

ClientIdno	ClientName	ClientState	ClientAmou
11111	John Doe	MA	5000
12345	Ann Smith	MA	6000
23456	Linda French	RI	7000
34567	David Costa	MA	2000
45678	Susan Ash	MA	4000

This is a table that I set up to illustrate some of the concepts in maintenance.

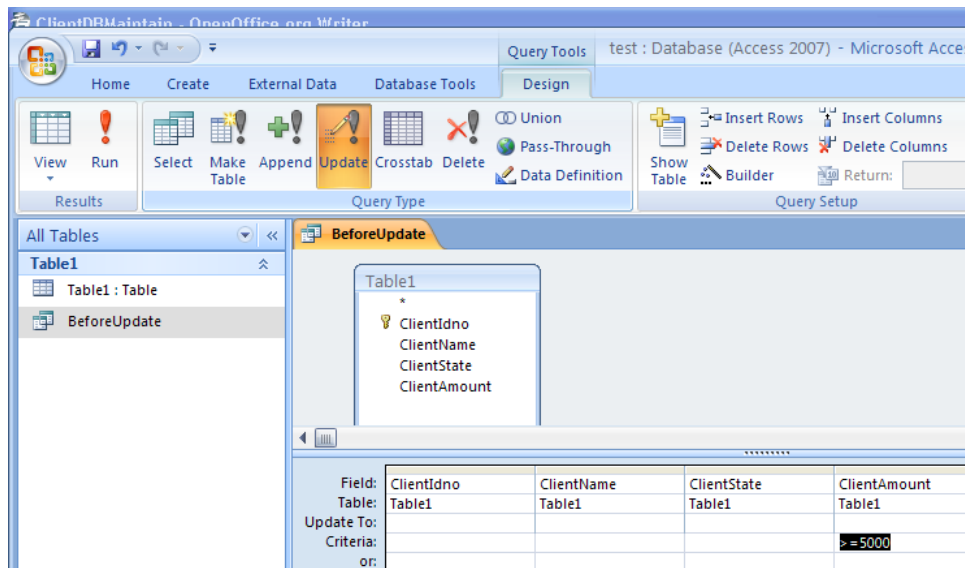
Field Name	Data Type
ClientIdno	Number
ClientName	Text
ClientState	Text
ClientAmount	Number

Now I am going to look at the BeforeUpdate Query that I created to see the records that have a client amount > 5000.

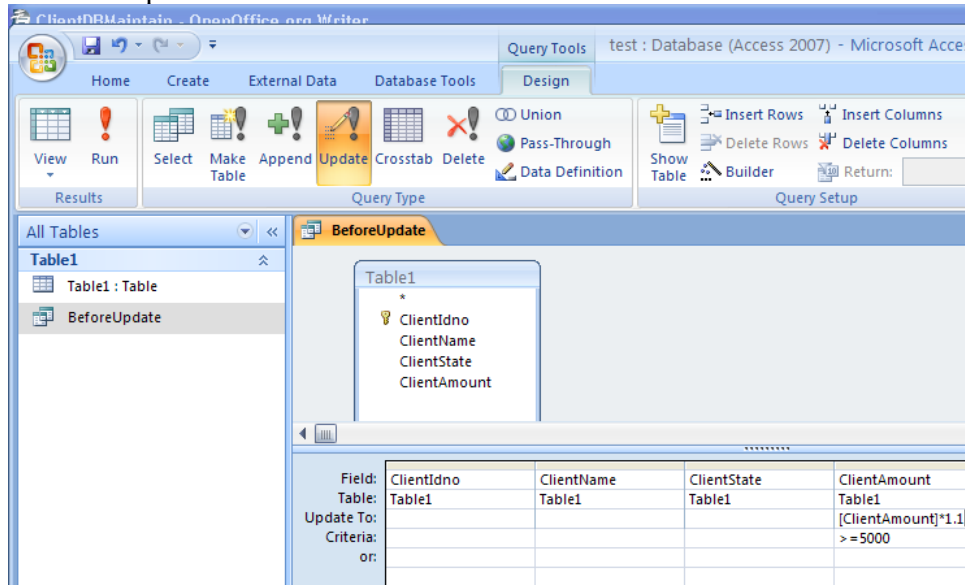
Field:	ClientIdno	ClientName	ClientState	ClientAmount
Table:	Table1	Table1	Table1	Table1
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				>=5000
or:				

