

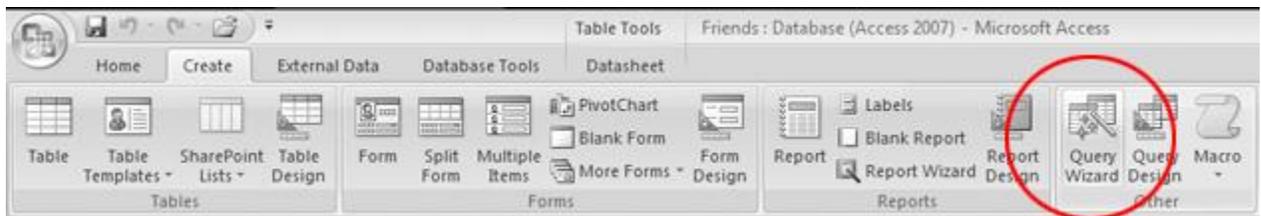
Lecture 5 - Create queries

What's a query?

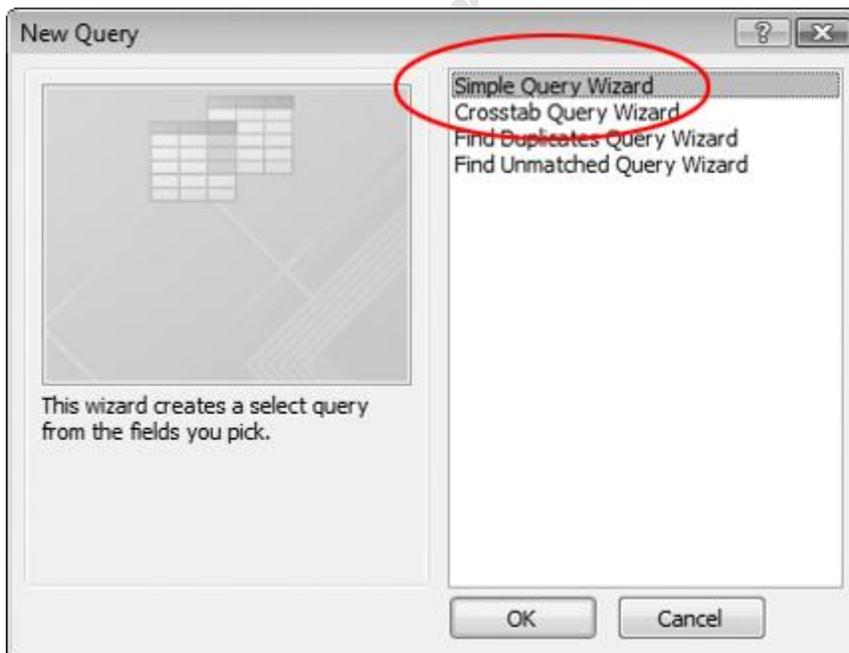
A query is a way to get specific information from the database.

1. Click the **Create** tab.

In the Ribbon, click **Query Wizard**.



2. When the **New Query** window appears, make sure **Simple Query Wizard** is selected.



Then click the button.

- When the Simple Query Wizard opens, double-click **First Name** in the **Available Fields** list.



First Name should appear in the **Selected Fields** column:

