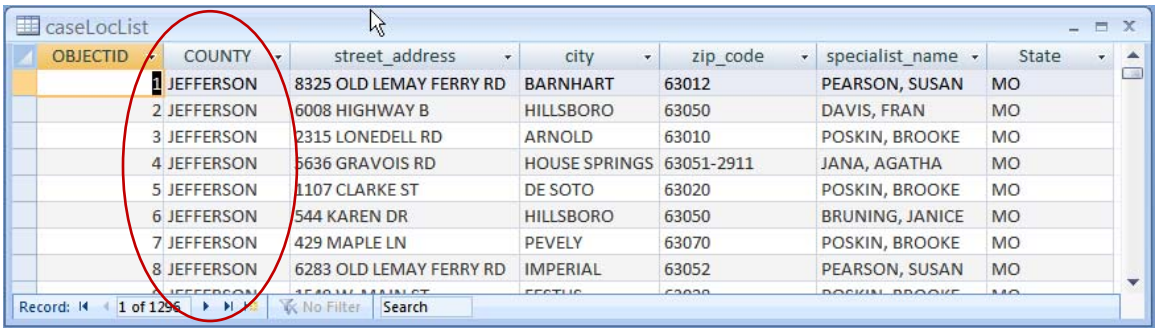
Creating summary data from an Access table containing county data

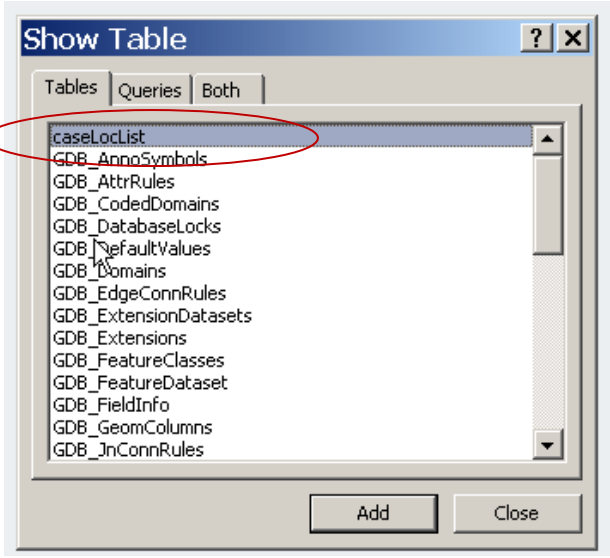
Open the Access database containing the table you want to summarize.

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

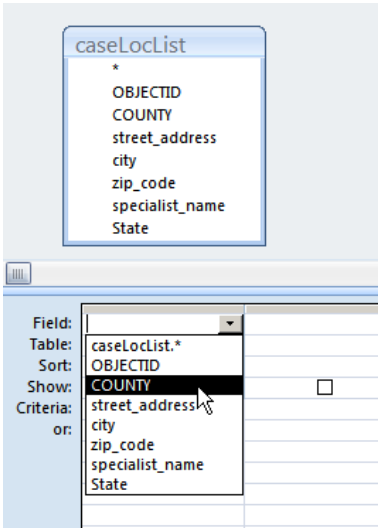


Create a new query by selecting Create > Query Design (*Note: instructions are based on Office 2007)*

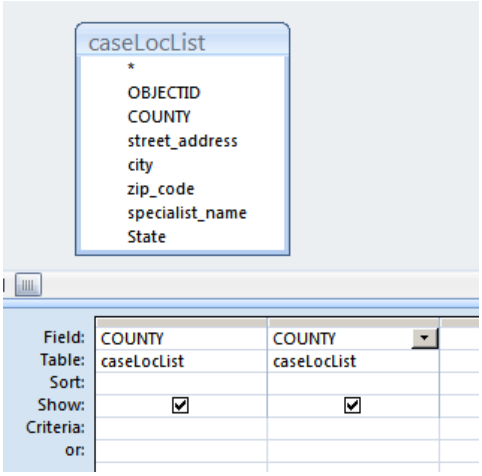
In the Show Table dialog, select this table. Click Add and then Close to dismiss the Show Table dialog.



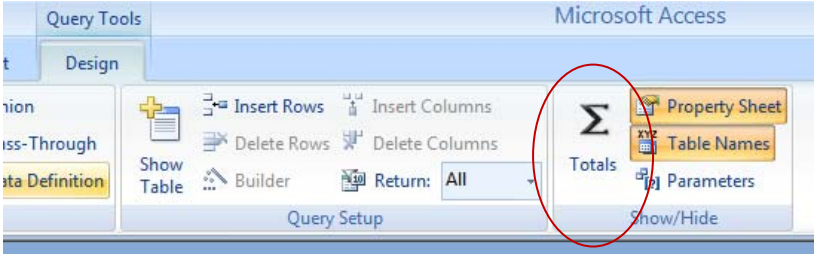
Click the down arrow in the first column of the query design view and select the column you want to summarize by.



