Exercise 7
Create CrossTabs

Suppose you want to create summary information for the Products. For example, the number of products ordered in a particular month or the value of inventory shipped for a particular product in a particular month, we use cross tabs to help us summarize the data as shown in the examples below.

Steps to create Cross Tab queries:

1. Click Queries tab on the Database window and select *Create query in Design view*

   ![Database Window](image1)

2. Add *Order* and *OrderDetails* Tables.

3. Select Query/Cross Tab or click

   ![Crosstab Query option](image2)

4. Try to construct the following query:

   a. Choose the fields: “ProductNo”, “QtyOrder” & “Date”

   b. For the “ProductNo” Column
      
      | Field | ProductNo |
      |-------|-----------|
      | Total | Group By  |
      | CrossTab | Row Headings |

   c. For the “QtyOrder” column
      
      | Field | QtyOrder |
      |-------|---------|
      | Total | Sum     |
      | CrossTab | Value   |
d. For the “Date” column
   Field  Date
   Total  Group By
   CrossTab Column Heading

5. Execute your query by clicking !

*You will see the sum of Products sold by ProductNo on the Dates of the transaction

Another Option:
If we want to summarize the “Subtotal” instead, we would change the query as follow:

a. For the “ProductNo” Column, no change

b. For the 2nd column
   Field  Subtotal
   Total  Sum
   CrossTab Value

c. For the “Date” column, no change

*You will see the sum of the subtotals of Products sold by ProductNo on the Dates of the transaction

NOTE: You can summarize using COUNT, AVG, MIN, MAX for the Totals row.

MINI-EXERCISE
I. Construct a Cross-Tabulation summary of CustomerID vs ProductNo and the total number of products the company ordered for that product in the month of January.

Query Exercise
I. List the company, the products and the total number of products the company ordered for that particular product.
II. List the company, the products, the total shipped for that product and the total valuation of all the products shipped. (Valuation = QtyShip * SellingPrice). In this query, be careful because a product may have been shipped three times, I only want the sum of all the shipments, not separate shipments information.