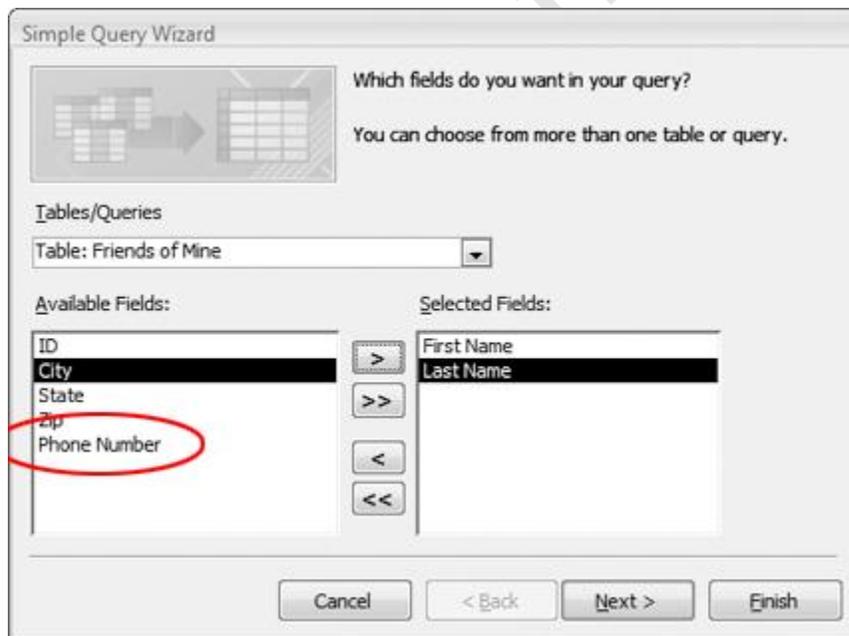


- Click the  button.

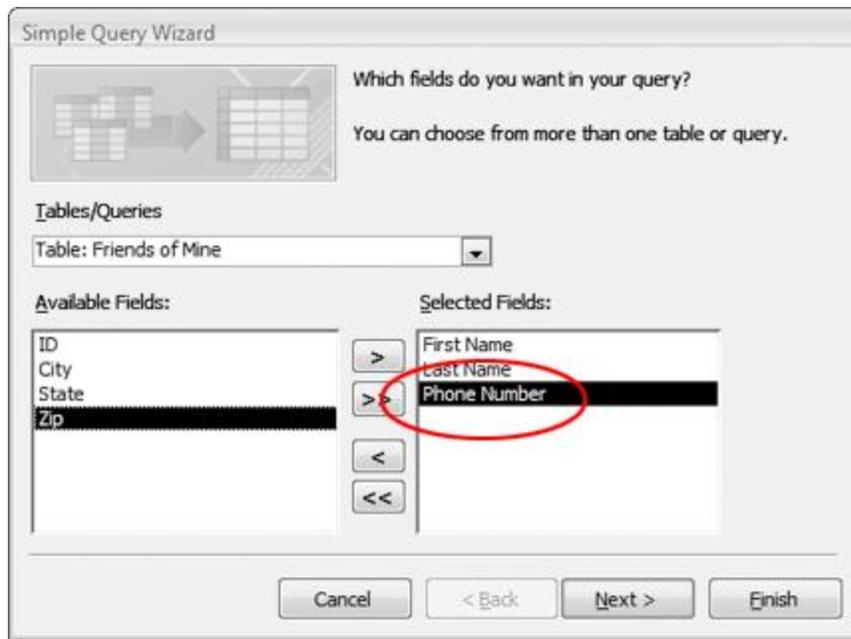
This should add the **Last Name** field to the **Selected Fields** list:



