**Summary of Class, 09/13**

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| **Objects** | **Sources to study** | **Remarks** |
| 1. Total query/  Aggregate query | Tech Plug-in 7:  **4.** Describe the process of using **aggregate functions** to calculate totals in queries using  Access. | In the output: NOT individual rows, but group characters (SUM, COUNT, AVG, MIN, MAX) of **group**s (GROUP BY) |
| Tutorial 3 |
| 2. Report | Tech Plug-in 8:  **4.** Describe the steps for creating a report using the Report Wizard in Access.  **5.** Describe the steps to modify the properties of a report using Access. | This is the PRESENTATION format of data, that is **based on** either a table, or a query  // ALWAYS need to have table(s) and/or query(s) to base on |
| Tutorial 3 |
| 3. Form | Tech Plug-in 8:  **1.** Describe the steps for creating a form using the Form Wizard in Access.  **2.** Describe the steps for creating and saving Forms using Access.  **3.** Describe the steps to modify the properties of a form using Access. | This is the INTERFACE between user and tables – add, delete, (*show*) the data in a table |
| Tutorial 3 |
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Demos: Total (Aggregate) query using restaurants table

Initial discussion:

Key points for a total query:

1. Properly choose the field to group by;

2. choose the fields to display (easy);

3. (among the fields chosen) what summary should use for each field? – SUM? AVG? MIN/MAX? COUNT?

4. interpret the result of the query!!!!

Demo:

1. The average annual sales in each type of service
2. The total squared footage in each type of service

Report:

1. Choose the right table/query to build your report UPON;
2. *Choose fields for display;(easy)*
3. Choose the right grouping level;
4. Decide the proper group summaries;