ClientIdno	ClientName	ClientState	ClientAmou
11111	John Doe	MA	5500
12345	Ann Smith	MA	6000
23456	Linda French	RI	7000

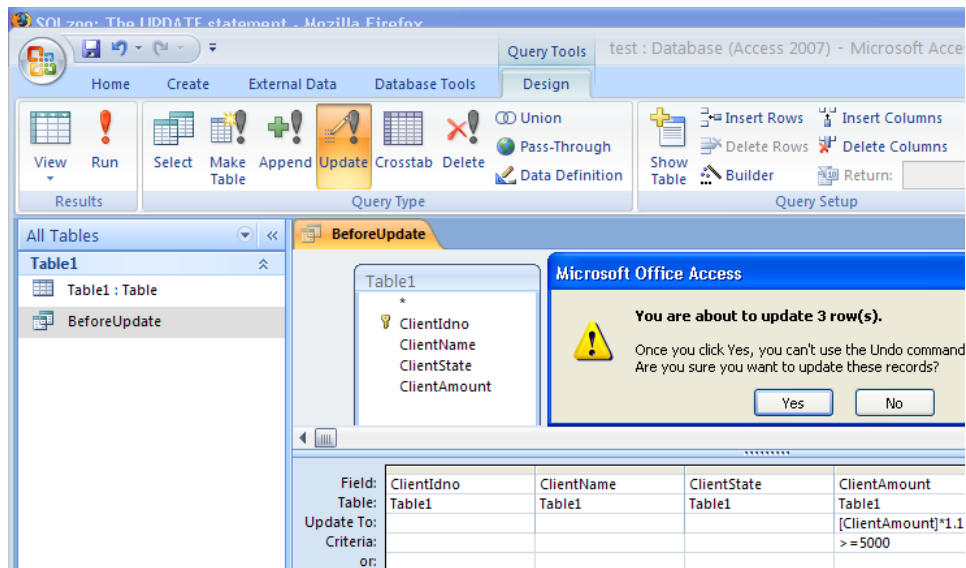
Now I am going to do an update. I want to increase the client amount by 10% for clients that meet the criteria of >=5000.



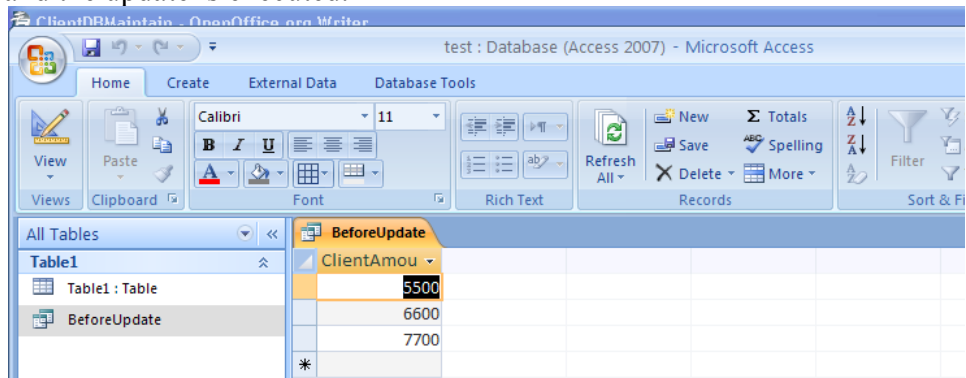
First I clicked on the Update Icon and you can see that Update To: got included in the design view of the query. Now I need to put in the formula I want to use. Then I will click on Run to see the results.



