

After completing this lesson, you will be able to:

- Create and run a query.
- Specify criteria in a query.
- Create a calculated field.
- Create a multiple-table query.
- Print a query.

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Creating a Query Using the Simple Query Wizard

To create a query using the Simple Query Wizard

1. On the Objects bar, click Queries.
2. Double-click Create query by using wizard.
3. Click the Tables/Queries down arrow and then click the table or query on which you want to base the query.

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Creating a Query Using the Simple Query Wizard

To create a query using the Simple Query Wizard *(continued)*

4. In the Available Fields list, click the field that you want to add to the query and then click the > (Add) button. Repeat to add all of the fields that you want to your query.
5. Click Next.
6. Type the name of your query and click Finish.

3

Running a Query

To run a query

- On the Query Design toolbar, click the Run button.

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Specifying Criteria in a Query

To specify criteria in a query

1. Display the query in Design view.
2. In the Criteria row, type the criteria in the column for the field that you want to restrict.

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Creating a Query in Design View

To create a query in Design view

1. On the Objects bar, click Queries.
2. Double-click Create query in Design view.
3. In the Show Table dialog box, click the table(s) on which you want to base your query and then click Add.
4. Click Close.
5. In the field list, double-click the fields that you want to add to your query.

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Creating a Calculated Field

To create a calculated field in a query

1. Display the query in Design view.
2. In the Field row, click in the first blank cell and type the field name and expression for the calculation.

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Creating a Multiple-Table Query

To create a multiple-table query

1. On the Objects bar, click Queries.
2. Double-click Create query in Design view.
3. In the Show Table dialog box, click the table on which you want to base the query and then click Add. Repeat for any additional tables with related fields and click Close.

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Creating a Multiple-Table Query

To create a multiple-table query

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4. If necessary, drag the field that you want to join from the first field list to the corresponding field in the second field list to create a join line.
5. In the field lists, double-click the fields that you want to add to your query.

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Printing a Query

To print a query

1. Display the query in Datasheet view.
2. On the Query Datasheet toolbar, click the Print button.

Or

On the File menu, click Print.

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