

SQL

What is SQL?

- ▶ Structured Query Language – SQL, as it is often referred to, is a programming language used to question or query a table about the data that it contains.
- 

How Do I Use SQL?

- ▶ Select – Used to select the data
 - ▶ Insert – Insert records
 - ▶ Update – Updates records
 - ▶ Delete – Deletes records
 - ▶ Insert, Update, Delete beyond scope of this presentation
- 

Key to SQL

- ▶ Know what questions you want answered.

Can I see all the data from the
wiasrd_plus_extra_cohort table?

Sample Select Statement

- ▶ Here is that same question using the SQL language

```
SELECT * FROM wiasrd_plus_extra_cohort;
```



The Result of your question also called The Result Set

>>	1005_Race	1006_Servic	1007_Partne	1008_NEG	1009_Scena	1010_InScho	1011_ZipCoc	1012_sOneS	1013_Projec	1014_County	1015_ExtraA	1016_ExtraD	1017_ExtraY	1018_LastNa	101
	16	3	0	1	1	0	63702	29901031001	0	31				ROLWING	LA
	5	3	264	1	1	0	63121	29901189014	0	189				SMITH	DA
	16	4	256	1	1	0	63785	29901031001	0	31				FOWLER	BRI
	4	3	256	1	1	0	63122	29901189003	0	189				GILMORE	BR
	17	4	264	1	1	0	63031	29901189014	0	189				SIDES	RE
	0	4	0	1	1	0	63130	29901510011	0	189				BLALOCK	WA
	16	3	256	1	1	0	65560	29901161001	0	65				KING	GA
	4	3	2304	2	1	0	64109	29040051002	0	95				FULLER	DA
	16	3	0	1	1	0	63347	29901219011	0	113				ELL	JO
	0	3	2304	2	1	0	63111	29040051002	0	510				PERAZA	YAI
	16	4	256	1	1	0	65560	29901161001	0	65				PARKS	RH
	16	4	4352	2	1	0	64659	29040051002	0	115				ALBERTSON	AN
	4	3	0	1	1	0	63110	29901189014	0	510				PEGUES	DO
	16	4	288	1	1	0	63902	29040051002	0	23				VANOVER	SIR
	16	2	256	1	1	0	63369	29901219011	0	113				ROGERS	SEA
	4	4	256	1	1	0	63112	29901189014	0	510				JOHNSON	YO
	16	3	0	1	1	0	65634	29901083001	0	85				BRADLEY	JO
	16	3	2304	1	1	0	64776	29901083001	0	185				BOWEN	JO
	16	2	0	2	1	0	64701	29040051002	0	37				CHASTAIN	RO
	0	2	0	1	1	0	63389	29901219011	0	113				HENRY	JO
	4	3	256	1	1	0	63116	29901189014	0	510				ELLISON	TO
	16	2	256	2	1	0	63558	29040051002	0	121				BOWEN	DA
	0	2	256	2	1	0	64130	29040051002	0	95				MONROE	MA
	16	2	256	1	1	0	63128	29901099001	0	189				ROTH	JO
	16	3	256	1	1	0	63021	29901189014	0	189				DELROSARIO	TRA
	4	3	256	1	1	0	63118	29901189014	0	510				WILLIAMS	LA
	16	4	288	1	1	0	64784	29901217001	0	217				YOAKUM	JO
	16	4	288	1	1	0	63901	29040051002	0	23				EMMONS	CA
	16	4	288	1	1	0	63801	29040051002	0	201				CRUTCHFIELD	ELI
	16	4	256	2	1	0	63901	29040051002	0	23				MURRAY	SC
	16	3	256	1	1	0	63740	29901031001	0	201				HORRELL	GA

