Create Queries - Northside Music Database Assignment 3

Before you Begin
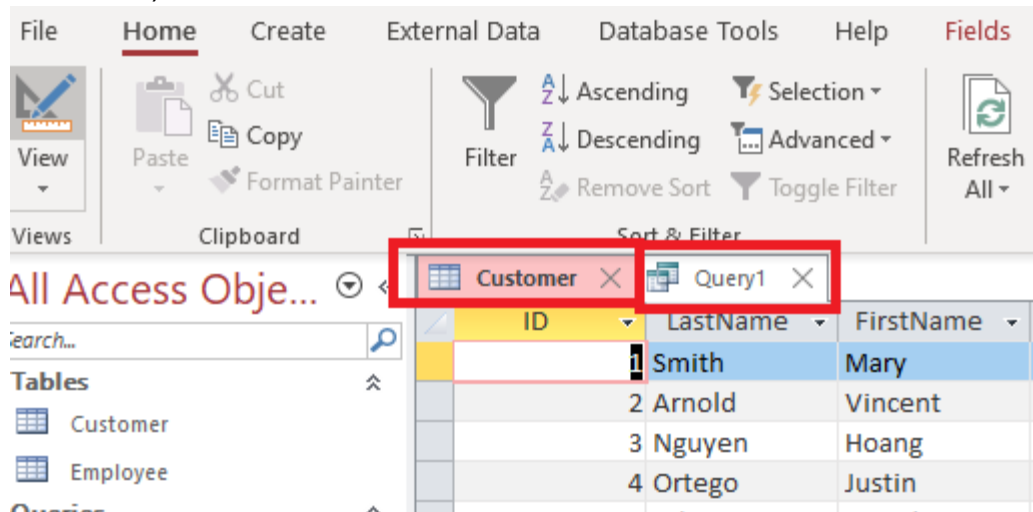
1. Be sure you have completed the **Create Database and a Table** and **Create Employee Table** assignments.
2. Watch the following video from GCFGLobal in the following link. Notice there is an easy-to-read transcript for the video immediately below the video.

    [Designing a Simple Query](#) (5:01)

Tasks to Complete

Beaumont Customers Query
1. Open your Northside Music database and create a new query.   The query should list only the customers' **first** and **last** names**, city, state, zip** of **only customers from Beaumont**. Be sure it **sorts the list in ascending order by last name**.
2. Run the query and make sure the list is correct. That is, verify that it only has only first and last names, city, state, zip displayed, and that it lists the customers in order by last name, and that is only lists the customers from Beaumont. You can compare your query to the original table by opening the Customer table and then clicking between the query and the table tabs (see screenshot below)

3. Save your query as **Beaumont Customers**.

Outstanding Balance Query

For this query, you will create a new query which lists the customers' first and last names, the city, and the balance, but **only** for those customers with an outstanding balance. Your list should be sorted in ascending order by last name.   To do this, follow these steps:

1. Create your query using the Customer table with the specified display fields.   Designate the sort field (LastName) in the Sort row.
2. Next, you will enter a condition in the field's criteria row. You do this by entering an operator (>, <, =, >=, <=. <>, etc) followed by a value. **For example**, here is what you'd enter to list customers with an outstanding balance of more than $50 (see screenshot below). This tells the computer to include those customers where the balance field is greater than 50.   ==Note, that for your query, though, you want the customers who owe any amount more than zero.==

3. Run the query and verify the list is correct.   It should list only the first, last, city and balance of those customers who have a balance which is more than zero.   It should display the list in order by last name.
4. Save your query as **Outstanding Balance**

Active Customers Query

Assume you want to get a list of the **active** customers **sorted by city**. For this query, you are to create a new query which lists the customers' first and last names, address, city, state, zip and active fields. The list should be sorted in ascending order by city.   To do this, follow these steps:

1. Create your query using the Customer table with the appropriate display fields.   Designate the sort field (City) in the Sort row.
2. Next, you will enter a condition in the Active field's criteria row.   The Active field's data type is Yes/No, meaning it can only be yes or no. The screenshot below shows an example, of what you'd enter to list *inactive* customers. This tells the computer to list those customers where the Active field is no.   ==For your query, though, only want *active* customers, so you would enter Yes because you want those customers whose Active field is Yes.==