5. Double-click **Phone Number**.



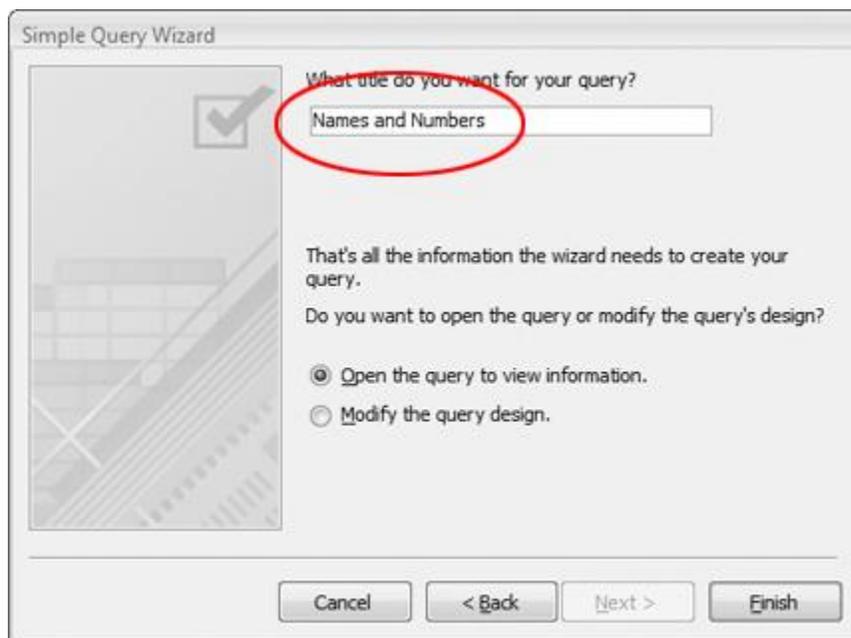
This should add the **Phone Number** field to the **Selected Fields** list:



6. Click the **Next >** button.

7. When the final screen appears, type:

Names and Numbers



8. Click the  button.

The query is automatically saved and executed.
It should look like this:

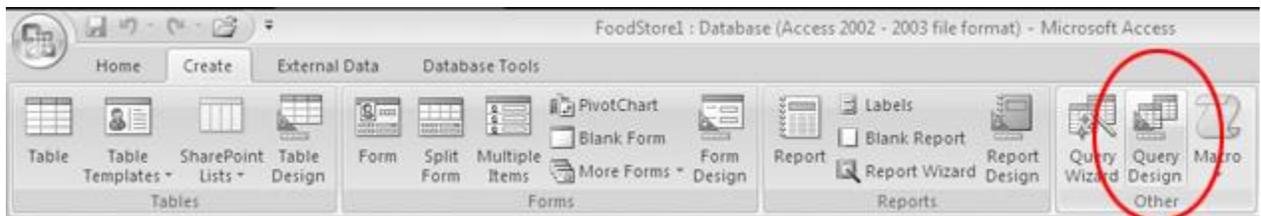
First Name	Last Name	Phone Numl
Elvis	Presley	4105551212
Bo	Diddley	8005557890
*		

ID	First Name	Last Name	Phone Numl	City	State	Zip	Add New Field
1	Elvis	Presley	4105551212	Baltimore	MD	21212	
2	Bo	Diddley	8005557890	Richmond	VA	23230	
*	(New)						