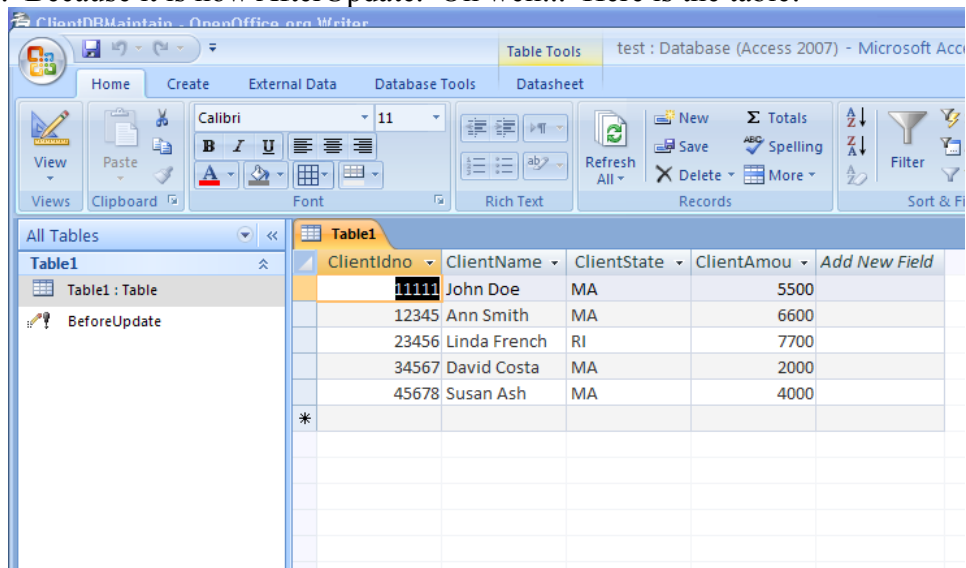
Note that I am multiplying the ClientAmount which I enclosed in square braces by 1.1. On the update column under ClientAmount, I entered the formula [ClientAmount]*1.1. Now I click on run.



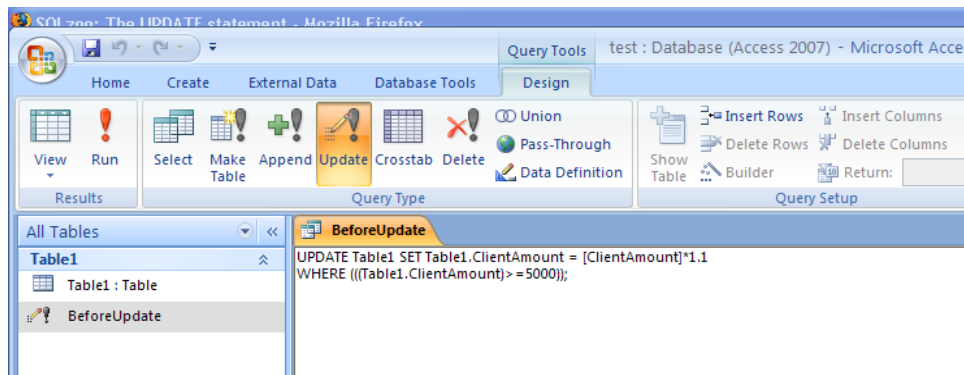
Note that it comes back and tells me that I am about to update 3 rows and asks for confirmation. I click on Yes and the update is executed.



This shows the updates that took place. Guess I should not have continued with the Query named BeforeUpdate. Because it is now AfterUpdate. Oh well... Here is the table!



Now I am going to look at the SQL behind the update BeforeUpdate.