3. Run the query and verify the list is correct.   It should list only *active* customer's first name, last name, address, city, state, zip and active status, and your list should be sorted in ascending order by city.
4. Save your query as **Active Customers**

Active Customers from Beaumont Query

Assume you want to get a calling list of the active customers in Beaumont. You want the list sorted by last name.   Because you are only planning to use this list to make phone calls, you only want to include the customer's first and last names and customer phone number.   To do this, follow these steps:

1. Create your query using the Customer table.   In this case, we will need to include customer's last name, first name, phone number. BUT, we also need to include the City and Active fields because we will use these fields to determine which records will be listed.
2. Designate the sort field (LastName) in the Sort row.
3. Next, you need to set up the proper information in the query's Criteria row.   In this case, there are TWO criteria which need to be met for a customer to be listed.   First, the customer has to be active (the customer's Active field must be Yes) and, secondly, the customer must be from Beaumont (the Customer's city field must equal Beaumont).   Because both criteria must be

true, the items are entered in the same row. The screenshot below shows an example, of what you'd enter to list *inactive* customers from *Nederland* This tells the computer to list those customers where the City field is Nederland and the Active field is no.   <mark>For your query, though, you only want *active* customers from *Beaumont*, so change accordingly.</mark>

Field:	LastName	FirstName	Phone	City	Active	
Table:	Customer	Customer	Customer	Customer	Customer	
Sort:	Ascending					
Show:	☑	☑	☑	☑	☑	
Criteria:				"Nederland"	No	
or:						

4. Run the query and verify the list is correct.   It should list only *active* customers from *Beaumont*.   For each customer it should list last name, first name, phone, city and active fields. You list should be sort in ascending order by last name.
5. Ok, one final step. We don't really need to display the City, or Active fields. We know when we run this query that it will list active customers from Beaumont. So, to not display the City and Active fields, you should remove the checkbox in the Show row as follows:

Field:	LastName	FirstName	Phone	City	Active
Table:	Customer	Customer	Customer	Customer	Customer
Sort:	Ascending			Descending	
Show:	☑	☑	☑	☐	☐

6. Run the query again and verify the list is correct. Notice in the following screenshot, there are only two active customers from Beaumont.   Notice it sorts by last name.

LastName ▾	FirstName ▾	Phone ▾
Ortego	Justin	4098764533
Smith	Mary	4094444444

7. Save your query as **Active Customers from Beaumont**

Active Customers OR Outstanding Balance Query

Assume you want to get a calling list of the active customers (active = yes) plus any customer who currently owes Northside Music money (balance > 0) .   You want the list sorted by last name.   To do this, follow these steps:

1. Create your query using the Customer table.   In this case, we will need to include customer's last name, first name, phone number. BUT, we also need to include the Balance and Active fields because we will use these fields to determine which records will be listed.
2. Designate the sort field (LastName) in the Sort row.
3. Next, you need to set up the proper information for the query's Criteria.   In this case, there are two criteria we will use to determine if a customer is to be listed.   At least one of the criteria must met to include the customer in the list.   The customer has to be either active (the customer's Active field must be Yes) or the customer must have an outstanding balance (balance > 0).   Notice this is an "or" relationship.   One condition *or* the other must be true to include the customer in the list.   **To indicate "or" relationships, the items are entered in separate rows in your query design**. The screenshot below shows an example of what you'd enter to list *inactive* customers *or* customer with zero balances This tells the computer to include those customers where the Balance field is zero or the Active field is no.   <mark>For your query, though, you want *active* customers or customers whose balance is more than zero, so change accordingly.</mark>

Field:	LastName	FirstName	Phone	Balance	Active
Table:	Customer	Customer	Customer	Customer	Customer
Sort:	Ascending				
Show:	☑	☑	☑	☑	☑
Criteria:				=0	
or:					No

4. Run the query and verify the list is correct. It should list all active customers along with any other customer with an outstanding balance. For each customer it should list last name, first name, phone, balance and active fields. You list should be sorted in ascending order by last name.

5. Save your query as **Active Customers OR Outstanding Balance**

Submitting your work

When complete, upload your database file (NorthsideMusic.accdb)