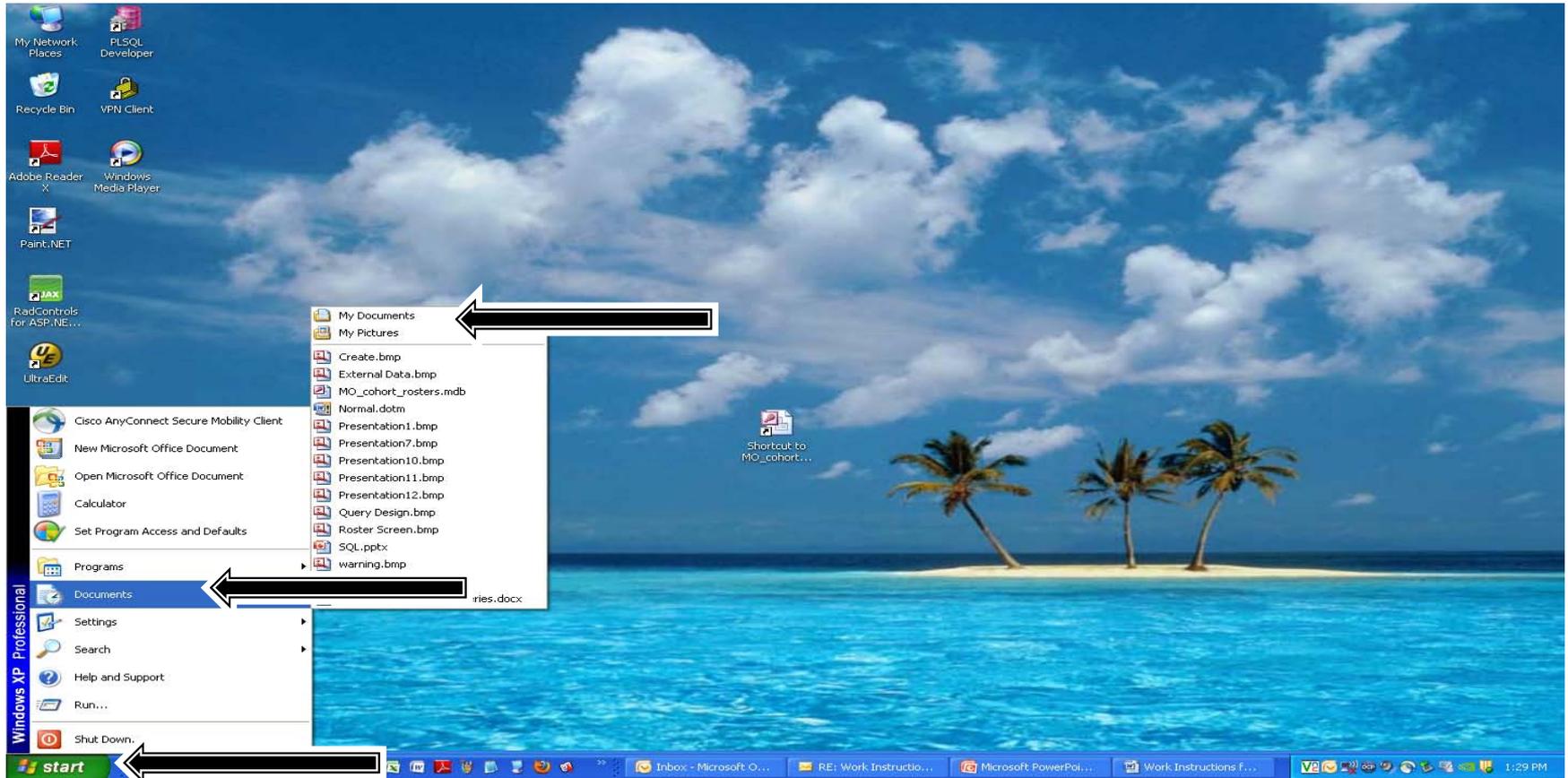
Record: 1 of 833 | No Filter | Search

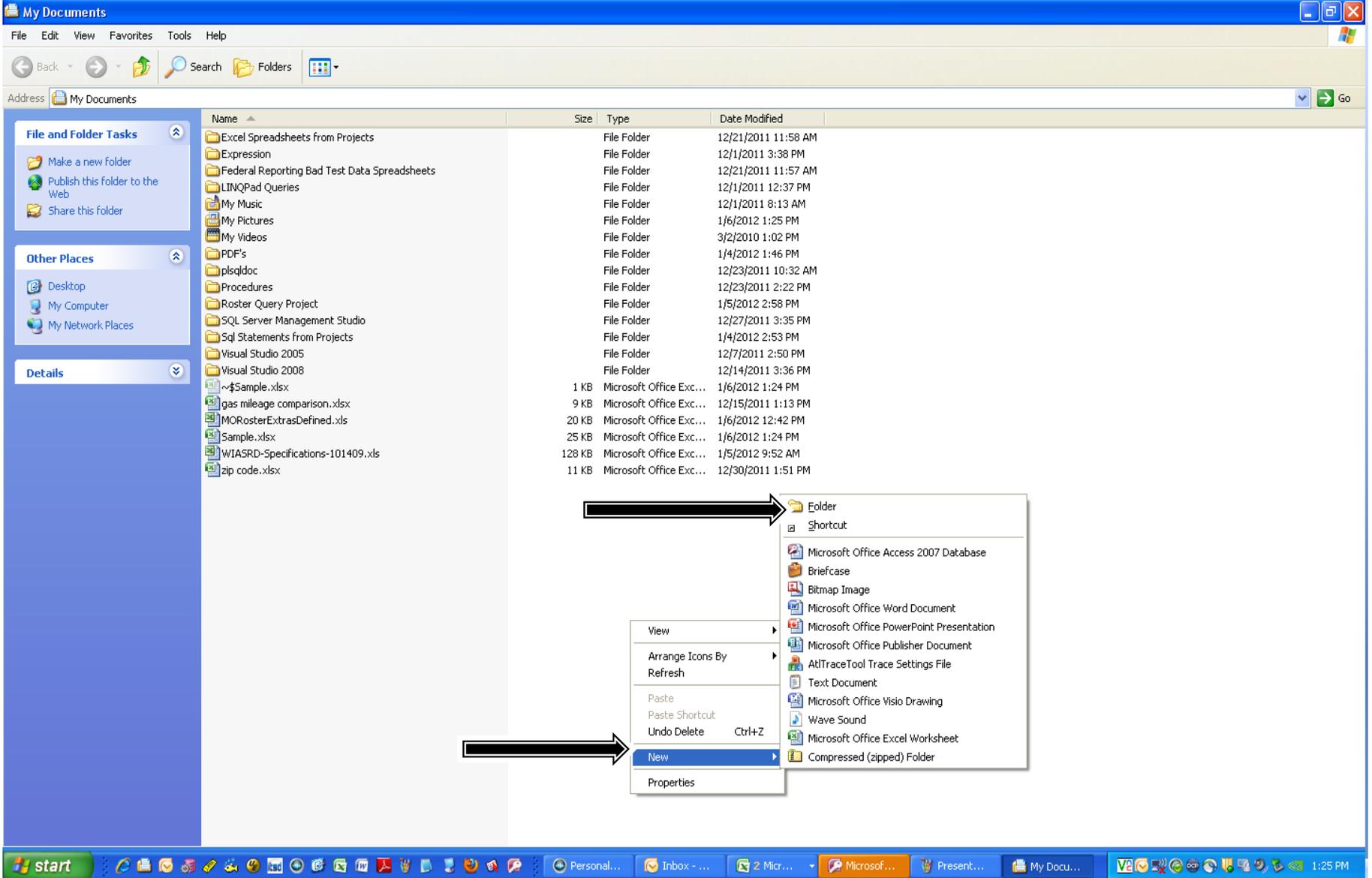
Ready | Num Lock

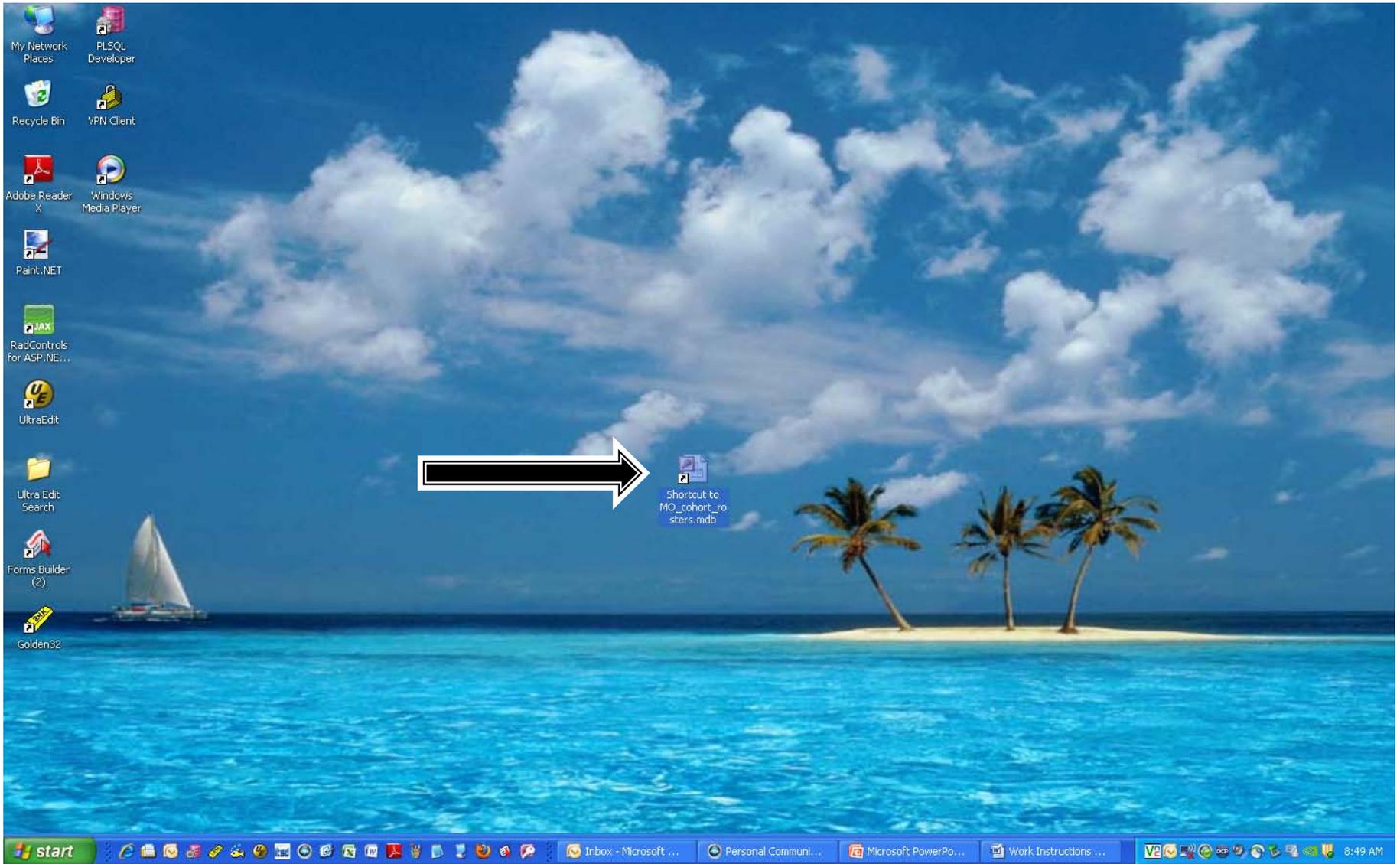
Saving the data from result set

- ▶ Use spreadsheets to store the result set

Create a Folder on your computer







Home Create External Data Database Tools

View Paste Copy Format Painter Views Clipboard Font Rich Text Refresh All New Save Spelling Delete More Records Filter Selection Advanced Filter Toggle Filter Sort & Filter Size to Fit Form Switch Windows Window Find Replace Go To Select Find

Security Warning Certain content in the database has been disabled Options...

