

MS Access 2010: Create Simple Crosstab Query

by UsmanonFebruary 22, 2010

[MS Office](#)

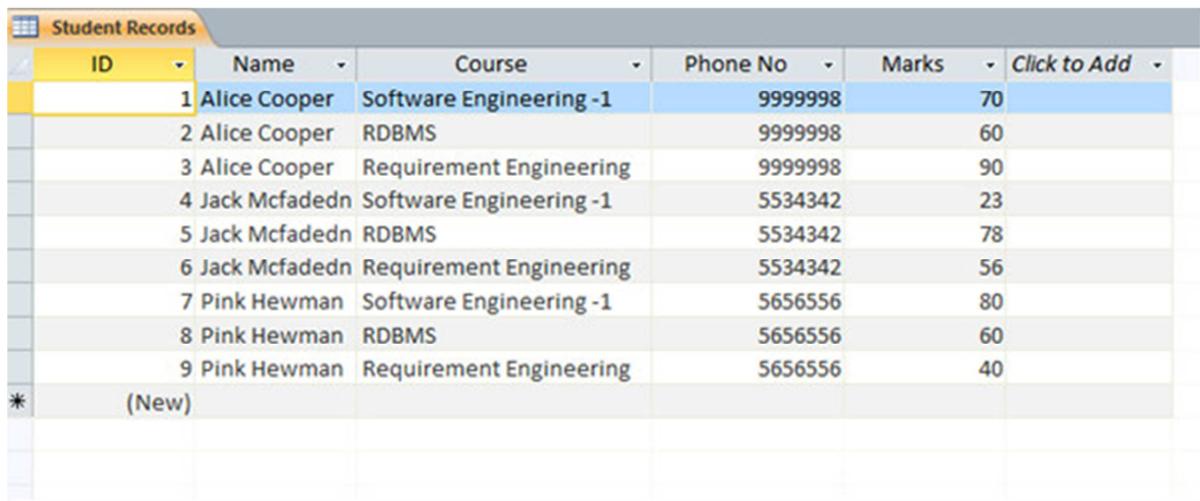
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Queries are very important tool for pulling out, searching and grabbing data from tables. It performs different actions or operations on the database and carry out results according to the needs. **Microsoft Access Crosstab Query** enables user to summarize information in a compact format which is similar to spreadsheet. This post elaborates why to use crosstab query and how to use it.

For Instance: If you want to analyze the marks secured by students in different courses, it would be difficult to analyze with *Select* query in which you will be scrolling down to find out the details of a specific student.

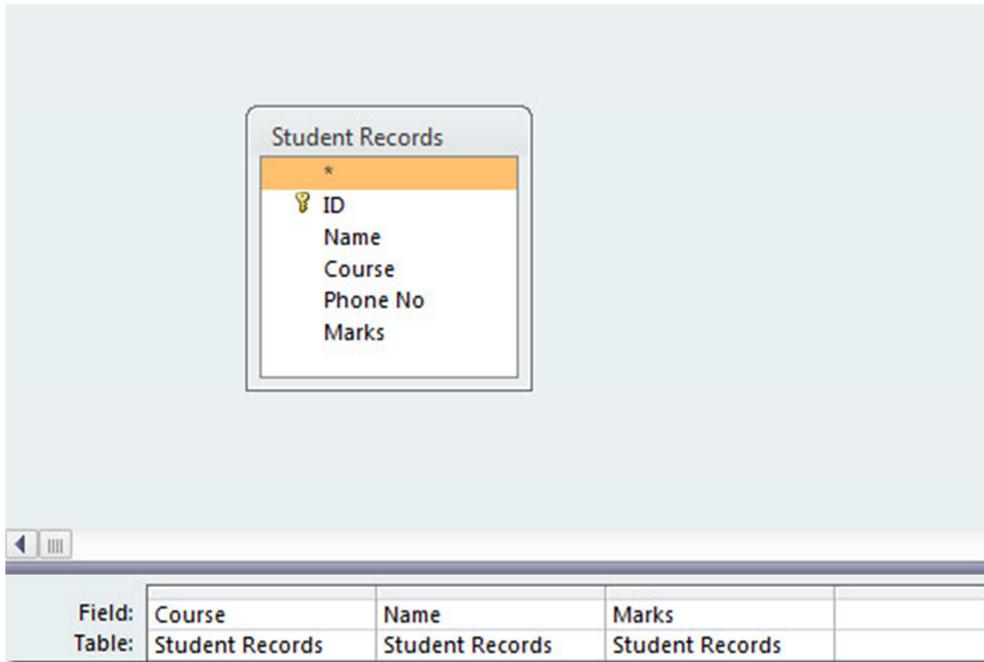
In the table shown below, there are three students in total, secured different marks in the respective courses.



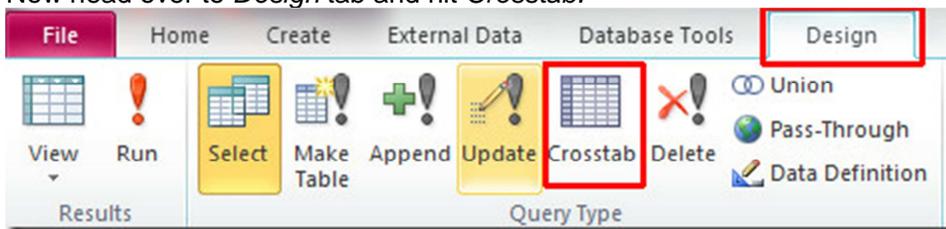
ID	Name	Course	Phone No	Marks	Click to Add
1	Alice Cooper	Software Engineering -1	9999998	70	
2	Alice Cooper	RDBMS	9999998	60	
3	Alice Cooper	Requirement Engineering	9999998	90	
4	Jack Mcfadedn	Software Engineering -1	5534342	23	
5	Jack Mcfadedn	RDBMS	5534342	78	
6	Jack Mcfadedn	Requirement Engineering	5534342	56	
7	Pink Hewman	Software Engineering -1	5656556	80	
8	Pink Hewman	RDBMS	5656556	60	
9	Pink Hewman	Requirement Engineering	5656556	40	
*	(New)				

