to **Datasheet View** and you will see the staff with **ID 5** has updated the original **Ten** to **Huong**.

Delete Query

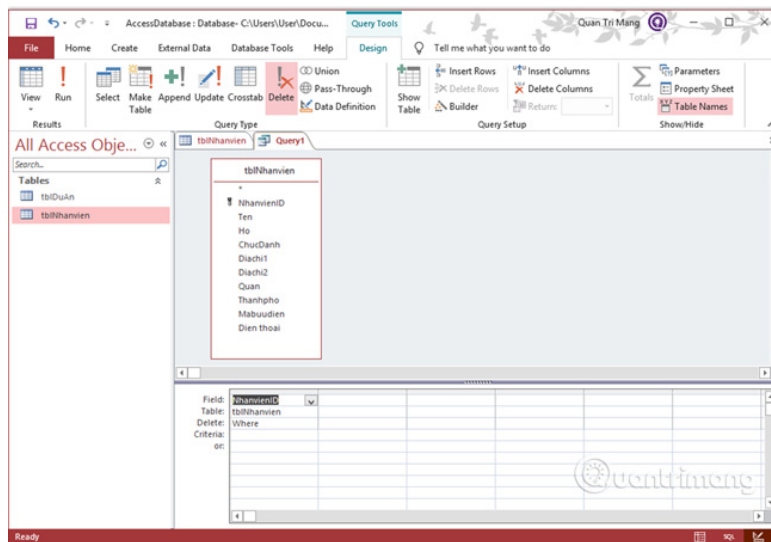
Delete Query is a type of Action Query that also changes the data of tables. Specifically, it is used to delete data and records from the data table in the database to satisfy certain conditions.

The Delete Query can also be combined with criteria to specify which rows will be deleted

Try a specific example on the database we demoed. Go to the **Create** tab and click on **Query Design**.

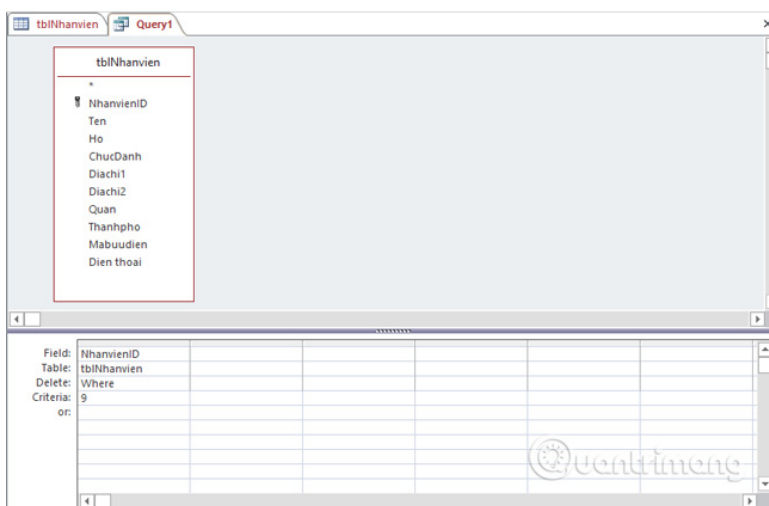


Select the table **tblNhanvien**. On the **Design** tab , **Query Type** group , select **Delete**, and double-click on **NhanvienID**.



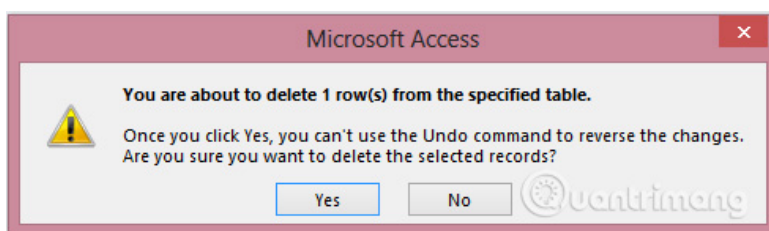
Double-click on NhanvienID after working on the Design tab, Group Query Type, select Delete

In the **Criteria** row in the grid section design the bottom of the screen filled in value 9, that is, we will delete the record related to the employee whose ID is 9.



Delete records related to employees with ID 9

Run the query, the following message will appear:



The message appears after declaring the information to be deleted

Select **Yes** and go to the **Datasheet View** and you will see the data record of the employee whose ID is 9 has been deleted.

