ACCESS TIPS & TRICKS
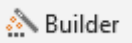
Using the IIF Function
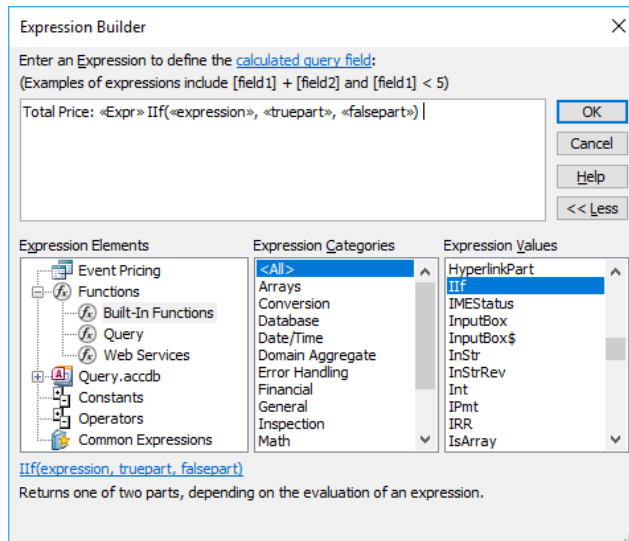
The Access IIF Function allows you to return different values depending on whether a statement is True or False.
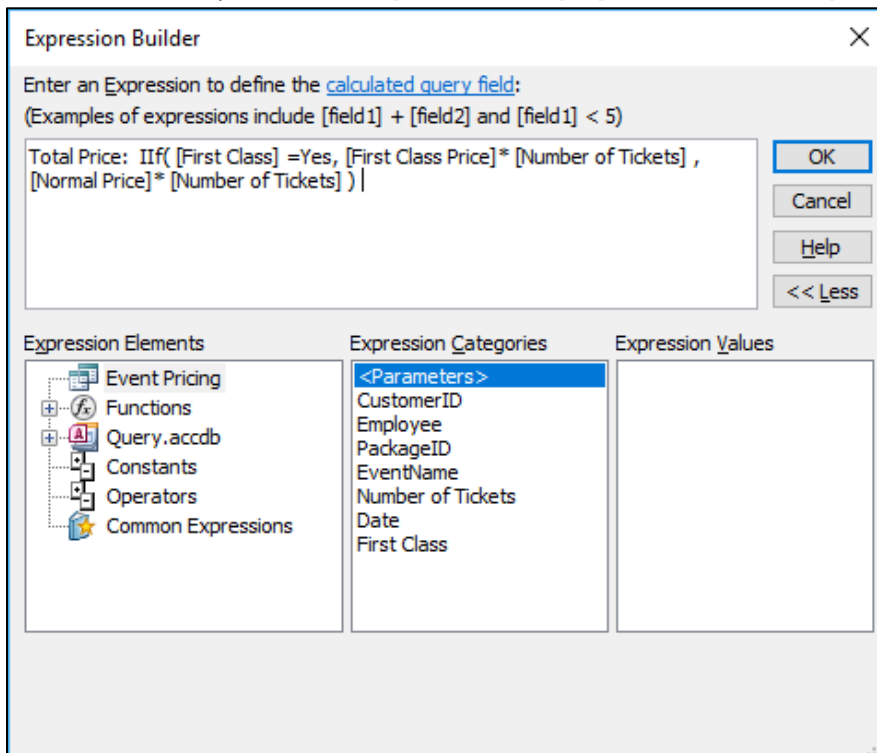
How to Add an IIF Function to a Query

1. Create a **Query** in **Design View**. Add all Tables and add all needed fields and criteria.
2. **Save** the Query.
3. Select the first row of the next available column. **Type the name** of the calculated field and **end the name with a colon** (:). *For example, Total Price:*

4. Select the **Builder Button** from the Ribbon. 　 ⬙ Builder
5. If necessary, expand the Functions section from the first column of the Expression Builder (Expression Elements). Choose **Built in Functions**.
6. Scroll the Expression Values (Third Column) until you find the IIF function. **Double click the IIF function** to add it to the Builder.