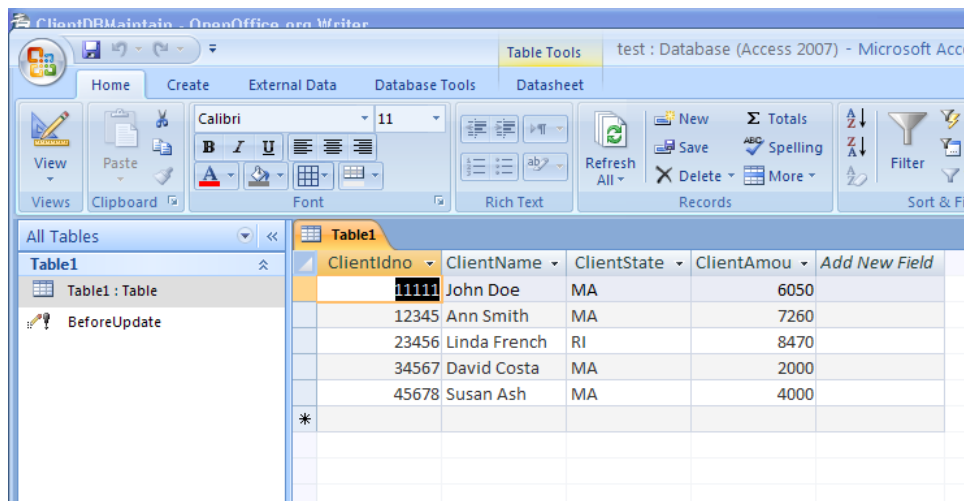
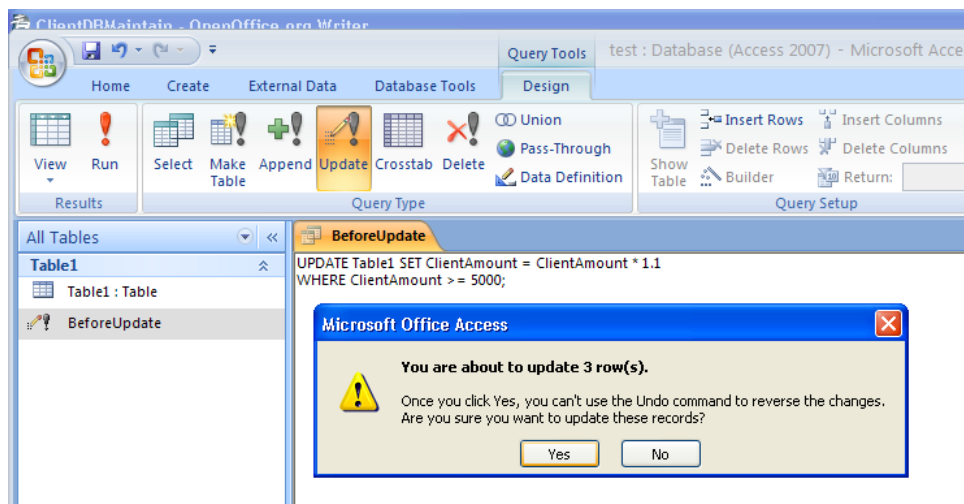


UPDATE Table1 SET ClientAmount = [ClientAmount]*1.1
WHERE ClientAmount >= 5000;

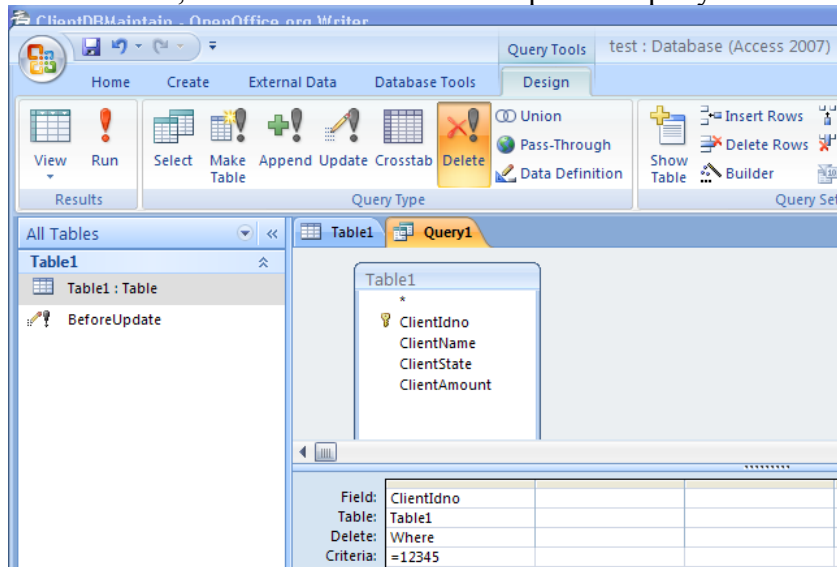
I can eliminate the square braces since there are no embedded spaces in the field name.