- All Access Objects
- LoadDate
 - MO_Class_Room_Service
 - MO_Core
 - MO_Credential
 - MO_Dislocated_Worker
 - MO_Negative_Employment
 - MO_NRP_Service
 - MO_OJT_Service
 - MO_Support_Service
 - MO_Youth_Sample
 - OYEarn
 - OYECR
 - OYEER
 - OYERR
 - qryLegend
 - qryWIASRD
 - YouthDegree
 - YouthPlacement
 - YDegree
 - YERR
 - qryWageOYEarn
- Forms
- Admin
 - RosterNavigation
 - RosterNavigation1
- Macros
- mcrYouthDialog

RosterNavigation

Performance Matters Rosters

Data Load Date 11/15/2011

Roster Choice

Case Management Rosters Site Audit Rosters

Adult Dislocated Worker Youth Resources

Entered Employment Rate

Employment Credential Rate

Employment Retention Rate

Average Earnings

View WIASRD

View Legend

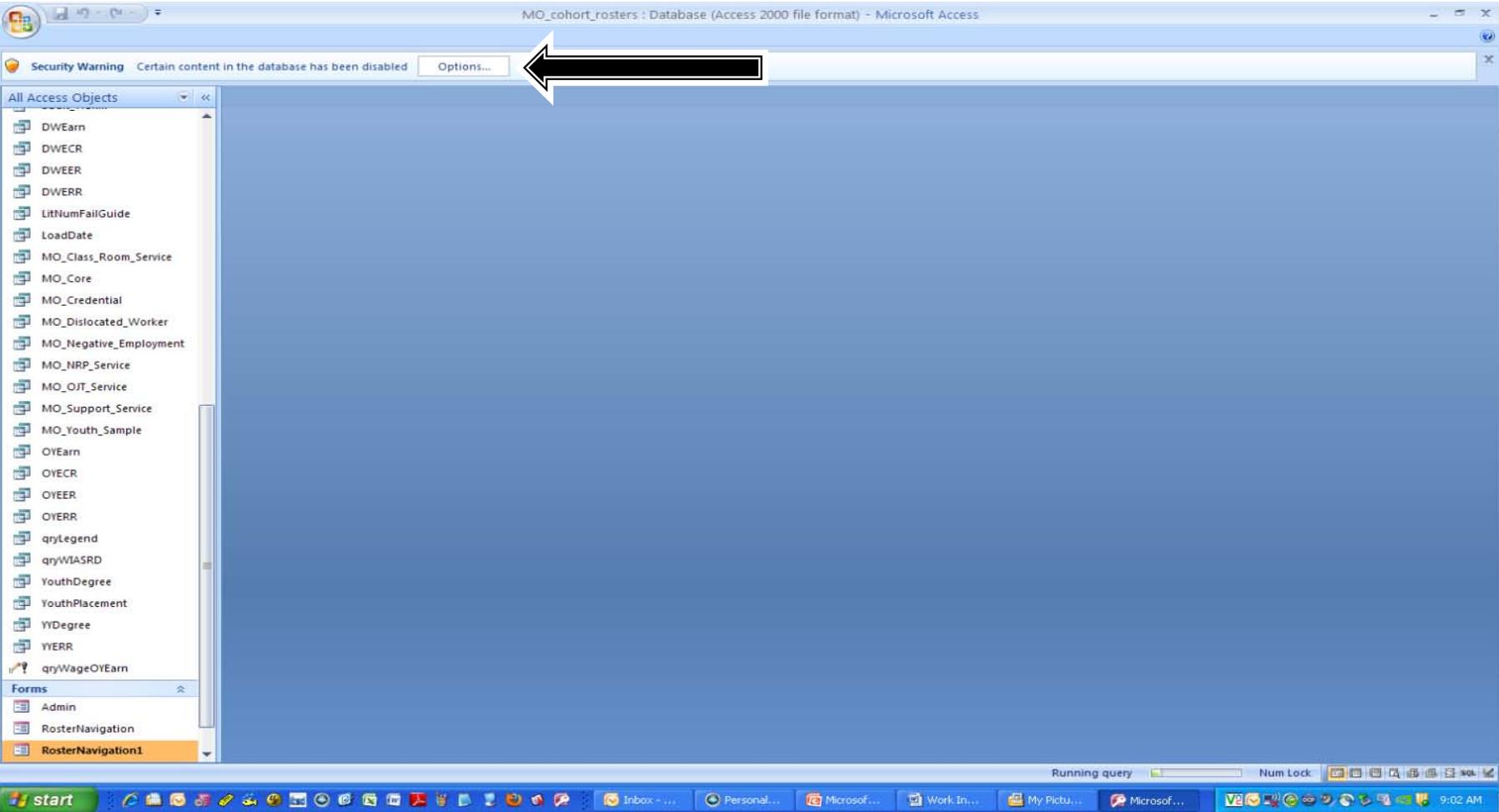


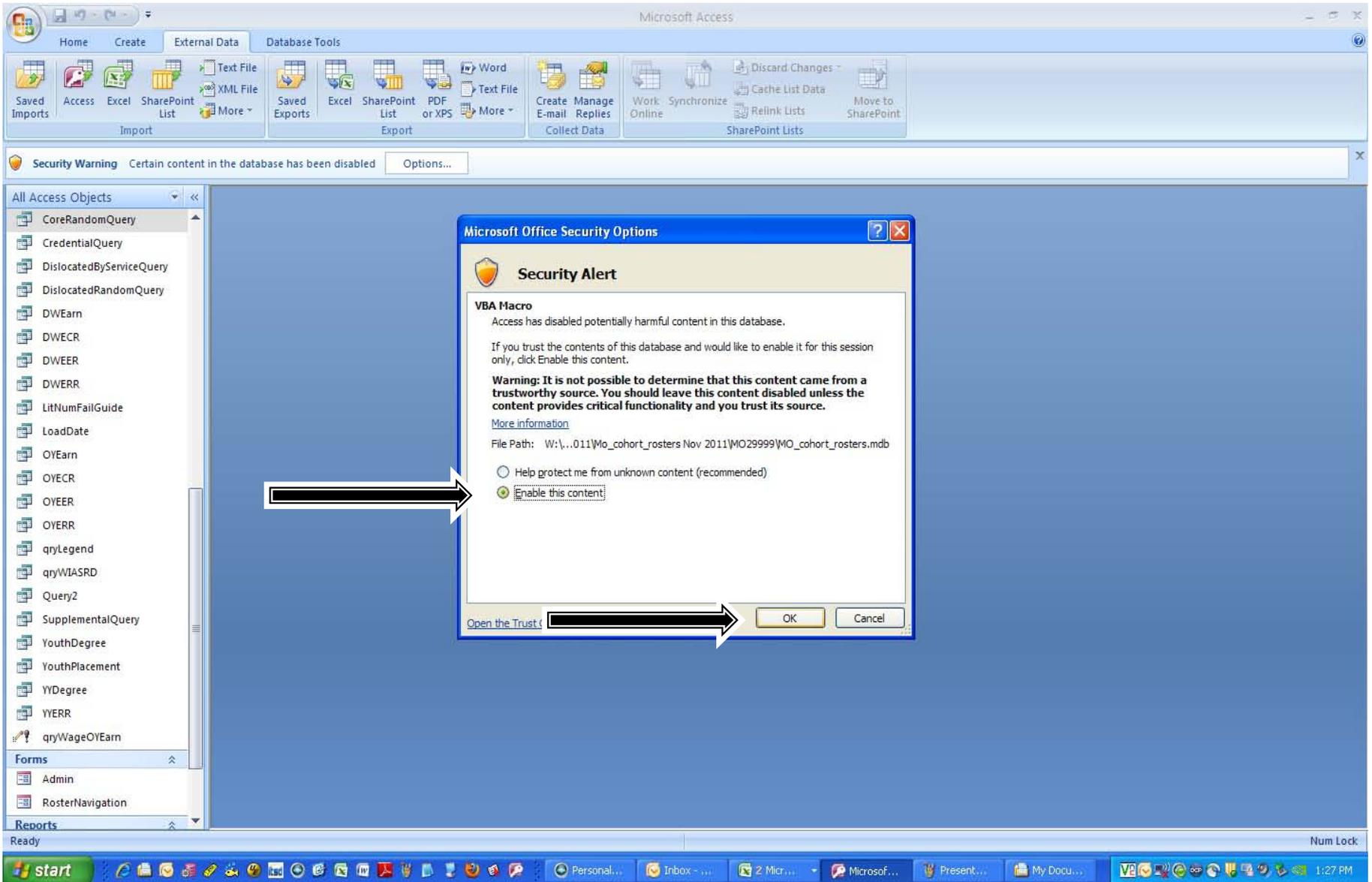
Form View Num Lock

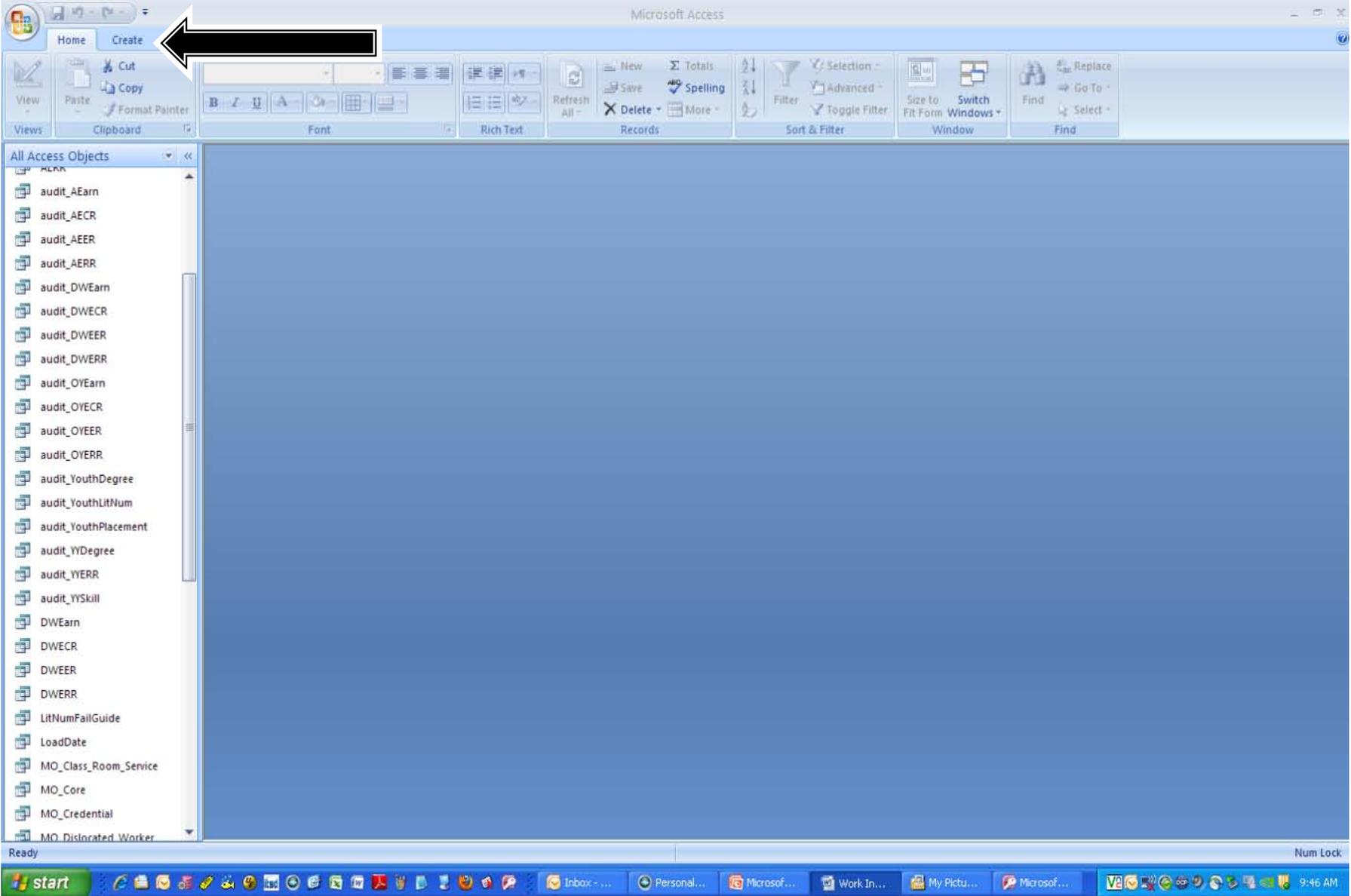
start

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9:38 AM





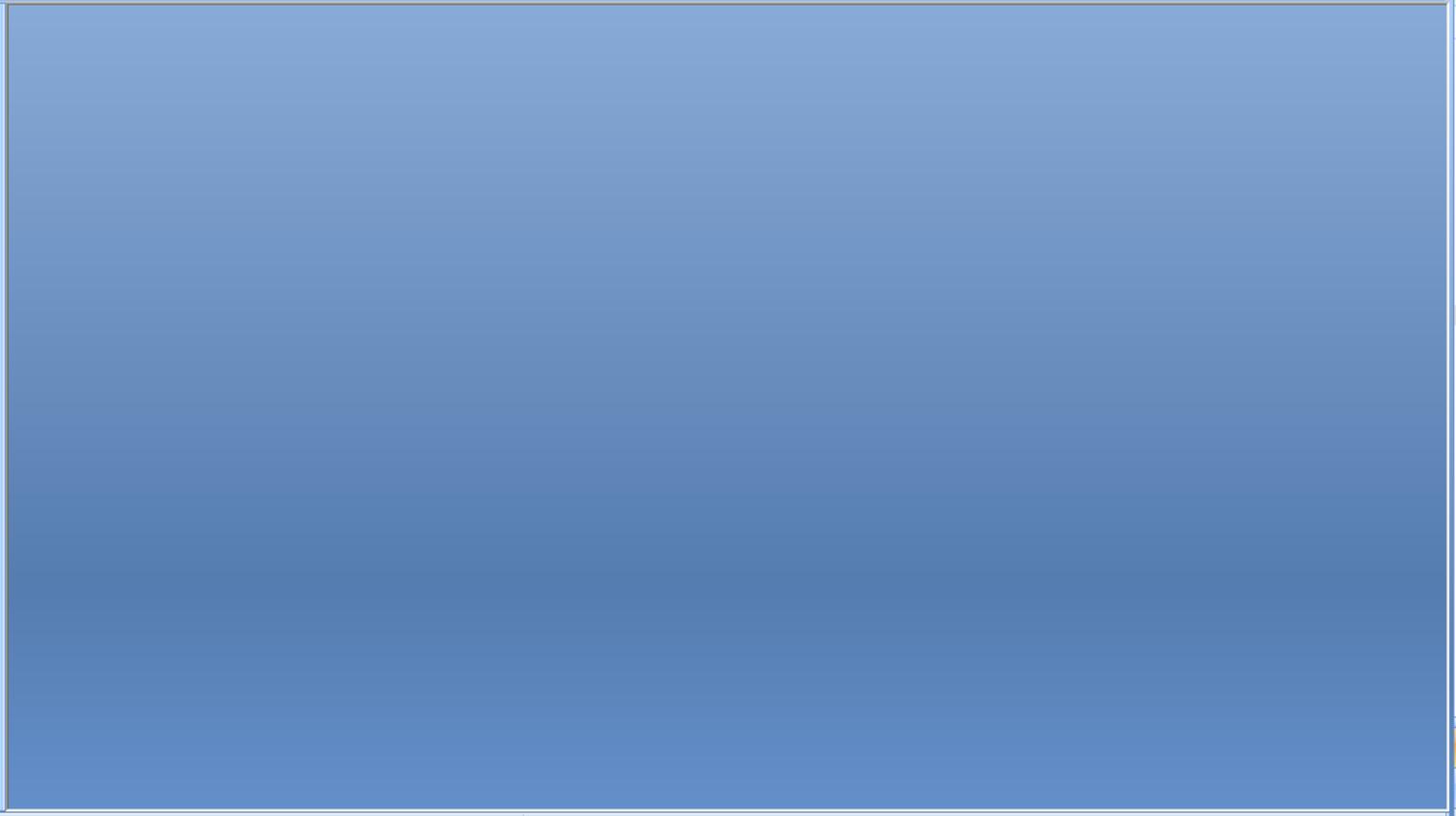


Home Create External Data Database Tools

Table Table Templates SharePoint Lists Table Design
Form Split Form Multiple Items More Forms Form Design
Report Labels Blank Report Report Wizard Report Design
Query Wizard Query Design Other



- All Access Objects
- AERR
 - audit_AEarn
 - audit_AECR
 - audit_AEER
 - audit_AERR
 - audit_DWEarn
 - audit_DWECR
 - audit_DWEER
 - audit_DWERR
 - audit_OVEarn
 - audit_OVECR
 - audit_OVEER
 - audit_OVERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YDegree
 - audit_YERR
 - audit_YSkill
 - DWEarn
 - DWECR
 - DWEER
 - DWERR
 - LitNumFailGuide
 - LoadDate
 - MO Adult_Credential



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Table Table Templates SharePoint Lists Table Design Form Split Form Multiple Items More Forms Form Design Report Labels Blank Report Report Wizard Report Design Query Wizard Query Design Macro

- All Access Objects
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 - audit_OYEarn
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 - audit_OYERR
 - audit_OYERR
 - audit_YouthDegree
