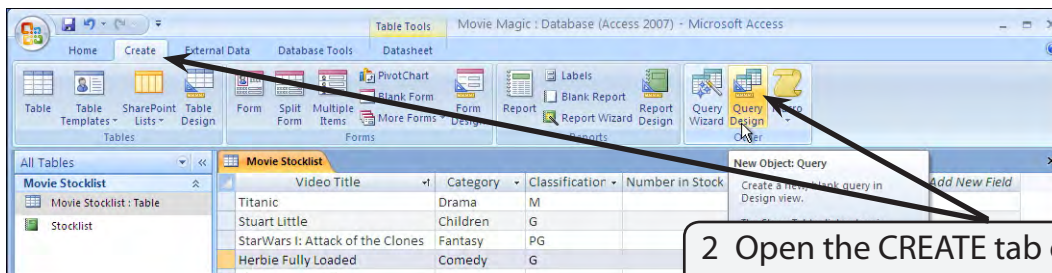


Calculation Fields

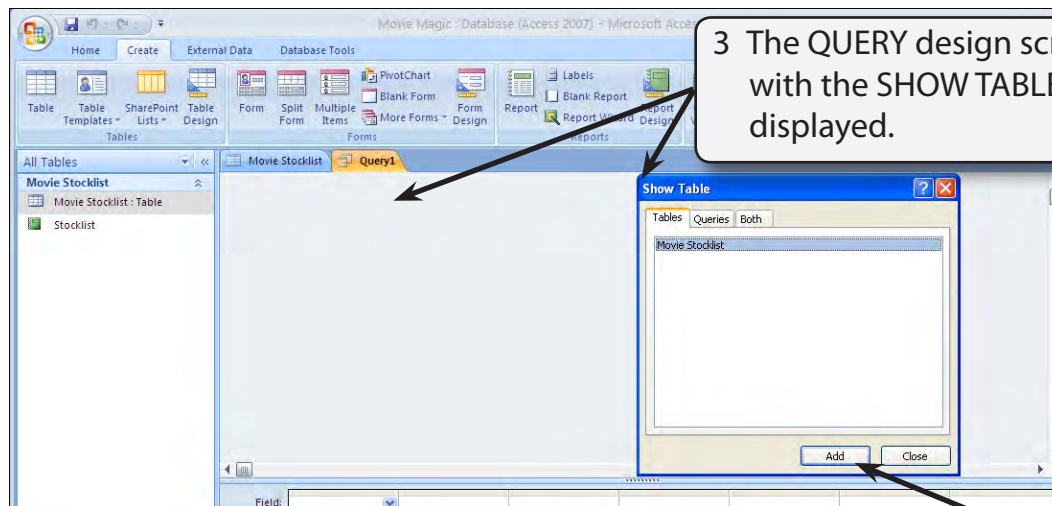
You can create fields to carry out calculations. In this case a field that shows the video store's stock value for each video can be inserted into the database. In Microsoft Access a QUERY is created to enable the calculation to be carried out. Queries allow you to ask questions of your database. You can combine data from different tables, permanently find or sort data, do calculations, and so on.

Creating a Query

- 1 Load Microsoft Access 2007 and open your Movie Magic database.

