Learning Outcomes

- Aggregate data

To aggregate data in Access, start by selecting the "Totals" button in the tool bar to create a "Total" row at the bottom of the datasheet table view.

47	4/8/2006	Closed	Michael Neipper	Company F	4/8/2006	$300.00	$0.00	$4,500.00
46	4/5/2006	Closed	Robert Zare	Company I	4/5/2006	$100.00	$0.00	$3,790.00
45	4/7/2006	Closed	Nancy Freehafer	Company BB	4/7/2006	$40.00	$0.00	$1,442.50
44	3/24/2006	New	Nancy Freehafer	Company A		$0.00	$0.00	$1,674.75
43	3/24/2006	New	Nancy Freehafer	Company K		$0.00	$0.00	$219.50
42	3/24/2006	Shipped	Nancy Freehafer	Company J	4/7/2006	$0.00	$0.00	$562.00
41	3/24/2006	New	Nancy Freehafer	Company G		$0.00	$0.00	$13,800.00
40	3/24/2006	Closed	Mariya Sergienko	Company J	3/24/2006	$9.00	$0.00	$607.00
39	3/22/2006	Closed	Jan Kotas	Company H	3/24/2006	$5.00	$0.00	$1,280.00
38	3/10/2006	Closed	Anne Hellung-Larsen	Company BB	3/11/2006	$10.00	$0.00	$13,810.00
37	3/6/2006	Closed	Laura Giussani	Company F	3/9/2006	$12.00	$0.00	$692.00
36	2/23/2006	Closed	Mariya Sergienko	Company C	2/25/2006	$7.00	$0.00	$1,937.00
35	2/10/2006	Closed	Jan Kotas	Company CC	2/12/2006	$7.00	$0.00	$134.50
34	2/6/2006	Closed	Anne Hellung-Larsen	Company D	2/7/2006	$4.00	$0.00	$188.00
33	1/30/2006	Closed	Michael Neipper	Company H	1/31/2006	$50.00	$0.00	$326.00
32	1/22/2006	Closed	Mariya Sergienko	Company L	1/22/2006	$5.00	$0.00	$1,195.00
31	1/20/2006	Closed	Jan Kotas	Company D	1/22/2006	$5.00	$0.00	$870.00
30	1/15/2006	Closed	Anne Hellung-Larsen	Company AA	1/22/2006	$200.00	$0.00	$1,705.00
Total								

Then move the cursor to the field you wish to aggregate and right-click to expose the options.

42	3/24/2006	Shipped	Nancy Freehafer	Company J	4/7/2006	$0.00	$0.00	$562.00
41	3/24/2006	New	Nancy Freehafer	Company G		$0.00	$0.00	$13,800.00
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30	1/15/2006	Closed	Anne Hellung-Larsen	Company AA	1/22/2006	$200.00	$0.00	$1,705.00
Total								

None
Sum
Average
Count
Maximum
Minimum
Standard Deviation
Variance

From this approach, Access offers a Sum, Average, Count, Maximum, Minimum, Standard Deviation, and Variance aggregation option.

PRactice Question

Débora needs to add totals to the to several of the columns for her sales table. How can she accomplish this?

○ Select the column to be totaled and click the Totals button.

[See this interactive in the course material.](#)

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