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 - audit_YDegree
 - audit_YERR
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 - DWEarn
 - DWECR
 - DWEER
 - DWERR
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New Query

This wizard creates a select query from the fields you pick.

- Simple Query Wizard
- Crosstab Query Wizard
- Find Duplicates Query Wizard
- Find Unmatched Query Wizard

OK Cancel



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Query Wizard Query Design Macro

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 - audit_OVEER
 - audit_OVERR
 - audit_YouthDegree
 - audit_YouthLitNum
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 - audit_YDegree
 - audit_YERR
 - audit_YSkill
 - DWEarn
 - DWECR
 - DWEER
 - DWERR
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 - LoadDate
 - MO Adult Credential

Simple Query Wizard

Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries
Table: wiasrd_plus_extra_cohort

Available Fields:
0100_Sequence
0101_ParticipantID
0102_DateOfBirth
0103_Gender
0104_Disability
0105_Hispanic
0106_AmericanIndian
0107_Asian

Selected Fields:

Buttons: Cancel, < Back, Next >, Finish

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Report Labels Blank Report Report Wizard Report Design

Query Wizard Query Design Macro

- All Access Objects
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 - audit_AEarn
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 - audit_DWEarn
 - audit_DWECR
 - audit_DWEER
 - audit_DWERR
 - audit_OYEarn
 - audit_OYECR
 - audit_OYEER
 - audit_OYERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YDegree
 - audit_YERR
 - audit_YSkill
 - DWEarn
 - DWECR
 - DWEER
 - DWERR
 - LitNumFailGuide
 - LoadDate
 - MO Adult Credential

Simple Query Wizard

What title do you want for your query?
wiasrd_plus_extra_cohort Query1

That's all the information the wizard needs to create your query.
Do you want to open the query or modify the query's design?

Open the query to view information.
 Modify the query design.

Cancel < Back Next > Finish



start