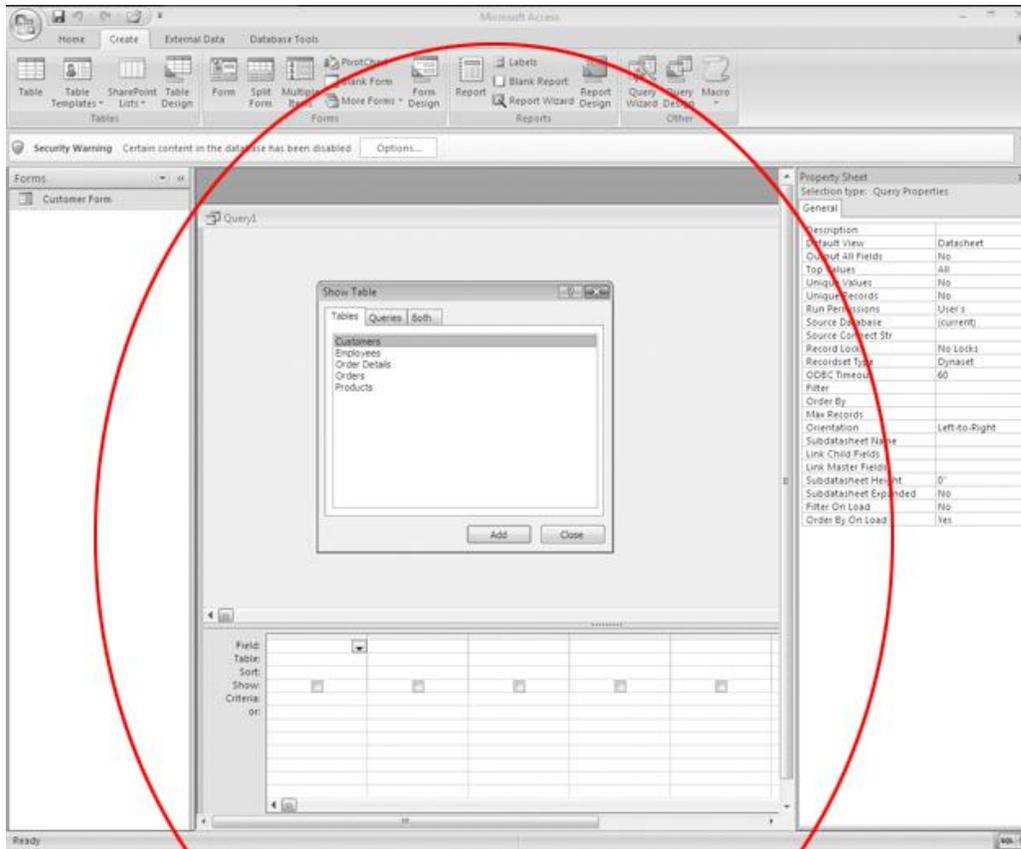
Essentially, it's a question. You use queries to ask the database things like, "Who are my patients in basra?", or "How many pipe fittings have I sold this month?"

1. Start Access, then open the **FoodStore1** database.
2. Click the **Create** tab.

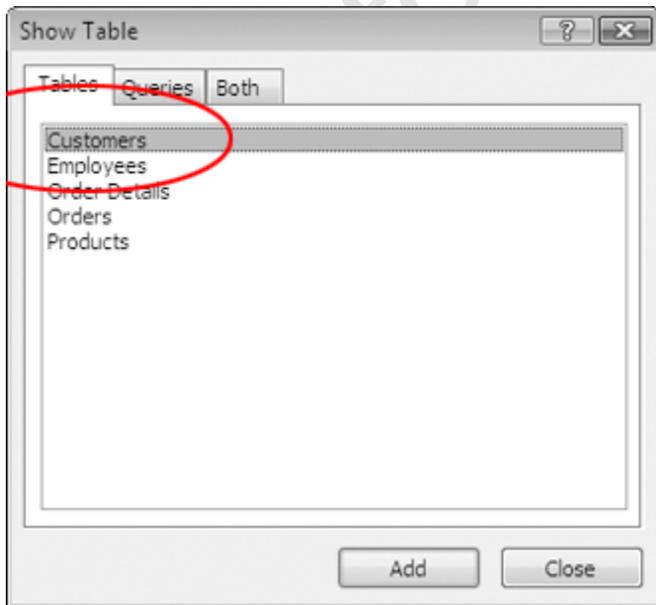
In the Ribbon, click **Query Design**.



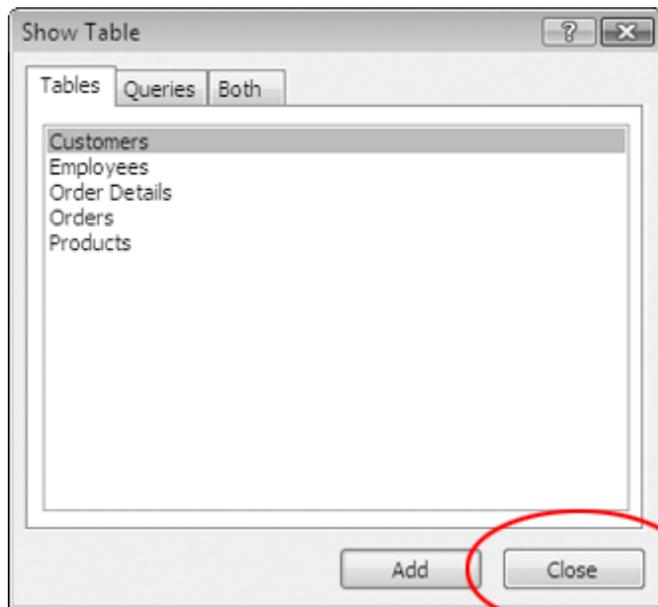
The query Design View window should appear:



3. In the **Show Table** window, click **Customers**, then click the  button.



4. Click the  button.

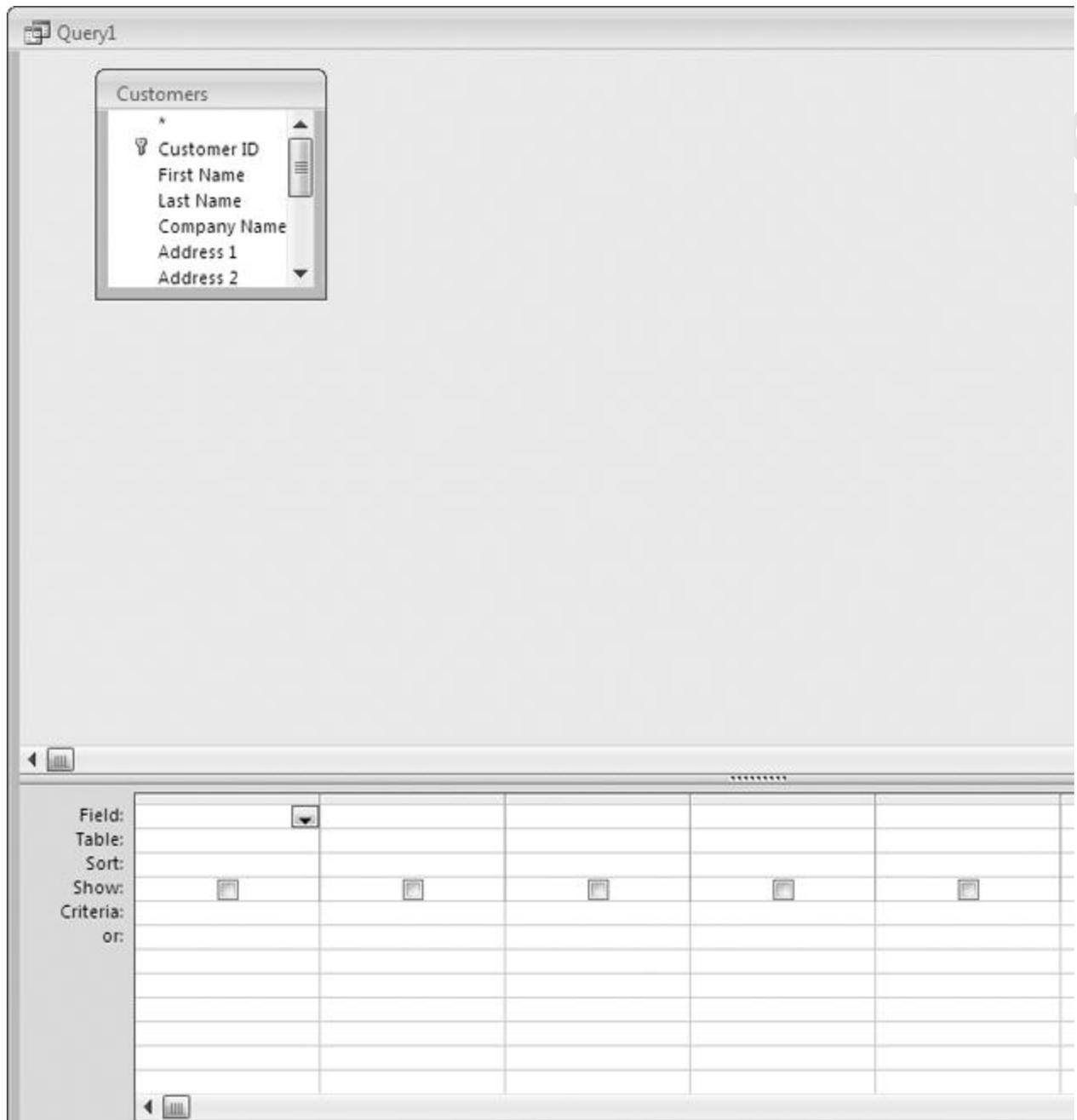


This adds the **Customers** table to the query.

The query window should look like this:

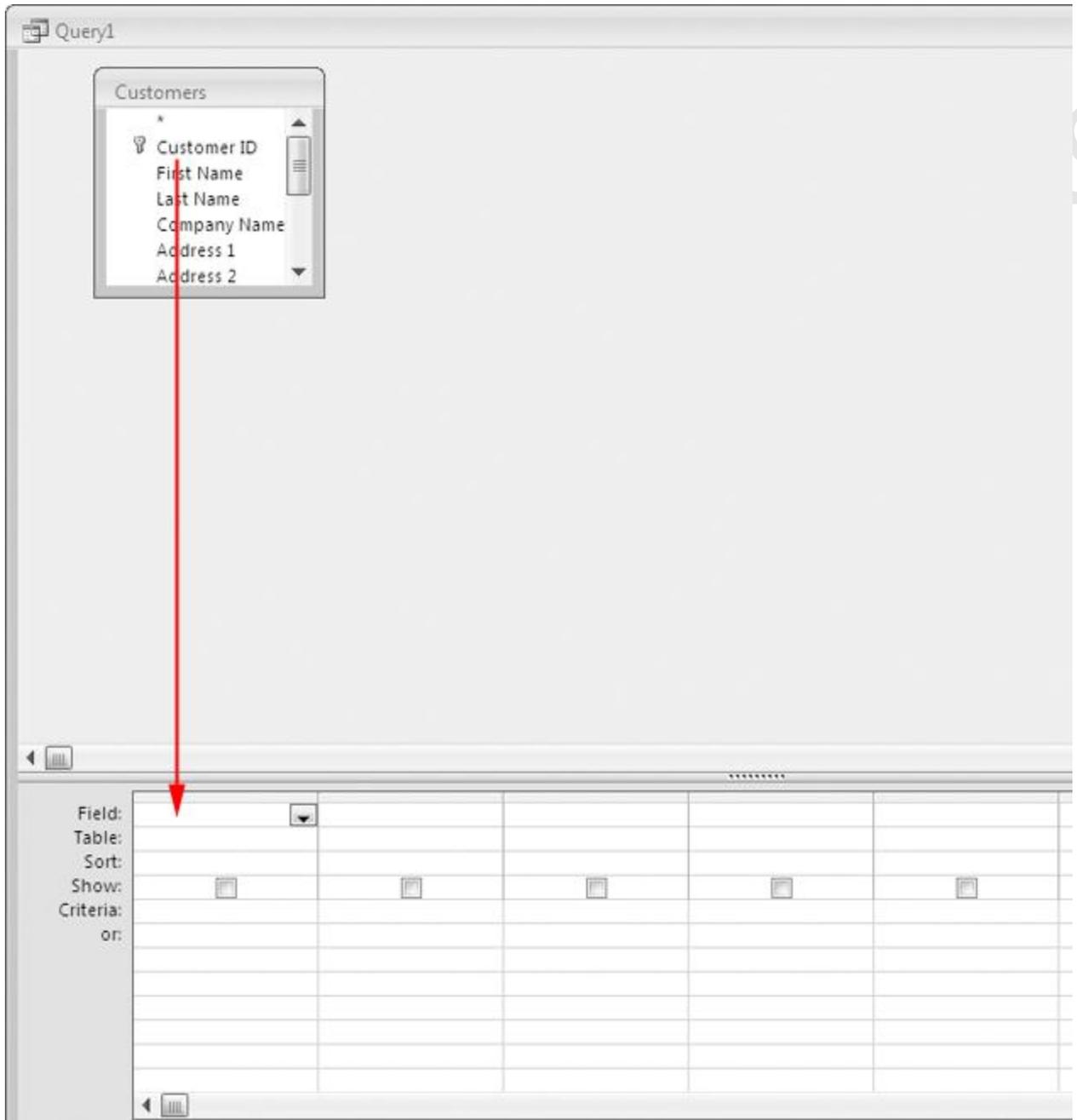
Thank you for reading