Expression Builder ×

Enter an Expression to define the calculated query field:
(Examples of expressions include [field1] + [field2] and [field1] < 5)

Total Price: «Expr» IIf(«expression», «truepart», «falsepart») |

OK
Cancel
Help
<< Less

Expression Elements | Expression Categories | Expression Values
Event Pricing | <All> | HyperlinkPart
Functions | Arrays | IIf
  Built-In Functions | Conversion | IMEStatus
  Query | Database | InputBox
  Web Services | Date/Time | InputBox$
Query.accdb | Domain Aggregate | InStr
Constants | Error Handling | InStrRev
Operators | Financial | Int
Common Expressions | General | IPmt
  | Inspection | IRR
  | Math | IsArray

IIf(expression, truepart, falsepart)
Returns one of two parts, depending on the evaluation of an expression.

7. **Delete the <<Expr>>** command that appear before the IIF function.
8. Select and highlight the first expression. This is the logical test. Type the **Field** you are testing **in brackets** and then a **comparison operator and value** that tests the field.
   For Example, *[First Class]=Yes* would find clients who purchased a first class ticket.
9. Select the second expression. This is the command for what to do if the test is true. For example, if the client ordered a first class ticket, the true part would be **[First Class Price] * [Number of Tickets].**
10. Select the third expression. This is the command for what to do if the test is false. For example, if the client did not order a first class ticket, the true part would be **[Normal Price] * [Number of Tickets].**

Expression Builder ×

Enter an Expression to define the calculated query field:
(Examples of expressions include [field1] + [field2] and [field1] < 5)

Total Price: IIf([First Class] =Yes, [First Class Price]* [Number of Tickets] ,
[Normal Price]* [Number of Tickets]) |

OK
Cancel
Help
<< Less

Expression Elements | Expression Categories | Expression Values
Event Pricing | <Parameters> |
Functions | CustomerID |
Query.accdb | Employee |
Constants | PackageID |
Operators | EventName |
Common Expressions | Number of Tickets |
 | Date |
 | First Class |

11. **Click OK** to enter the IIF function.
12. **Run** the query to test the function.

