

Working with Microsoft Access Parameter Queries

Access allows us to construct queries that prompt the user for values to be used in the WHERE clause of the query. These are known as **parameterized queries**, where the word *parameter* refers to the column for which a value is needed. And because we can create reports that are based on queries, parameterized queries can be used as the basis of parameterized reports.

For an example of a parameterized query, we'll modify QBE-Query-AW03-04 so that CustomerID is the parameter and the user is prompted for the CustomerID value when the query is run.

Creating and Running an Access Parameterized Query

1. In the Navigation Pane, right-click the **QBE-Query-AW03-04** query object to select it and open the shortcut menu and then click the **Design View** button in the shortcut menu to open the query in Design view. Note that the CustomerID column, which was the first column, now appears as the *last column* in Design view. This occurs because we specified that the column would *not* be displayed.
2. Click the **File** command tab, and then click the **Save Object As** command to display the Save As dialog box, as shown in Figure AW-3-17.
3. In the Save 'QBE-Query-AW03-04' to: text box of the Save As dialog box, edit the query name to read **QBE-Query-AW03-05**.
4. Click the **OK** button to save the query.
5. Click the **Design** command tab to return to Design view of query, which is now renamed QBE-Query-AW03-05.
6. Click the **Shutter Bar Open/Close** button to minimize the Navigation Pane.
7. In the Criteria row of the CustomerID column, delete the number value (which is 3), and enter the text **[Enter the CustomerID Number:]** in its place. You will need to expand the CustomerID column width for all the text to be visible at the same time. The QBE-Query-AW03-05 window now looks as shown in Figure AW-3-18.
8. Click the **Save** button on the Quick Access Toolbar to save the changes to the query design.

FIGURE AW-3-17

The Query Save As Dialog Box

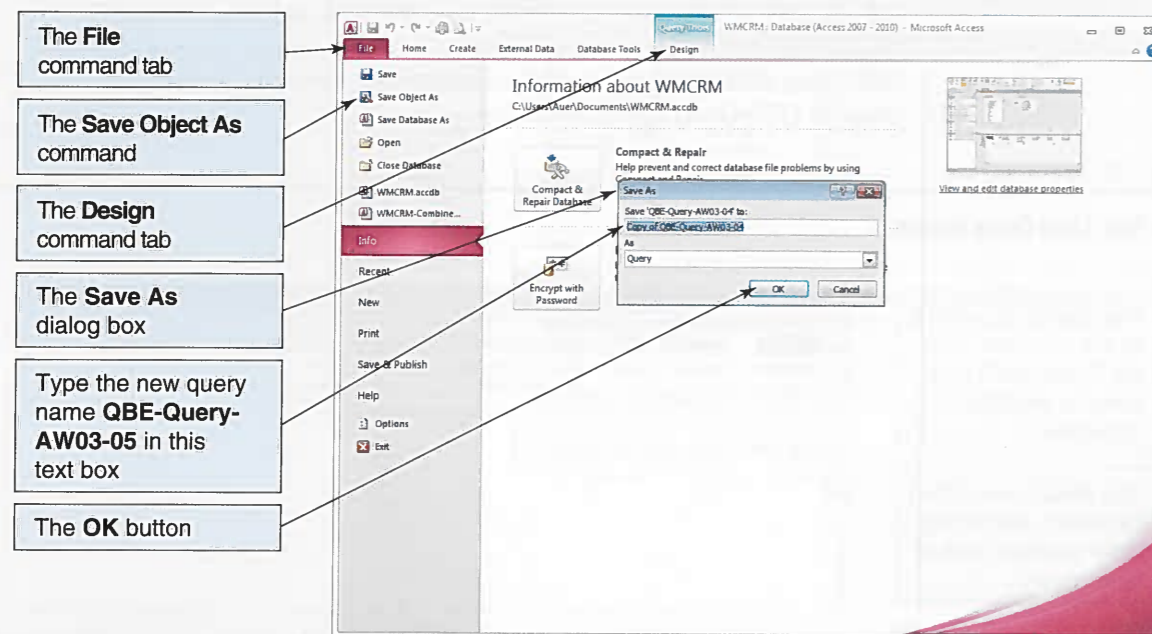
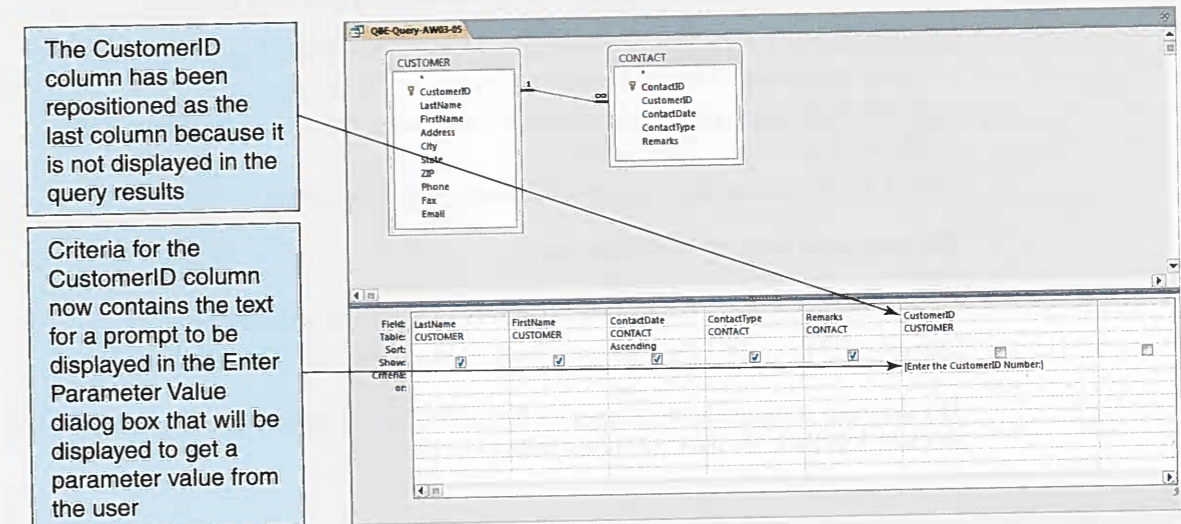