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Table Table Templates SharePoint Lists Table Design
Forms

Form Split Form Multiple Items More Forms Form Design
Reports

Report Labels Blank Report Report Wizard Report Design
Query Wizard Query Design Macro
Other

- All Access Objects
- AERR
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 - audit_DWEarn
 - audit_DWECR
 - audit_DWEER
 - audit_DWERR
 - audit_OVEarn
 - audit_OVECR
 - audit_OYEER
 - audit_OVERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YDegree
 - audit_YERR
 - audit_YSkill
 - DWEarn
 - DWECR
 - DWEER
 - DWERR
 - LitNumFailGuide
 - LoadDate
 - MO Adult_Credential

wiasrd_plus_extra_cohort Query1

1029_Extra3	1019_FirstNa	1018_LastNa																		
5553421	MARY	KISTNER																		
8316718	DALE	BOGGS																		
9788861	ROGER	LEECH																		
10101784	PATRICK	COCHRAN JR																		
10871584	JOYCE	WHITE																		
10877115	KENNETH	BOHANNON																		
10900042	CYNTHIA	CAMENISCH																		
10903440	APRIL	DRESCHER																		
10999348	JEANNETTE LYN	MCSWAIN																		
11029241	CHARLES	COLEMAN																		
11153383	DELFINA	HOLMES																		
11183750	RONA	LAMBERT																		
11246351	SAMUEL KAISEI	CONDUCTOR																		
11289992	JEREMIAH	TAYLOR																		
11327567	GINA MARIA	YEHLE																		
11345866	SARAH	HALEY																		
11376633	CHRIS	RODRIGUEZ																		
11381845	CARL	SWANIGAN																		
11389095	MICHAEL	BROWN																		
11407143	WANDA	REEVES																		
11540813	MICHELLE	DENICH																		
11645265	JOSEPH	CLARK																		
11784978	DELBERT	TATUM SR																		
11912473	ELMER	MARTIN																		
12020074	JESSICA	DECKER																		
12035728	BRIAN D	WEBB																		

Record: 1 of 40976 No Filter Search

Datasheet View Num Lock

start

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Home Create External Data Database Tools

Table Table Templates SharePoint Lists Table Design
Forms: Form Split Form Multiple Items More Forms Form Design