Using Concatenate

How to Merge two Fields in a Query with Concatenate

1. Create a **Query** in **Design View** add all needed tables and fields.
2. Select the first row of the next available column. **Type the name** of the concatenated field and **end the name with a colon** (:). For example, **Employee Name:**
3. **Type the first field** to concatenate in **brackets**. For example, **[First Name]**.
4. **Type an ampersand (&)** .
5. Type any spaces and any extra text in quotations.
6. Type another **ampersand (&)** .
7. **Type the second field** in brackets.
   Example end result, **Employee Name:[First Name]& " "&[Last Name]**.
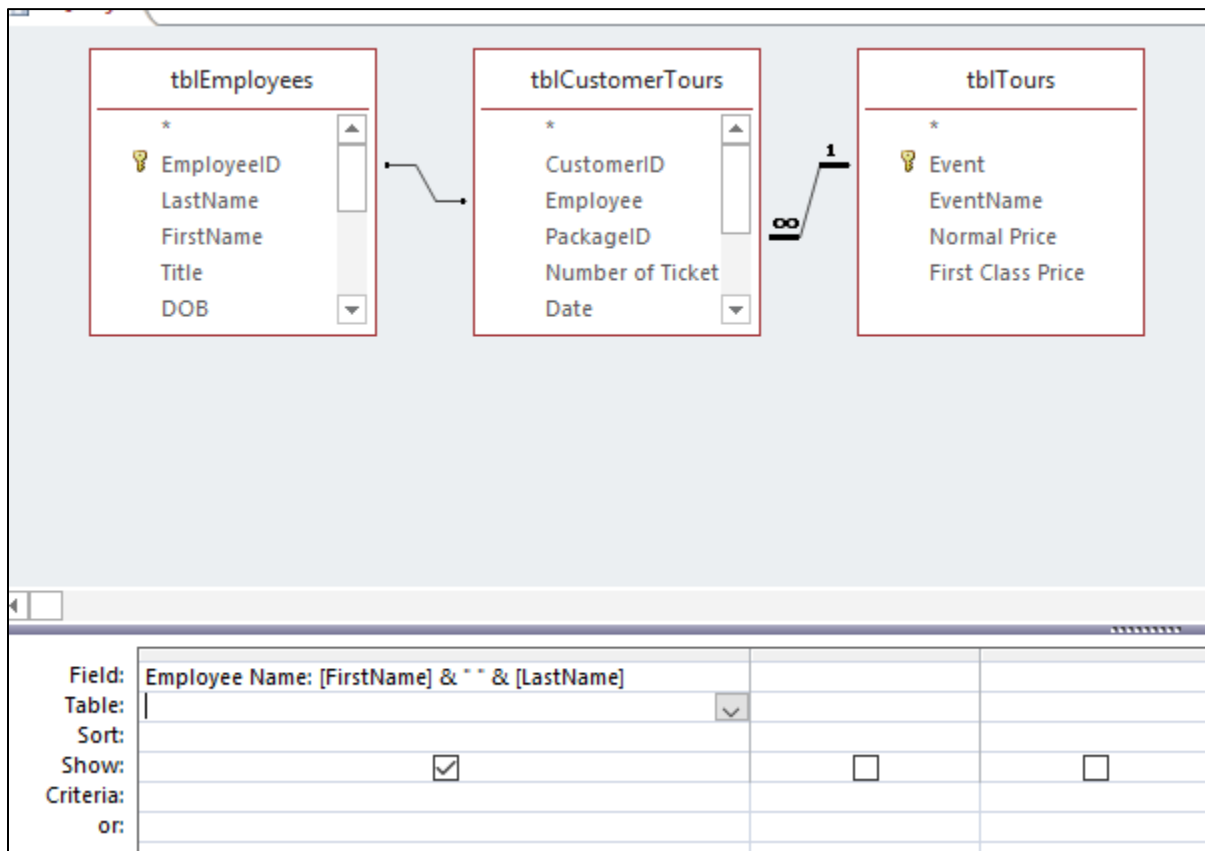
8. Run the query to test the results.

Adding a Calculation to a Sub form

How to Show a calculated field on a Sub Form

Any time you create a form that includes two tables with a one to many relationship, you can add a sub form of data that pulls from a related table or query. The below example shows a main form with employee information and a sub form that is a datasheet from a related query that shows the employees sales.

EmployeeID	1		Address	507 - 20th Ave. E.
LastName	Benson		City	Seattle
FirstName	John		State	WA
Title	Travel Agent		ZipCode	98122
DOB	12/8/1948		Phone	(206) 555-9857
HireDate	5/1/1992		Commission	0.035

CustomerID	Package	EventName	Number of Tickets	Date	Total Price
Martiniz	3	Symphony Tour	1	2/7/2000	70
Connor	1	Big Hair Bands	2	2/28/2000	200
Cox	9	Boogie and Blues	2	3/20/2000	100
Right	9	Boogie and Blues	4	3/27/2000	200
Dundar	1	Big Hair Bands	2	7/24/2000	200
Thompson	3	Symphony Tour	2	10/30/2000	198
Rowe	8	Rap Stars	4	6/5/2000	400
Floss	2	Old Standards	1	9/4/2000	89
Wall	1	Big Hair Bands	3	11/27/2000	300
Day	9	Boogie and Blues	2	12/18/2000	100
Schmidt	11	Today's Pop Stars	3	4/24/2000	2025.0225

Step 1 -Change the Sub Form to the Continuous Form Layout.

1. **Open** the **sub form** in **Design View**.