FIGURE AW-3-18

The Completed Parameterized Query



9. Click the **Run** button. The **Enter Parameter Value** dialog box appears, as shown in Figure AW-3-19. Note that the text we entered in the Criteria row now appears as a prompt in the dialog box.
10. Enter the CustomerID number **3** as a parameter value and then click the **OK** button. The query results appear. They are identical to those shown in Figure AW-3-16.
11. Click the **Save** button to save the changes to the design of the query and then close the query.
12. Click the **Shutter Bar Open/Close** button to expand the Navigation Pane.

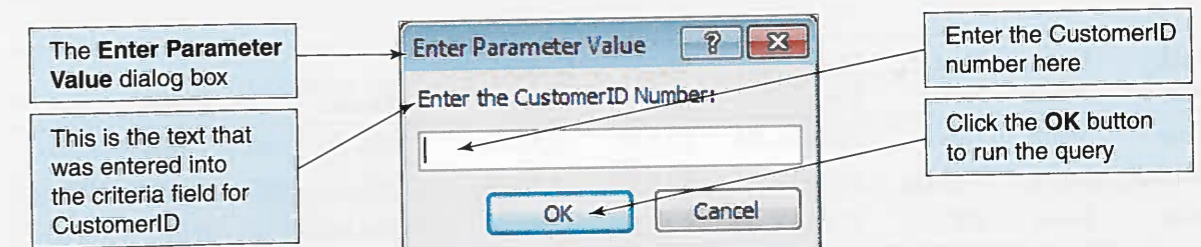
This completes our discussion of SQL and QBE queries in Microsoft Access 2010. With the query tools we've described, you should be able to run any needed query in an Access database.

Creating Tables with Microsoft Access SQL

In previous sections of “The Access Workbench,” we created and populated Microsoft Access tables using table Design view. Now we’ll create and populate a table by using Microsoft Access SQL, as done in the SQL view of a query window. So far, the Wallingford Motors CRM has been for use by only a single salesperson. Now we’ll add a SALESPERSON table. Each salesperson at Wallingford Motors is identified by a

FIGURE AW-3-19

The Enter Parameter Value Dialog Box



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