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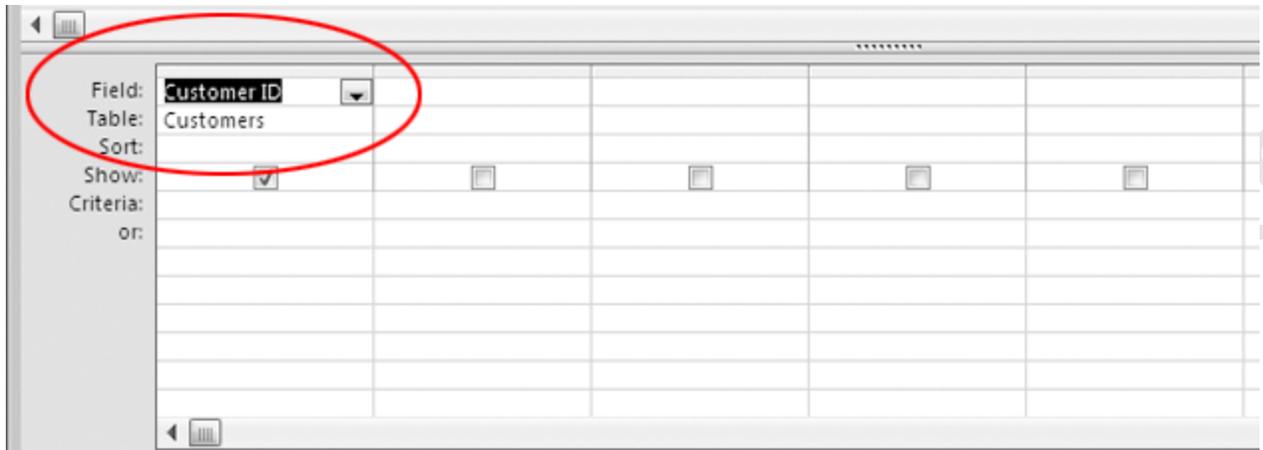
Add fields to query