2. **Select ALL fields** in the sub form.
3. **Select** the **Arrange** tab on the Ribbon and then choose the **Tabular layout**. This action will change your form to the continuous form layout.
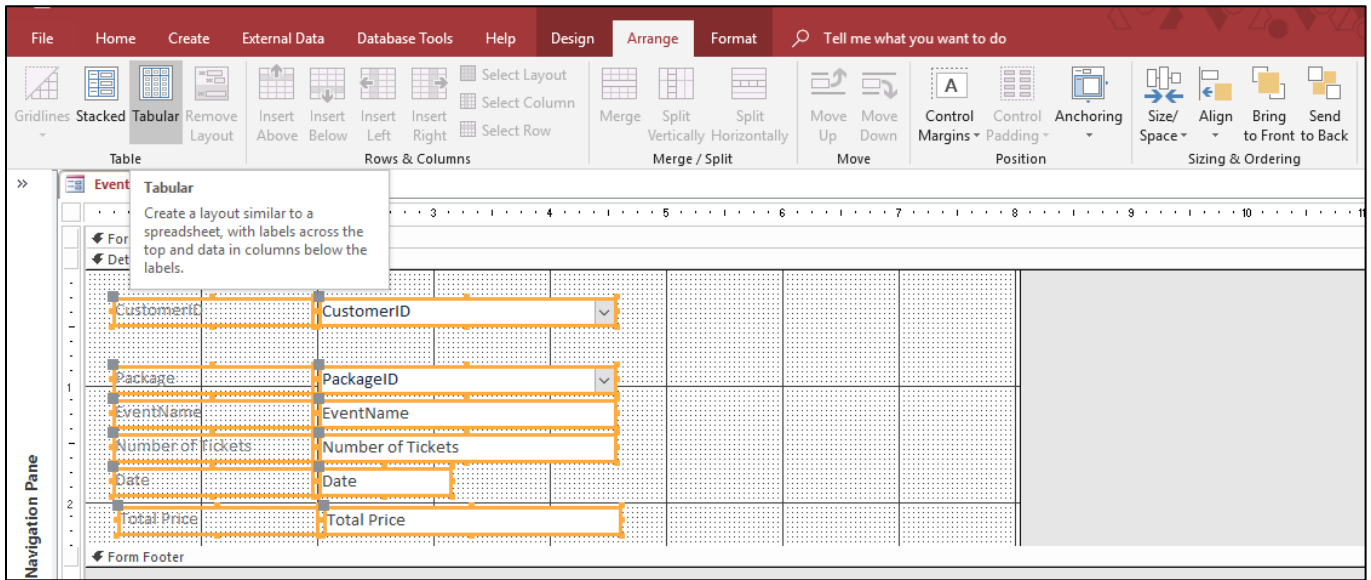
4. **Resize and move fields** to desired size. Note: you may want to choose the remove layout option before resizing fields.
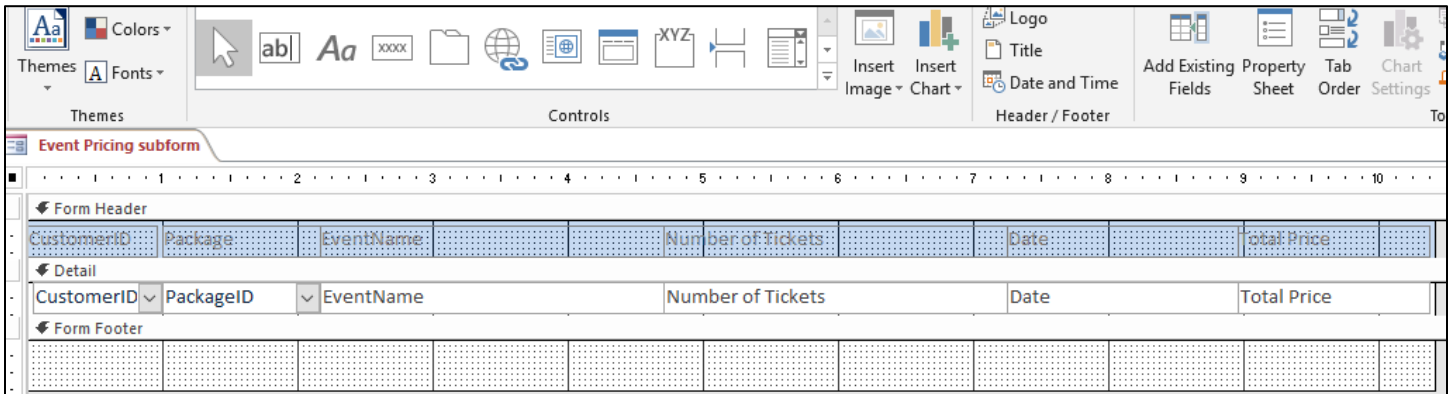5. **Move** the **form footer up** to remove extra spacing.
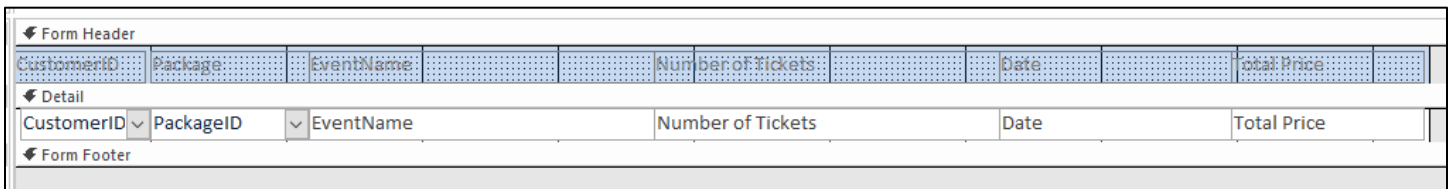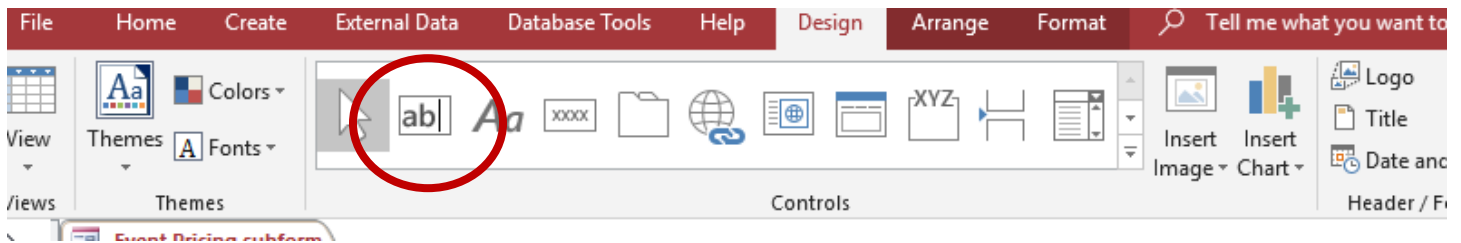