UPDATE Table1 SET ClientAmount = ClientAmount * 1.1
WHERE ClientAmount >= 5000;

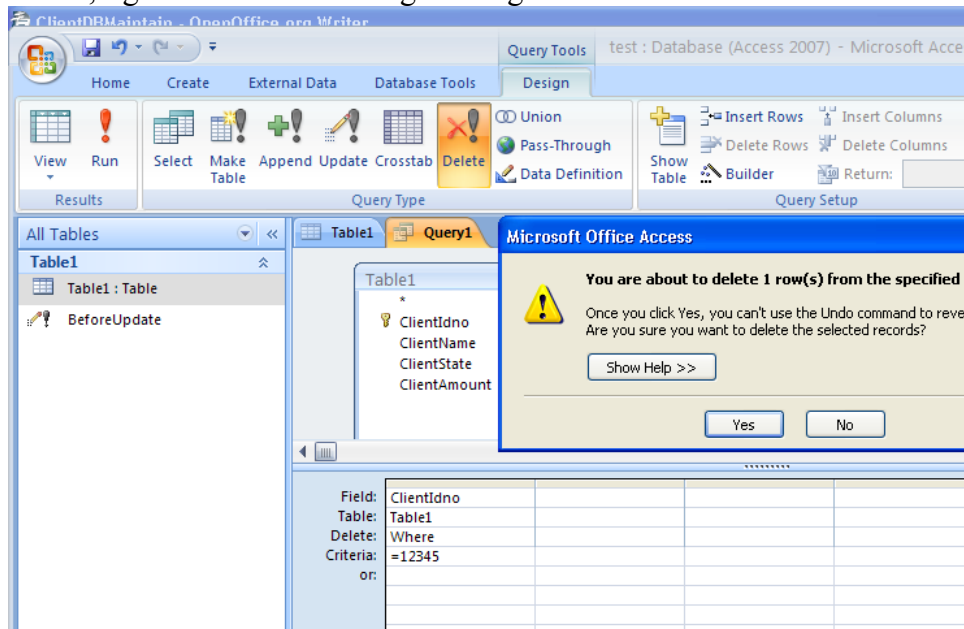
I just eliminated a few things that are not required since I am dealing with one table and one condition etc.



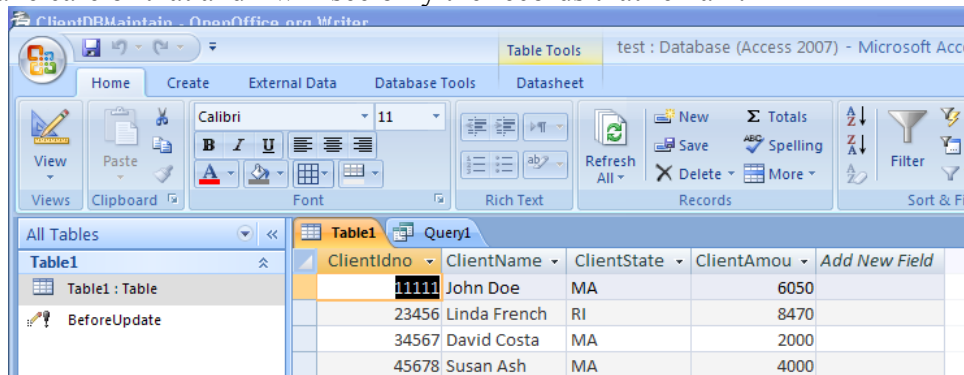
Now I want to delete a record from the table. I will delete the record with ClientIdno = 12345. Note that when I click the Delete Icon, the Delete Where shows up on the query.



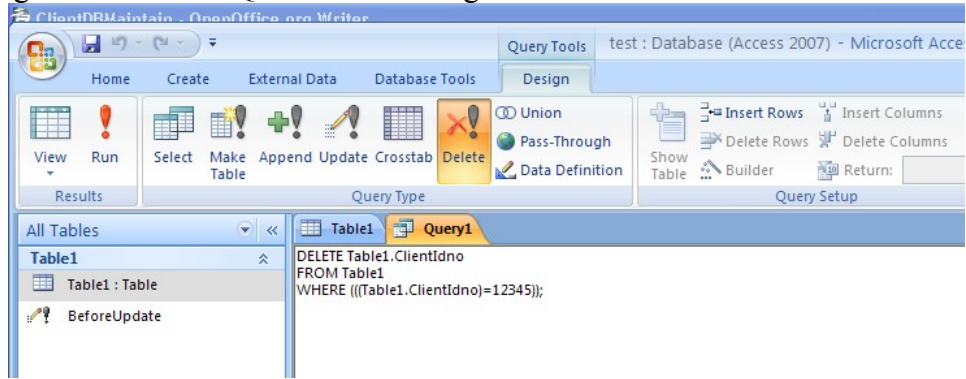
When I click on Run, I get asked if I want to go through with the delete.