Now if we want to show the marks obtained in different courses by each student, we need to change the names of the students in to column or field heading, and course name in to row heading to get a brief but complete view of the records. In crosstab query, we need to assign at least one *row heading*, one *column heading* and a *value*. So in this case we change student *Name* field in to row heading, *Course* name into row column heading and assign value to marks.

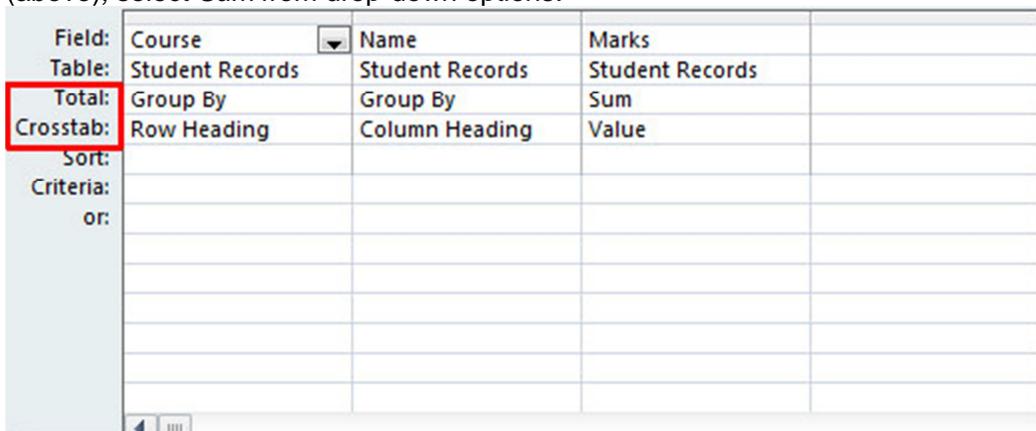
Navigate to *Create* tab to create query, click Query design for design view. Add table to see the contents.



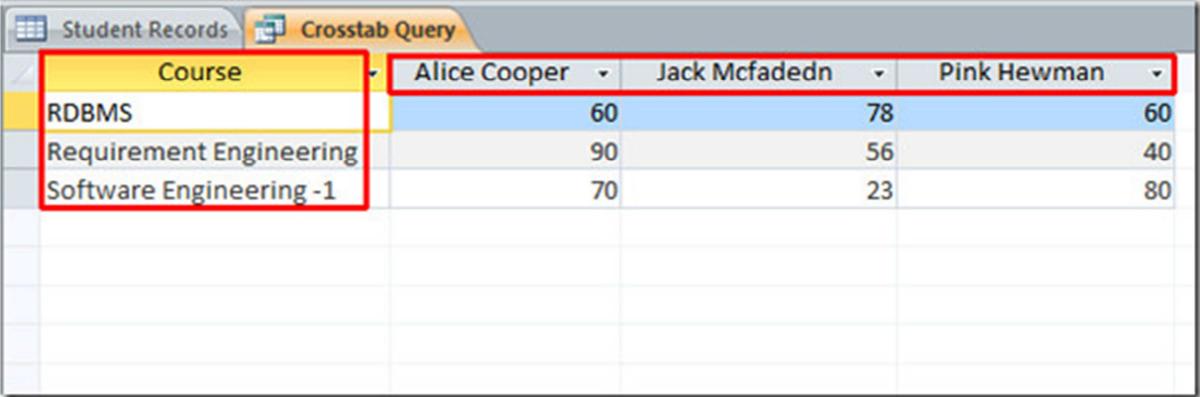
Now head over to *Design* tab and hit *Crosstab*.



You will notice two new rows are added in field pane below by the name of *Crosstab* and *Total*. Now in the *Crosstab* row, click small drop-down button for options and select *Row Heading* for assigning *Course* field as row heading. In the next row beneath the *Name* field, select *Column Heading* from drop-down options. Select *Value* for *Marks* field and in it's corresponding row (above), select *Sum* from drop-down options.



Now *Course*, which was column heading earlier is converted into row heading, and names of the students which was row heading earlier is changed into column headings, resultantly brevity has achieved and now we don't need to scroll down to see the details of any student.



The screenshot shows a Microsoft Access window with two tabs: 'Student Records' and 'Crosstab Query'. The 'Crosstab Query' tab is active, displaying a pivot table. The table has 'Course' as the row heading and three student names as column headings: 'Alice Cooper', 'Jack Mcfadedn', and 'Pink Hewman'. The data rows are 'RDBMS', 'Requirement Engineering', and 'Software Engineering -1'. The scores for each student are: Alice Cooper (60, 90, 70), Jack Mcfadedn (78, 56, 23), and Pink Hewman (60, 40, 80). Red boxes highlight the 'Course' column and the three student columns. The 'RDBMS' row is highlighted in blue.

Course	Alice Cooper	Jack Mcfadedn	Pink Hewman
RDBMS	60	78	60
Requirement Engineering	90	56	40
Software Engineering -1	70	23	80

The demonstration shown above contains small amount of data, crosstab query real usage can be seen, when you have huge data sheet to deal with.