6. **Switch to Form View** to review changes.
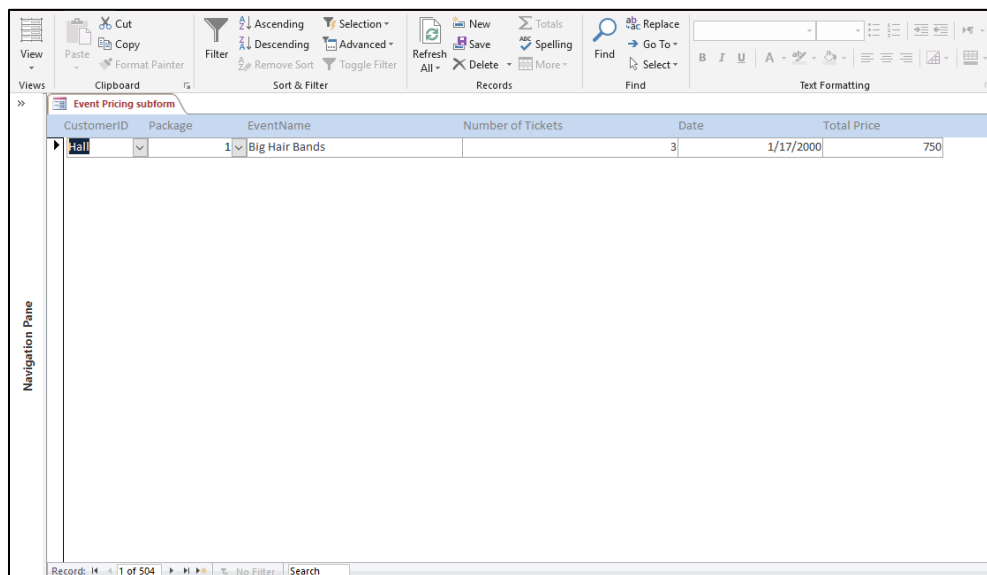
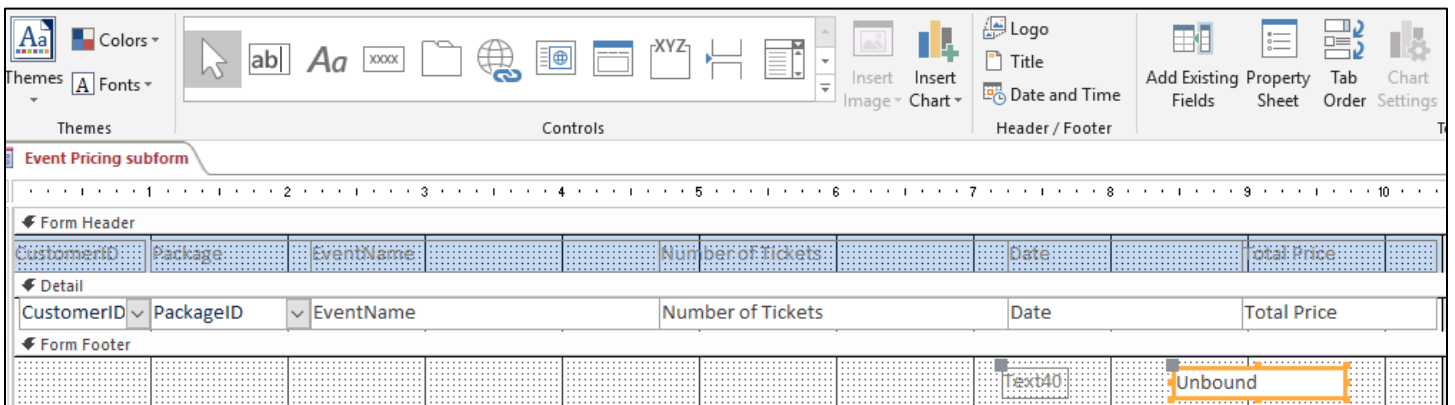## Step 2 – Add an Unbound Calculated Field to the Form Footer