I click on Yes and the record is deleted. Note that when I look at the table, I see deleted in the columns. Refresh will take care of that and I will see only the records that remain.



Now I am going to look at the SQL code that was generated.

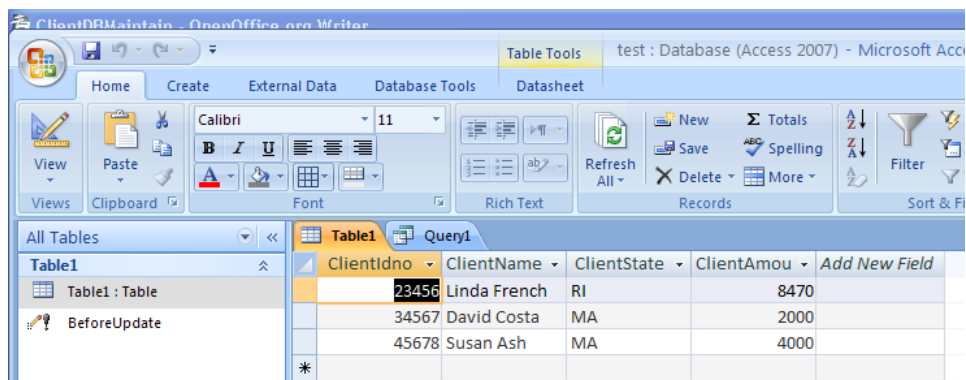


This can be written as:

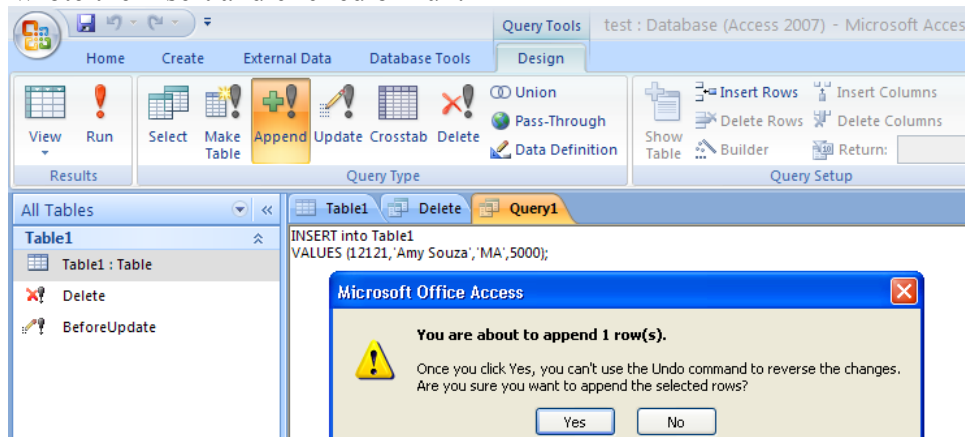
```
DELETE *
FROM Table1
WHERE ClientIdno=12345;
```

I did this to delete another record with 11111

```
DELETE *
FROM Table1
WHERE ClientIdno=11111;
```



You can also use SQL to insert a record into the table. In this case I started a query and put nothing into it. Then I wrote the insert and clicked on run.



The record got inserted after I clicked Yes.

The screenshot shows the Microsoft Access 2007 interface. The 'Table Tools' ribbon is active, displaying the 'Datasheet' view. The ribbon includes sections for 'Views', 'Clipboard', 'Font', 'Rich Text', and 'Records'. The 'Records' section contains buttons for 'New', 'Save', 'Delete', 'Refresh All', 'Totals', 'Spelling', and 'More'. Below the ribbon, the 'All Tables' pane on the left shows 'Table1' selected. The main area displays a data table with the following columns: 'Clientidno', 'ClientName', 'ClientState', 'ClientAmou', and 'Add New Field'. The table contains four records and an asterisk (*) in the first cell of the fifth row, indicating a new record to be inserted.

Clientidno	ClientName	ClientState	ClientAmou	Add New Field
12121	Amy Souza	MA	5000	
23456	Linda French	RI	8470	
34567	David Costa	MA	2000	
45678	Susan Ash	MA	4000	
*				