Report Labels Blank Report Report Wizard Report Design
Reports: Report Wizard Report Design

Query Wizard Query Design
Other: Query Wizard Query Design



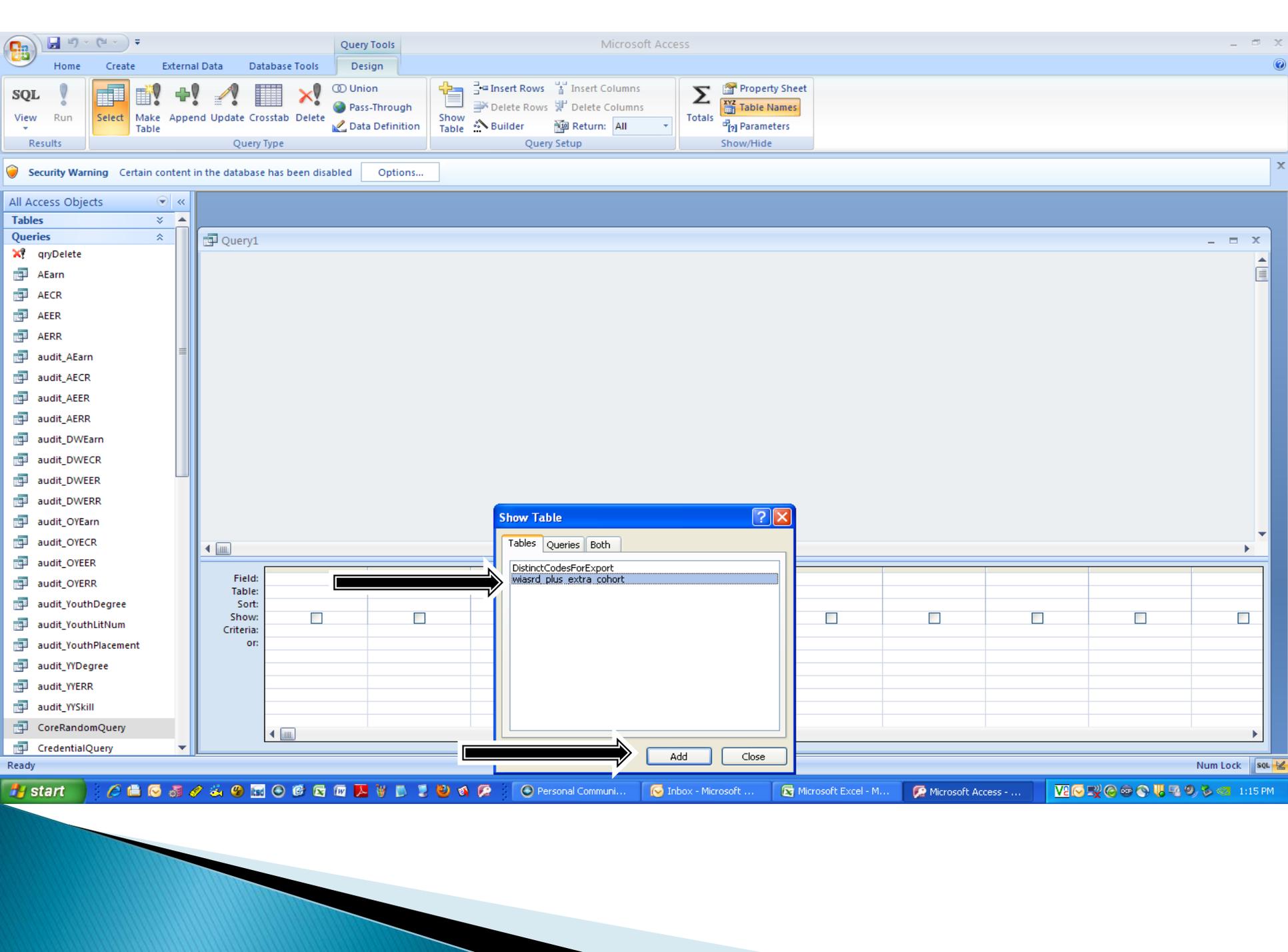
Security Warning Certain content in the database has been disabled Options...

- All Access Objects
- Tables
 - Queries
 - qryDelete
 - AEarn
 - AECR
 - AEER
 - AERR
 - audit_AEarn
 - audit_AECR
 - audit_AEER
 - audit_AERR
 - audit_DWEarn
 - audit_DWECR
 - audit_DWEER
 - audit_DWERR
 - audit_OYEarn
 - audit_OYECR
 - audit_OYEER
 - audit_OYERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YYDegree
 - audit_YYERR
 - audit_YSkill
 - CoreRandomQuery**
 - CredentialQuery



Ready Num Lock

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Query Tools

Home Create External Data Database Tools Design

SQL View Run Results

Select Make Table Append Update Crosstab Delete

Union Pass-Through Data Definition

Insert Rows Insert Columns Delete Rows Delete Columns

Show Table Builder Return: All

Totals Property Sheet Table Names Parameters Show/Hide

Security Warning Certain content in the database has been disabled Options...

- All Access Objects
- Tables
- Queries
- qryDelete
 - AEarn
 - AEER
 - AEER
 - AERR
 - audit_AEarn
 - audit_AEER
 - audit_AEER
 - audit_AERR
 - audit_DWEarn
 - audit_DWEER
 - audit_DWEER
 - audit_DWERR
 - audit_OYEarn
 - audit_OYEER
 - audit_OYEER
 - audit_OYERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YDegree
 - audit_YERR
 - audit_YSkill
 - CoreRandomQuery
 - CredentialQuery