1. Switch back to **Design view**.
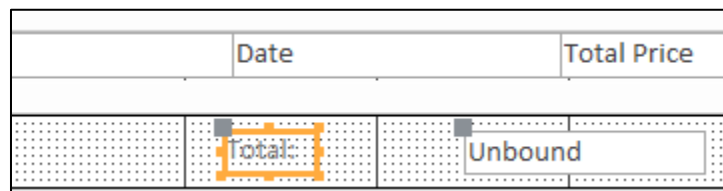2. **Drag down the bottom** of the Form Footer to create a Footer area.

3. **Select** the **Text Box tool** from the Ribbon's Design Tab.

4. **Click and drag** to draw an **unbound text box** in the form footer.

5. Select the Label box and type a name for the calculation.


6. Select the Unbound text box. Type an equal sign and then a function name, for example Sum. Type a left parenthesis and then a field name in brackets. Type a right parenthesis to complete the function. For example, **=Sum([Total Price])**. This function will total the Total Price field for all records in the forms detail section.
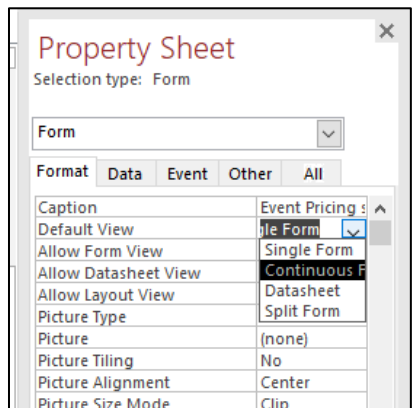
7. **Switch to Form View** to view changes. **Note:** The calculation will be a total of ALL records. This will be inaccurate until the records are viewed from the main form.
8. **Save and close** the sub form.