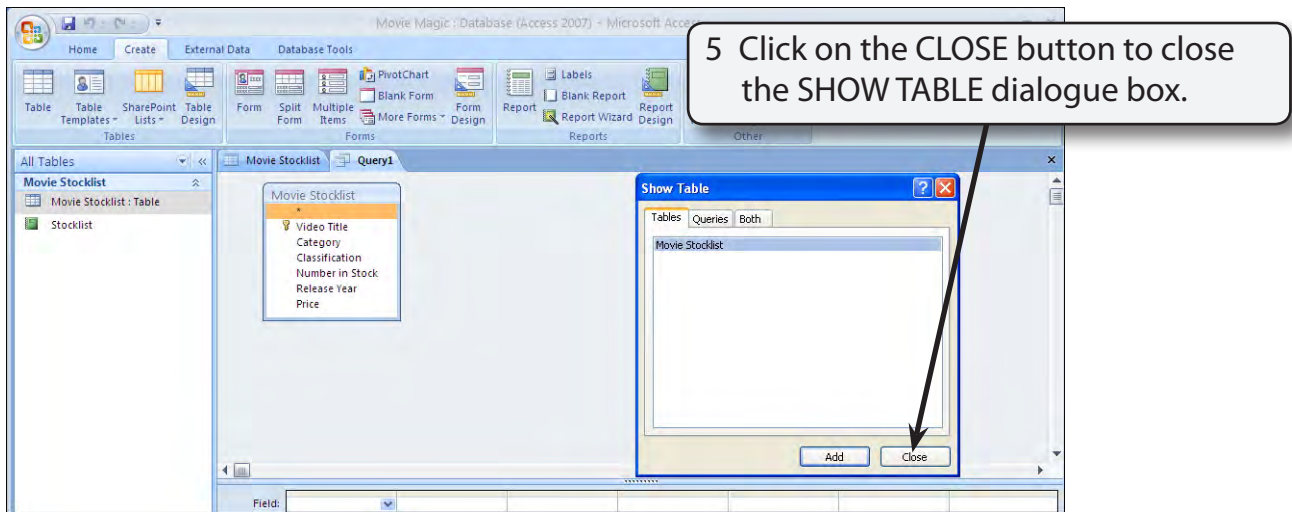


- 2 Open the CREATE tab of the RIBBON and click on the QUERY DESIGN icon to start the query.



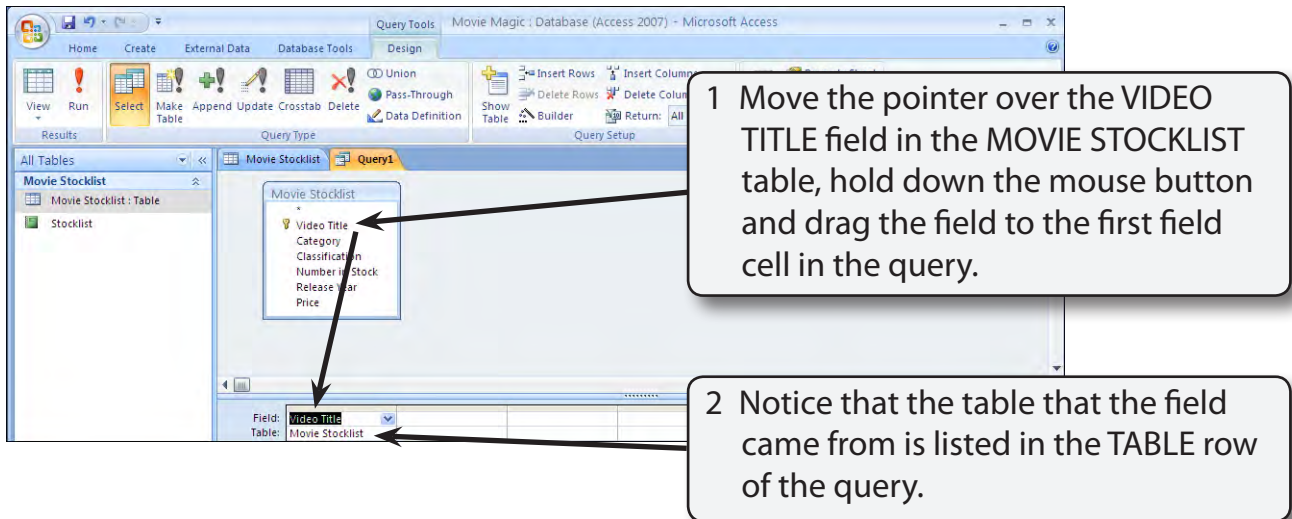
- 3 The QUERY design screen is opened with the SHOW TABLE dialogue box displayed.

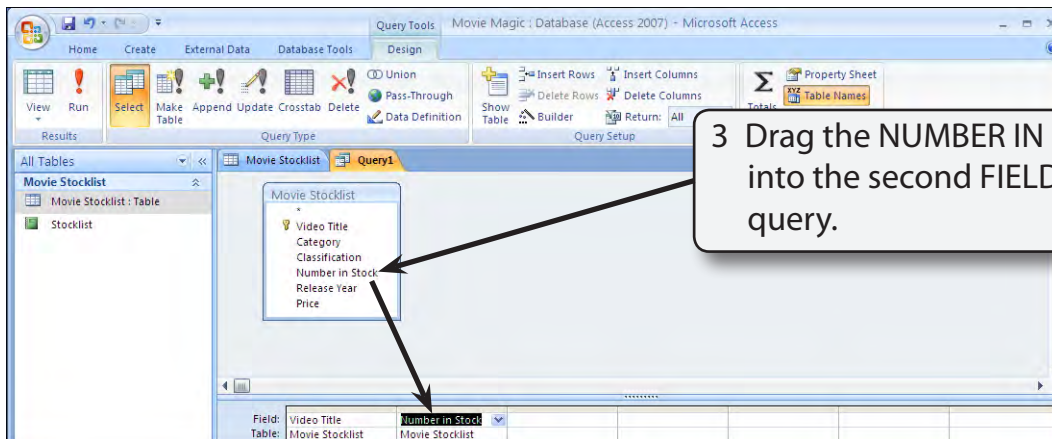
- 4 Click on the ADD button to add the Movie Stocklist table to the query.



