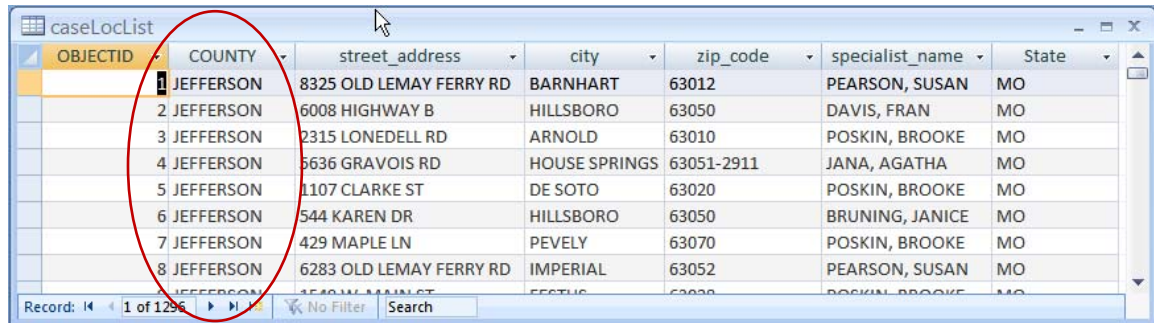


## Creating summary data from an Access table containing county data

Open the Access database containing the table you want to summarize.

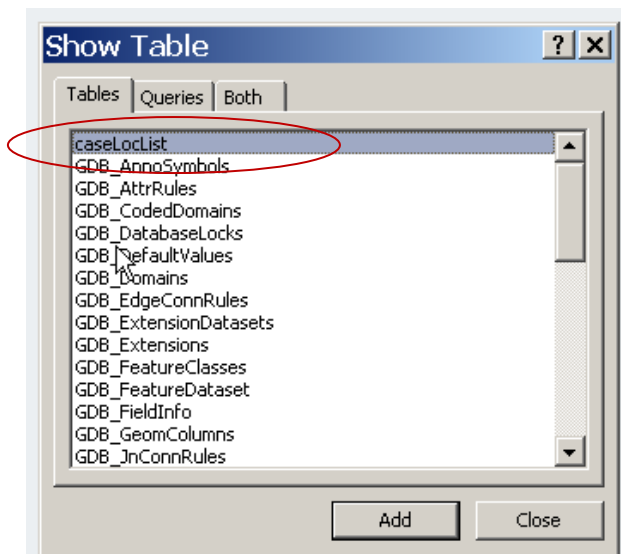
Open the table (caseLocList in this example) and verify the column name you wish to summarize on.



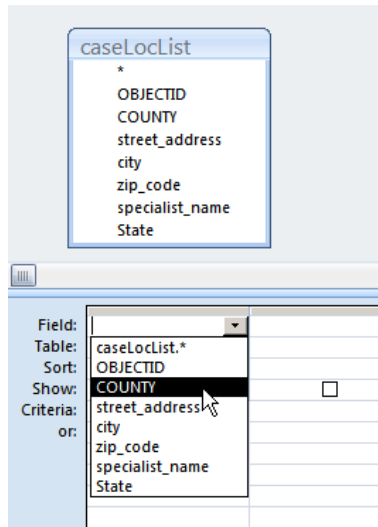
OBJECTID	COUNTY	street_address	city	zip_code	specialist_name	State
1	JEFFERSON	8325 OLD LEMAY FERRY RD	BARNHART	63012	PEARSON, SUSAN	MO
2	JEFFERSON	6008 HIGHWAY B	HILLSBORO	63050	DAVIS, FRAN	MO
3	JEFFERSON	2315 LONEDELL RD	ARNOLD	63010	POSKIN, BROOKE	MO
4	JEFFERSON	5636 GRAVOIS RD	HOUSE SPRINGS	63051-2911	JANA, AGATHA	MO
5	JEFFERSON	1107 CLARKE ST	DE SOTO	63020	POSKIN, BROOKE	MO
6	JEFFERSON	544 KAREN DR	HILLSBORO	63050	BRUNING, JANICE	MO
7	JEFFERSON	429 MAPLE LN	PEVELY	63070	POSKIN, BROOKE	MO
8	JEFFERSON	6283 OLD LEMAY FERRY RD	IMPERIAL	63052	PEARSON, SUSAN	MO

Create a new query by selecting Create > Query Design (*Note: instructions are based on Office 2007*)

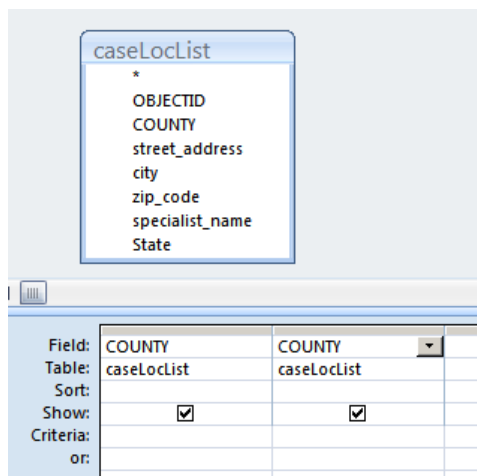
In the Show Table dialog, select this table. Click Add and then Close to dismiss the Show Table dialog.



