



Mastering & Using Access 2002

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Creating and Modifying Basic Queries

Objectives

- Creating a multi-table select query
- Specific query criteria
- Modify a multi-table select query
- Add a calculated field to the query
- Print query results

Creating and Modifying Basic Queries

- 5.a Creating a Multi-Table Select Query
 - Queries
 - Select
 - Action
 - Make-table, append, update, delete
 - Query Wizard



Creating and Modifying Basic Queries

- 5.b Specifying Query Criteria
 - Criteria restrict results to matching records
 - Adding fields to existing query
 - Joining tables in a query
 - Running a query
 - Test by running manually
 - Action queries change the database values
 - Runs automatically when used as a data source

Creating and Modifying Basic Queries

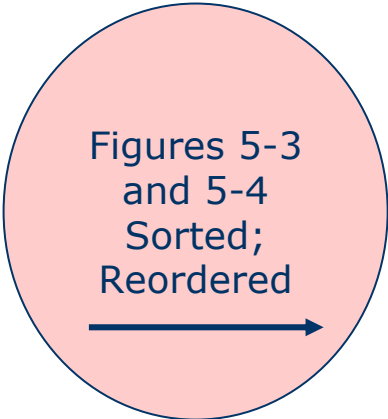
5.b Specifying Query Criteria

- Design grid
- Comparison criteria
 - OR and AND
 - Null
 - Wildcard characters -- *
- Multiple criteria

Figures 5-1
and 5-2
Query
Design
Grid, OR
criteria

Creating and Modifying Basic Queries

- 5.c Modifying a Multi-Table Select Query
 - Sort records: leftmost field is sorted first
 - Move columns
 - Remove fields
 - Save



Figures 5-3
and 5-4
Sorted;
Reordered

→

Creating and Modifying Basic Queries

- 5.d Adding a Calculated Field to a Select Query
 - Key expression in Field row of appropriate column
 - Key criterion in Criteria row of appropriate column
 - Change label to represent expression

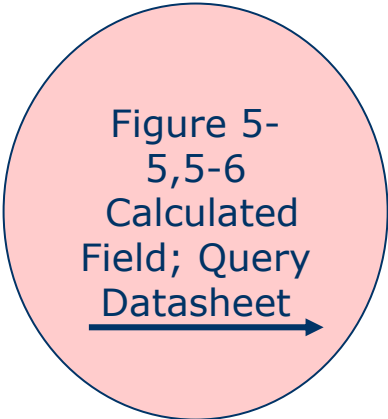


Figure 5-5,5-6
Calculated Field; Query Datasheet

Creating and Modifying Basic Queries

- 5.e Printing Query Results
 - Results appear in a table (datasheet)
 - Format results
 - Adjust column widths and row heights
 - Caption property
 - Remove columns (show box)

Figures 5-7
and 5-8
Design Grid;
Reformatted
Query
~~Datasheet~~ →

Creating and Modifying Basic Queries

○ Summary

- A query is a question or request to restrict records
- A select query retrieves data using specific criteria
- Use the Query Wizard to create a simple select query
- Can sort the result of a query

Creating and Modifying Basic Queries

- Summary
 - Run a saved query by opening it
 - Modify a query with additional criteria or adding fields
 - Set criteria to refine queries to show specific information
 - Set criteria in the design grid by entering expressions in the Criteria row



Creating and Modifying Basic Queries

○ Summary

- An expression combines field names, symbols, values, words, and operators to indicate the action to take
- Use comparison criteria to find corresponding records
- Use AND or OR for multiple criteria
- Use IS NULL to retrieve records that have fields with no values