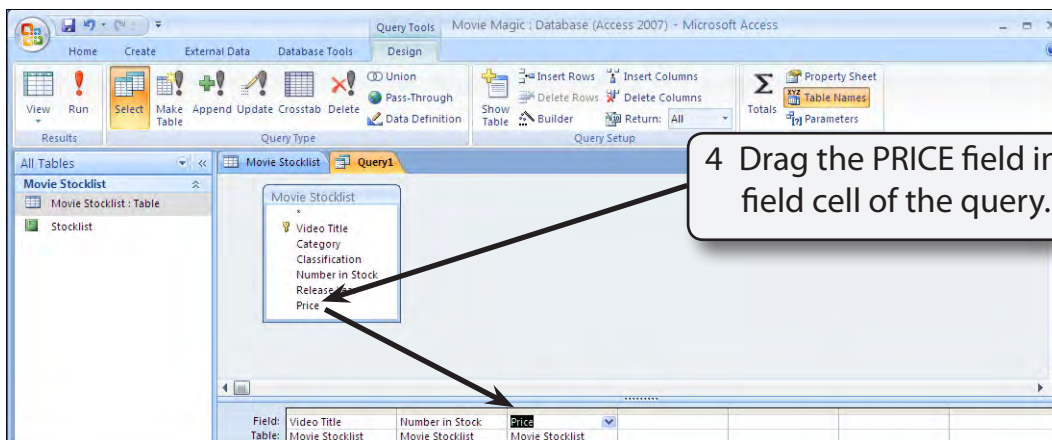
Building the Query

Let's create a query that displays the Video Title, the Number in Stock, the Price and calculates the total value of each video.





3 Drag the NUMBER IN STOCK field into the second FIELD cell of the query.

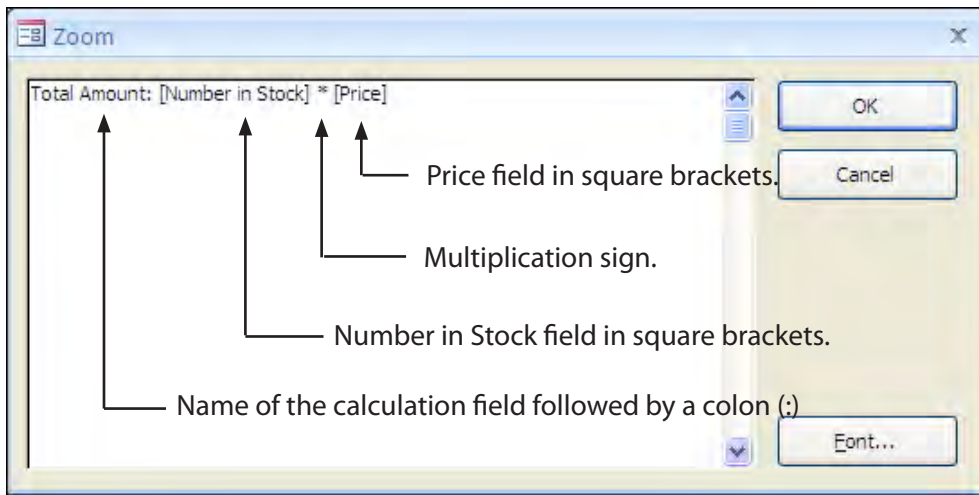


4 Drag the PRICE field into the third field cell of the query.

Adding a Calculation Field

We can work out how much how much each video provides by adding a calculation field in the fourth query field cell.

- 1 Click in the Fourth field cell (next to PRICE).
- 2 We could type the formula directly into the cell, however, the formula will not fit and it becomes difficult to see. To overcome this problem we can zoom in on the cell. Hold down the SHIFT key and press the F2 key to zoom in. You can also RIGHT+CLICK on the cell and select ZOOM.
- 3 Enter: Total Amount: [Number in Stock] * [Price]
- 4 The diagram at the top of the next page explains the sections of the formula.



NOTE:

- i The calculation field name needs the colon symbol (:) directly after the field name.
- ii Fields used within calculation fields are enclosed in square brackets [].
- iii Check that you have typed the field names correctly.