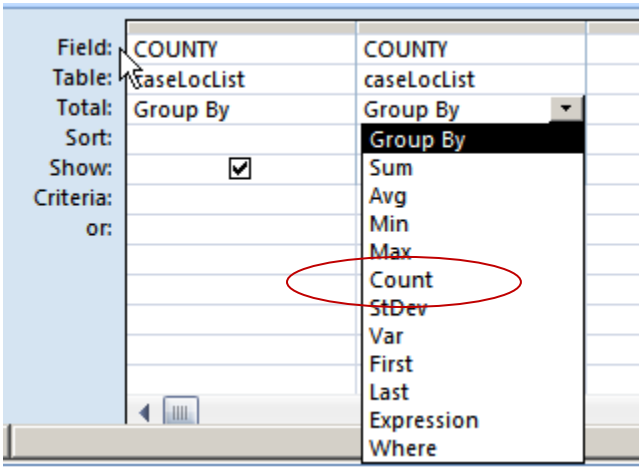
Add this column a 2nd time. This will be used to hold the total counts.



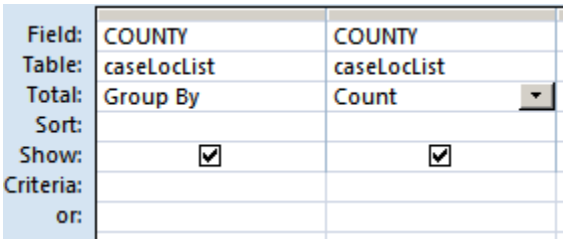
From the Query Tools > Design menu, select the Totals (sigma) icon.



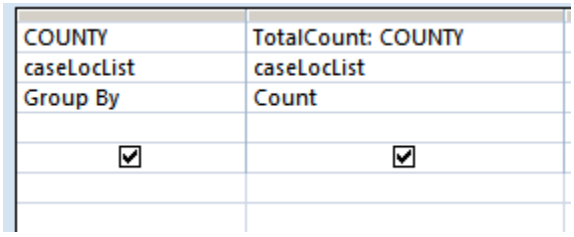
This inserts an additional Total row in the query building dialog.

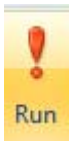


Click the down arrow next to “Group By” and select Count.

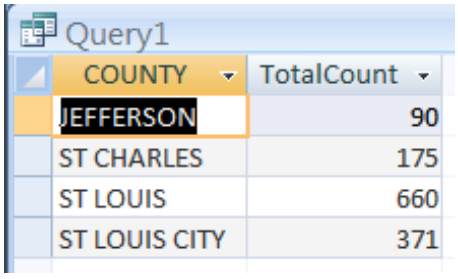


You may wish to rename this total field to something less cryptic (the default name in this example would be CountOfCOUNTY). You can specify a new column heading by typing in front of the existing field name and following it with a colon (:). This should not have any spaces or punctuation (except for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



Click the Run button 

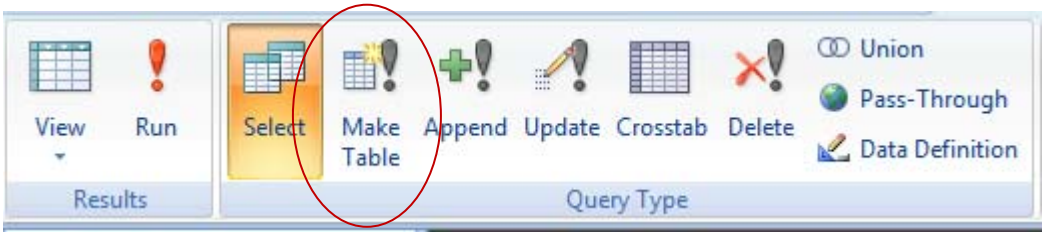
Each unique occurrence of the County column will be shown along with the number of times that county is found within the records.



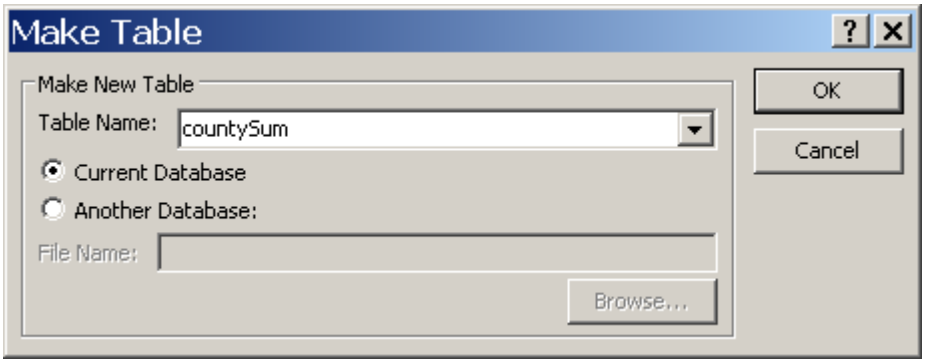
Now that you have verified that your query is working properly, you will need to modify the query dialog to save the results into a new table.

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.