Query1

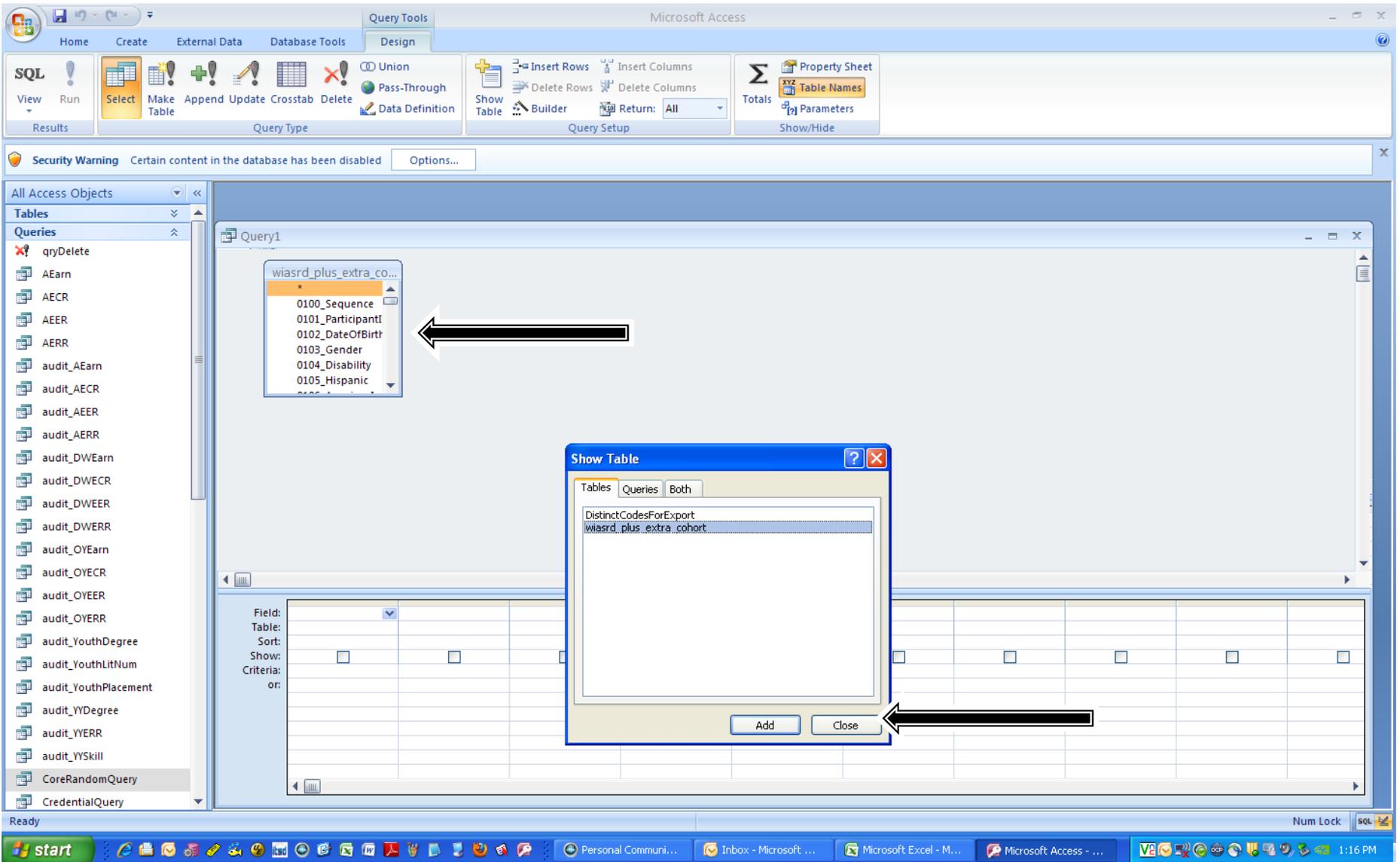
Field:					
Table:					
Sort:					
Show:	<input type="checkbox"/>	<input type="checkbox"/>			
Criteria:					
or:					

Show Table

Tables Queries Both

DistinctCodesForExport
wiasrd_plus_extra_cohort

Add Close



Security Warning Certain content in the database has been disabled Options...

- All Access Objects
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 - Queries
 - qryDelete
 - AEarn
 - AEER
 - AERR
 - audit_AEarn
 - audit_AEER
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 - audit_DWEarn
 - audit_DWEER
 - audit_DWERR
 - audit_OYEarn
 - audit_OYEER
 - audit_OYERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YDegree
 - audit_YERR
 - audit_YSkill
 - CoreRandomQuery
 - CredentialQuery

Query1

wiasrd_plus_extra_cohort

- * 0100_Sequence
- 0101_ParticipantID
- 0102_DateOfBirth
- 0103_Gender
- 0104_Disability
- 0105_Hispanic
- 0106_AmericanIndian
- 0107_Asian
- 0108_AfricanAmerican
- 0109_PacificIslander
- 0110_White
- 0111_Veteran
- 0112_CampaignVeteran
- 0113_DisabledVeteran
- 0114_iRecentlySepVeteran
- 0115_EmploymentAtRegistration
- 0116_LimitedEnglish
- 0117_SingleParent

Field:									
Table:									
Sort:									
Show:	<input type="checkbox"/>								
Criteria:									
or:									

Security Warning: Certain content in the database has been disabled. Options...

- All Access Objects
- Tables
- Queries
 - qryDelete
 - AEarn
 - AEER
 - AERR
 - audit_AEarn
 - audit_AECR
 - audit_AEER
 - audit_AERR
 - audit_DWEarn
 - audit_DWEER
 - audit_DWEER
 - audit_DWERR
 - audit_OYEarn
 - audit_OYECR
 - audit_OYEER
 - audit_OYERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YDegree
 - audit_YERR
 - audit_YSkill
 - CoreRandomQuery
 - CredentialQuery

Query1

```
wiasrd_plus_extra_cohort
*
0100_Sequence
0101_ParticipantID
0102_DateOfBirth
0103_Gender
0104_Disability
0105_Hispanic
0106_AmericanIndian
0107_Asian
0108_AfricanAmerican
0109_PacificIslander
0110_White
0111_Veteran
0112_CampaignVeteran
0113_DisabledVeteran
0114_iRecentlySepVeteran
0115_EmploymentAtRegistration
0116_LimitedEnglish
0117_SingleParent
```

Field:	1029_Extra3									
Table:	wiasrd_plus_extra_col									
Sort:										
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Criteria:										
or:										

Security Warning Certain content in the database has been disabled Options...

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 - AERR
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 - audit_AEER
 - audit_AEER
 - audit_AERR
 - audit_DWEarn
 - audit_DWEER
 - audit_DWEER
 - audit_DWERR
 - audit_OYEarn
 - audit_OYEER
 - audit_OYEER
 - audit_OYERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YDegree
 - audit_YERR
 - audit_YSkill
 - CoreRandomQuery
 - CredentialQuery

Query1

```
wiasrd_plus_extra_cohort
*
0100_Sequence
0101_ParticipantID
0102_DateOfBirth
0103_Gender
0104_Disability
0105_Hispanic
0106_AmericanIndian
0107_Asian
0108_AfricanAmerican
0109_PacificIslander
0110_White
0111_Veteran
0112_CampaignVeteran
0113_DisabledVeteran
0114_iRecentlySepVeteran
0115_EmploymentAtRegistration
0116_LimitedEnglish
0117_SingleParent
```

Field:	1029_Extra3	1019_FirstName							
Table:	wiasrd_plus_extra_col	wiasrd_plus_extra_col							
Sort:									
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Criteria:									
or:									

Microsoft Access

Home Create External Data Database Tools

View Paste Cut Copy Format Painter

Calibri 11

B I U

Rich Text

Records

Filter Selection Advanced Toggle Filter

Sort & Filter

Window

Find Replace Go To Select

Security Warning Certain content in the database has been disabled Options...

- All Access Objects
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 - audit_AEarn
 - audit_AEER
 - audit_AERR
 - audit_DWEarn
 - audit_DWEER
 - audit_DWEER
 - audit_DWEER
 - audit_DWERR
 - audit_OYEarn
 - audit_OYEER
 - audit_OYEER
 - audit_OYERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YDegree
 - audit_YERR
 - audit YYSkill
 - CoreRandomQuery
 - CredentialQuery

Query1

1029_Extra3	1019_FirstNa
11451703	LAWRENCE
12987591	DAVID
12996989	BRITTNEY
11477769	BRYAN
12908489	RENEE LYNN
12905724	WANDA
11417760	GARY
12741110	DANDRIDGE
12669938	JOSEPH WAYNE
12557061	YAMELYS
12537766	RHONDA
12502970	ANGELA
12497136	DONNA
12377132	SIR ROBERT
12333953	SEAN
12285174	YOUPIER
12287163	JOHN
12121420	JOHN
12151749	ROBERTA
12170686	JOSHUA MICHA
12088831	TONI
10851779	DAVID
11917960	MARIO
11126047	JOSEPH
11860594	TRACY
11812667	LASHRONDA
11691906	JOSEPH

Record: 1 of 833 No Filter Search

Home Create External Data Database Tools

Import: Saved Imports, Access, Excel, SharePoint List, Text File, XML File, More

Export: Saved Exports, Excel, Word, Collect Data

SharePoint Lists: Discard Changes, Cache List Data, Relink Lists, Move to SharePoint

Export to Excel spreadsheet

Export selected object to an Excel worksheet in a Microsoft Office Excel file.