Step 3 – Change the Sub Form View on the Main Form to a Continuous Form

1. Open the **Main Form** in **Design View**.
2. **Double click** the **Sub Form's select All button** to open the Form Properties.
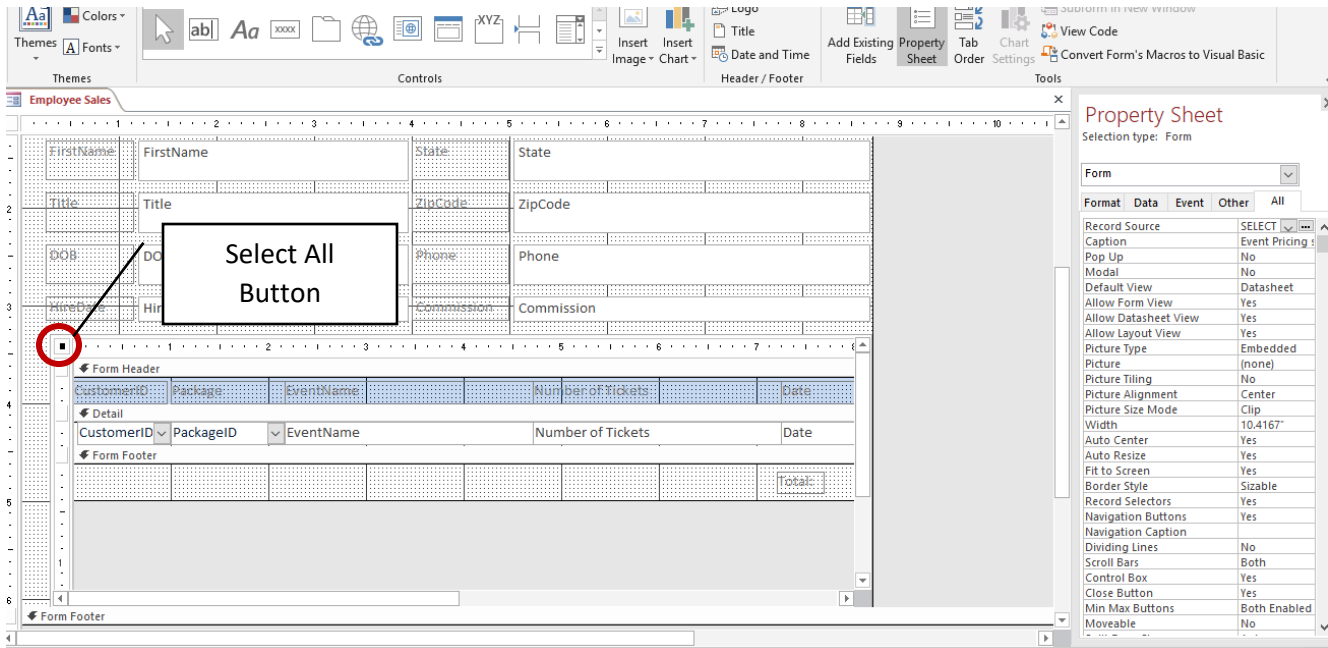
3. **Select** the **Property Sheet's Format Tab** and change the **Default View to Continuous Form**.

4. **Switch to Form view** to view changes.

FirstName	John		State	WA
Title	Travel Agent		ZipCode	98122
DOB	12/8/1948		Phone	(206) 555-9857
HireDate	5/1/1992		Commission	0.035

	CustomerID		Package		EventName	Number of Tickets	Date
▶	Martiniz	∨	3	∨	Symphony Tour	1	2/7/2000
	Connor	∨	1	∨	Big Hair Bands	2	2/28/2000
	Cox	∨	9	∨	Boogie and Blues	2	3/20/2000
	Right	∨	9	∨	Boogie and Blues	4	3/27/2000
	Dundar	∨	1	∨	Big Hair Bands	2	7/24/2000
	Thompson	∨	3	∨	Symphony Tour	2	10/30/2000
	Rowe	∨	8	∨	Rap Stars	4	6/5/2000
	Floss	∨	2	∨	Old Standards	1	9/4/2000

Total: 25687.195

Record: I◄ ◄ 1 of 48 ► ►I ►＊   ⊼ No Filter   Search

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