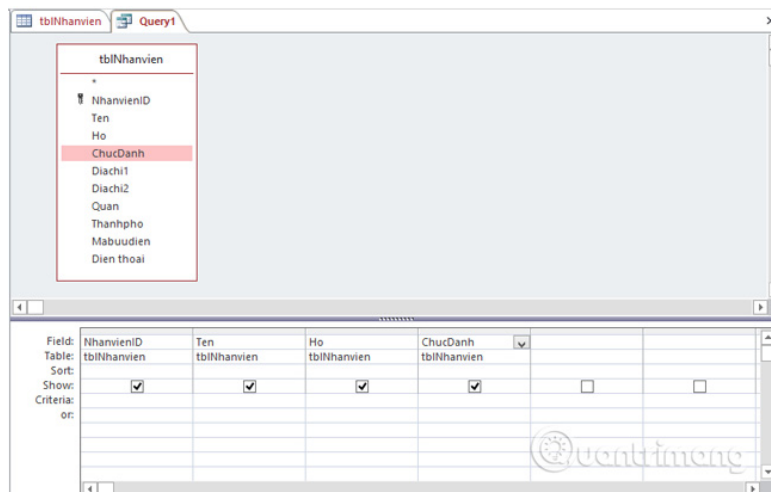
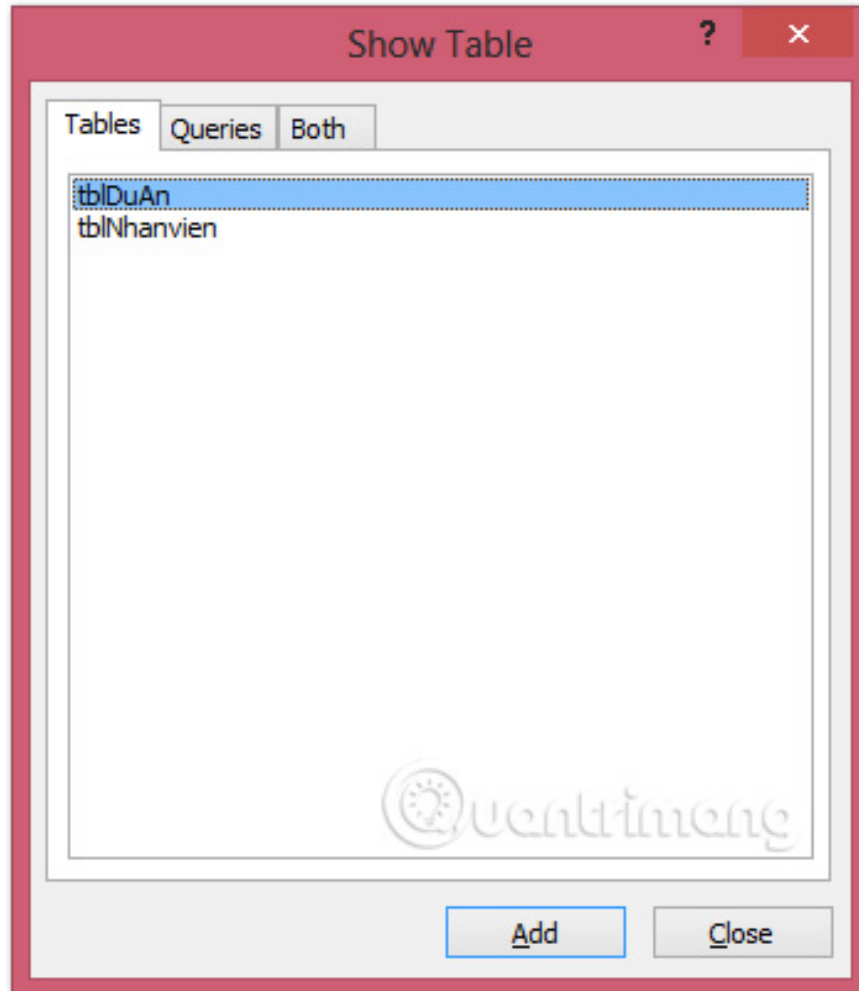
The screenshot shows the datasheet view of the 'tblNhanvien' table. The records are as follows:

| NhanvienID | Ten | Ho | ChucDanh | Diachi1 | Diachi2 | Quan | Thanhpho | Mabuudien |
|------------|----------|----------|-------------|------------|-----------------|----------|----------|-----------|
| 1 | Huyen | Nguyen | Bien dich | 56 Duy Tan | 144 Cau Giay | Cau Giay | Ha Noi | 10000 |
| 2 | Thuy | Bui | Truong nhom | 56 Duy Tan | 134 Tran Dang I | Cau Giay | Ha Noi | 10000 |
| 3 | Ha | Nguyen | Bien dich | 56 Duy Tan | 56 Dich Vong | Cau Giay | Ha Noi | 10000 |
| 4 | Hai | Pham | Bien dich | 56 Duy Tan | 12 Dich Vong | Cau Giay | Ha Noi | 10000 |
| 5 | Phuong | Phung | Bien tap | 56 Duy Tan | 211 Xuan Thuy | Cau Giay | Ha Noi | 10000 |
| 6 | Trang | Nguyen | Bien tap | 56 Duy Tan | 84 Hoang Quoc | Cau Giay | Ha Noi | 10000 |
| 7 | Minh | Nguyen | Bien tap | 56 Duy Tan | 22 To Hieu | Cau Giay | Ha Noi | 10000 |
| 8 | Quyên | Le | Bien tap | 56 Duy Tan | 34 Dich Vong H | Cau Giay | Ha Noi | 10000 |
| #Deleted | #Deleted | #Deleted | #Deleted | #Deleted | #Deleted | #Deleted | #Deleted | #Deleted |
| * | (New) | | | | | | | |

Make Table Query

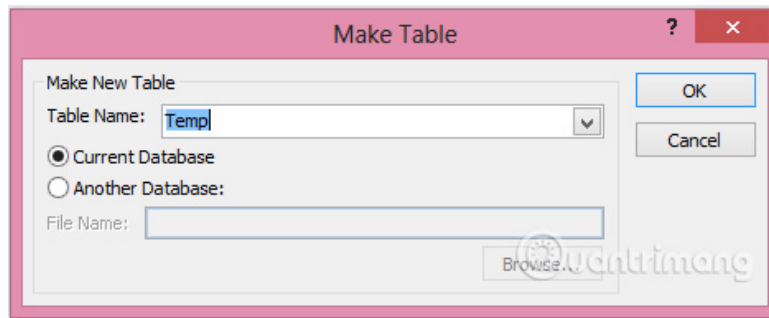
Make Table Query is a type of Action Query used to create a new table with data from another Table or Query.

First, go to the **Create** tab and click **Query Design**.



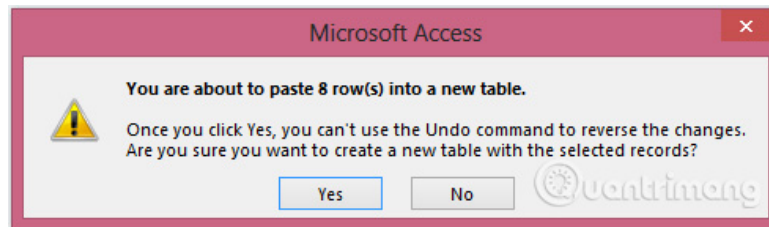
Select the records you want to have in the new table

On the **Design** tab , the **Query Type** group , select **Make Table**, and you will see the following dialog box appear. Enter the name of the new table you want to create and click **OK**.



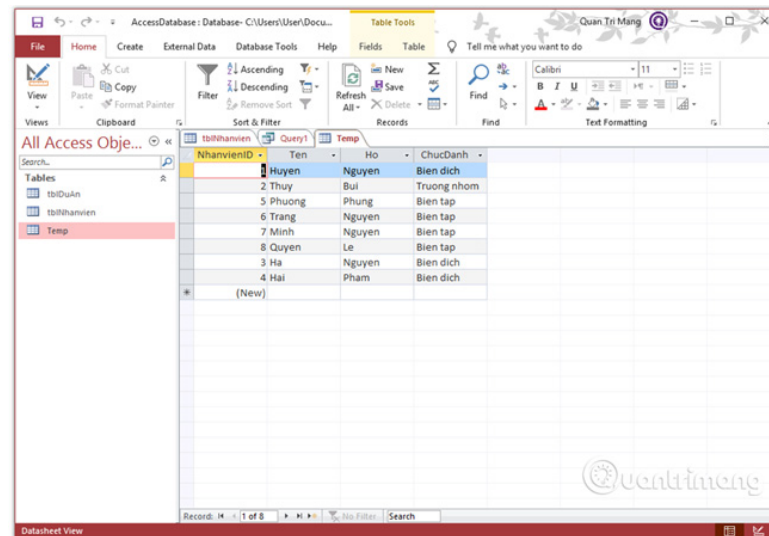
Enter the name of the new table you want to create and click OK

Run the query, the following message will appear:



The message appears after you select Run query

Select **Yes** and you will see a newly created table appear in the navigation pane.



The newly created table includes the fields selected above

Previous lesson: Set up Query Criteria in Access 2016

Next lesson: Parameter Query in Access 2016

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