Press F1 for more help.

- All Access Objects
- Tables
 - Queries
 - qryDelete
 - AEarn
 - AEER
 - AEER
 - AERR
 - audit_AEarn
 - audit_AEER
 - audit_AEER
 - audit_AERR
 - audit_DWEarn
 - audit_DWEER
 - audit_DWEER
 - audit_DWERR
 - audit_OYEarn
 - audit_OYEER
 - audit_OYEER
 - audit_OYERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YDegree
 - audit_YERR
 - audit_YSkill
 - CoreRandomQuery
 - CredentialQuery

Query1

1029_Extra3	1019_FirstNa
11451703	LAWRENCE
12987591	DAVID
12996989	BRITTNEY
11477769	BRYAN
12908489	RENEE LYNN
12905724	WANDA
11417760	GARY
12741110	DANDRIDGE
12669938	JOSEPH WAYNE
12557061	YAMELYS
12537766	RHONDA
12502970	ANGELA
12497136	DONNA
12377132	SIR ROBERT
12333953	SEAN
12285174	YOUPIER
12287163	JOHN
12121420	JOHN
12151749	ROBERTA
12170686	JOSHUA MICHA
12088831	TONI
10851779	DAVID
11917960	MARIO
11126047	JOSEPH
11860594	TRACY
11812667	LASHRONDA
11691906	JOSEPH

Record: 1 of 833 No Filter Search

Security Warning Certain content in the database has been blocked from automatic download.

All Access Objects

Tables

Queries

- qryDelete
- AEarn
- AEER
- AEER
- AERR
- audit_AEARN
- audit_AEER
- audit_AEER
- audit_AERR
- audit_DWEARN
- audit_DWEER
- audit_DWEER
- audit_DWERR
- audit_OYEARN
- audit_OYEER
- audit_OYEER
- audit_OYERR
- audit_YouthDegree
- audit_YouthLitNum
- audit_YouthPlacement
- audit_YDegree
- audit_YERR
- audit_YSkill
- CoreRandomQuery
- CredentialQuery

Export - Excel Spreadsheet

Select the destination for the data you want to export

Specify the destination file name and format.

1029_Extra3
11451703
1298759
12996989
11477769
12908489
12905724
11417760
12741110

Specify the destination file name and format.

C:\Documents and Settings\bransm\My Documents\Sample.xlsx

Browse...

File format: Excel Workbook (*.xlsx)

Specify export options.

- Export data with formatting and layout.**
Select this option to preserve most formatting and layout information when exporting a table, query, form, or report.
- Open the destination file after the export operation is complete.**
Select this option to view the results of the export operation. This option is available only when you export formatted data.
- Export only the selected records.**
Select this option to export only the selected records. This option is only available when you export formatted data and have records selected.

OK Cancel

12557061	
12537766	
12502970	
12497136	
12377132	
12333953	
12285174	
12287163	
12121420	
12151749	
12170686	
12088831	
10851779	DAVID
11917960	MARIO
11126047	JOSEPH
11860594	TRACY
11812667	LASHRONDA
11691906	JOSEPH

Record: 1 of 833 No Filter Search

Sample.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Team

Clipboard Font Alignment Number Styles Cells Editing

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Normal, Bad, Good, Neutral

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	1029_Extra3	1019_FirstName																	
2	11451703	LAWRENCE																	
3	12987591	DAVID																	
4	12996989	BRITTNEY																	
5	11477769	BRYAN																	
6	12908489	RENEE LYNN																	
7	12905724	WANDA																	
8	11417760	GARY																	
9	12741110	DANDRIDGE																	
10	12669938	JOSEPH WAYNE																	
11	12557061	YAMELYS																	
12	12537766	RHONDA																	
13	12502970	ANGELA																	
14	12497136	DONNA																	
15	12377132	SIR ROBERT																	
16	12333953	SEAN																	
17	12285174	YOUPIER																	
18	12287163	JOHN																	
19	12121420	JOHN																	
20	12151749	ROBERTA																	
21	12170686	JOSHUA MICHAEL																	
22	12088831	TONI																	
23	10851779	DAVID																	
24	11917960	MARIO																	
25	11126047	JOSEPH																	
26	11860594	TRACY																	
27	11812667	LASHRONDA																	
28	11691906	JOSEPH																	
29	11518559	CATHY																	
30	11517842	ELIZABETH																	

Ready Query1

100%

start Personal Co... Inbox - Mic... 2 Microsoft... Microsoft Ac... Presentation... 1:24 PM

Security Warning Certain content in the database has been blocked.

- All Access Objects
- Tables
- Queries
 - qryDelete
 - AEarn
 - AECR
 - AEER
 - AERR
 - audit_AEarn
 - audit_AECR
 - audit_AEER
 - audit_AERR
 - audit_DWEarn
 - audit_DWECR
 - audit_DWEER
 - audit_DWERR
 - audit_OYEarn
 - audit_OYECR
 - audit_OYEER
 - audit_OYERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YDegree
 - audit_YERR
 - audit_YSkill
 - CoreRandomQuery
 - CredentialQuery

1029_Extra3	11451703	12987591
12908489		
12905724		
11417760		
12741110		
12669938		
12557061		
12537766		
12502970		
12497136		
12377132		
12333953		
12285174		
12287163		
12121420		
12151749		
12170686		
12088831		
10851779	DAVID	
11917960	MARIO	
11126047	JOSEPH	
11860594	TRACY	
11812667	LASHRONDA	
11691906	JOSEPH	

Export - Excel Spreadsheet

Save Export Steps

Finished exporting 'Query1' to file 'C:\Documents and Settings\bransm\My Documents\Sample.xlsx' successfully.

Do you want to save these export steps? This will allow you to quickly repeat the operation without using the wizard.

Save export steps

Save as:

Description:

Create an Outlook Task.

If you regularly repeat this saved operation, you can create an Outlook task that reminds you when it is time to repeat this operation. The Outlook task will include a Run Export button that runs the export operation in Access.

Create Outlook Task

Hint: To create a recurring task, open the task in Outlook and click the Recurrence button on the Task tab.

Manage Data Tasks...

Security Warning Certain content in the database has been disabled Options...

- All Access Objects
- Tables
- Queries
- qryDelete
 - AEarn
 - AEER
 - AERR
 - audit_AEarn
 - audit_AEER
 - audit_AERR
 - audit_DWEarn
 - audit_DWEER
 - audit_DWEER
 - audit_DWERR
 - audit_OYEar
 - audit_OYECR
 - audit_OYEER
 - audit_OYERR
 - audit_YouthDegree
 - audit_YouthLitNum
 - audit_YouthPlacement
 - audit_YDegree
 - audit_YERR
 - audit_YSkill
 - CoreRandomQuery
 - CredentialQuery

RosterNavigation

CoreRandomQuery

wiasrd_plus_extra_co...

0100_Sequence
0101_ParticipantI
0102_DateOfBirth
0103_Gender
0104_Disability
0105_Hispanic

Field:	Expr1: Rnd(Len(wi...	0101_ParticipantID	0305_Dislocated	0331_CoreSelfService	0332_DateStaffCore	1019_FirstName	1018_LastName			
Table:	wiasrd_plus_extra_col	wiasrd_plus_extra_col	wiasrd_plus_extra_col	wiasrd_plus_extra_col	wiasrd_plus_extra_col	wiasrd_plus_extra_col	wiasrd_plus_extra_col			
Sort:	Descending									
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Criteria:										
or:										

SQL Questions?