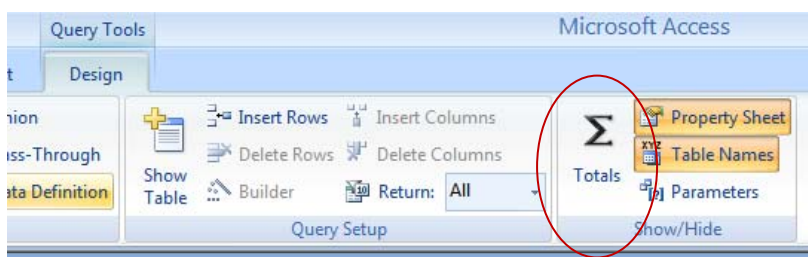
Click the down arrow in the first column of the query design view and select the column you want to summarize by.



Add this column a 2<sup>nd</sup> time. This will be used to hold the total counts.



From the Query Tools > Design menu, select the Totals (sigma) icon.



This inserts an additional Total row in the query building dialog.

Field:	COUNTY	COUNTY
Table:	caseLocList	caseLocList
Total:	Group By	Group By
Sort:		Group By
Show:	<input checked="" type="checkbox"/>	Sum
Criteria:		Avg
or:		Min
		Max
		Count
		StDev
		Var
		First
		Last
		Expression
		Where

Click the down arrow next to “Group By” and select Count.

Field:	COUNTY	COUNTY
Table:	caseLocList	caseLocList
Total:	Group By	Count
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		
or:		

You may wish to rename this total field to something less cryptic (the default name in this example would be CountOfCOUNTY). You can specify a new column heading by typing in front of the existing field name and following it with a colon (:). This should not have any spaces or punctuation (except for \_ underscore).

COUNTY	TotalCount: COUNTY
caseLocList	caseLocList
Group By	Count
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Click the Run button

Each unique occurrence of the County column will be shown along with the number of times that county is found within the records.

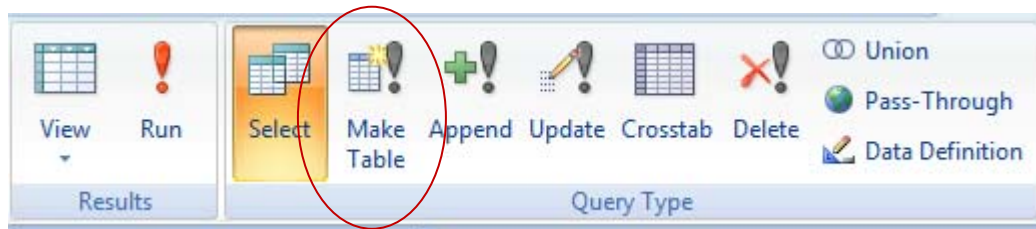
Query1	
COUNTY	TotalCount
JEFFERSON	90
ST CHARLES	175
ST LOUIS	660
ST LOUIS CITY	371

Now that you have verified that your query is working properly, you will need to modify the query dialog to save the results into a new table.

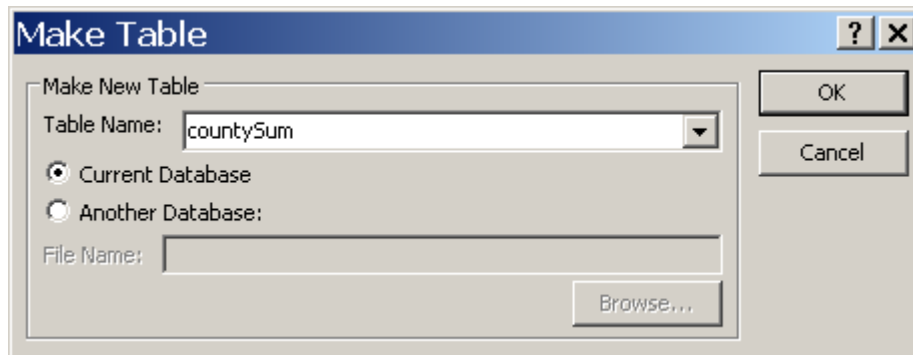


Click on View to return to the query dialog.

In the Query Type section, change your query from a Select query to a Make Table query.

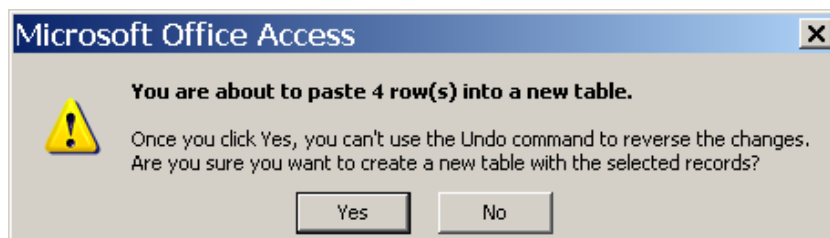


You will be prompted for a name for the new table you are making. Create a name without any spaces or punctuation (except for \_ underscore).



Click OK.

Click Run. You will receive a note telling you that you are creating a new table with the number of rows that table will contain. Click Yes.



A new table will be added to your database.