1. Drag the **Customer ID** field from the **Customers** table to the first column of the query design grid.



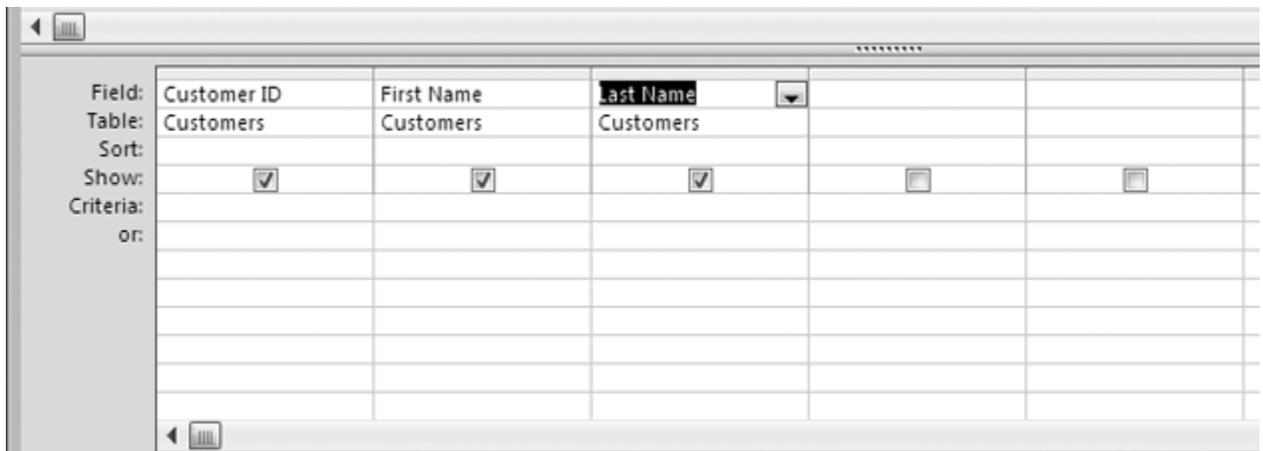
Release the mouse button.

The query design grid should look like this:



2. Drag the **First Name** field and **Last Name** field to the design grid the same way.

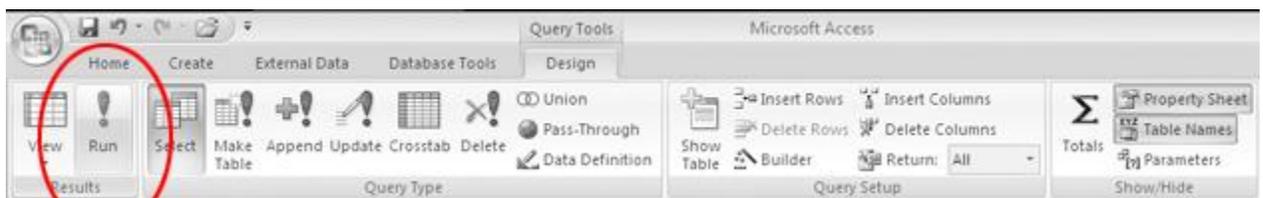
The design grid should look like this:



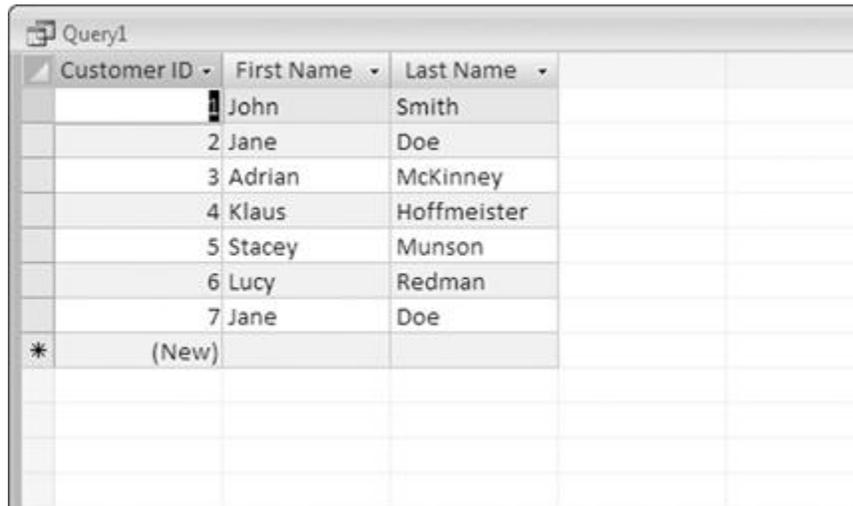
The query is now set up to show the Customer ID, First Name, and Last Name of each customer in the **Customers** table.

Run the query

1. In the Ribbon, click **Run**.

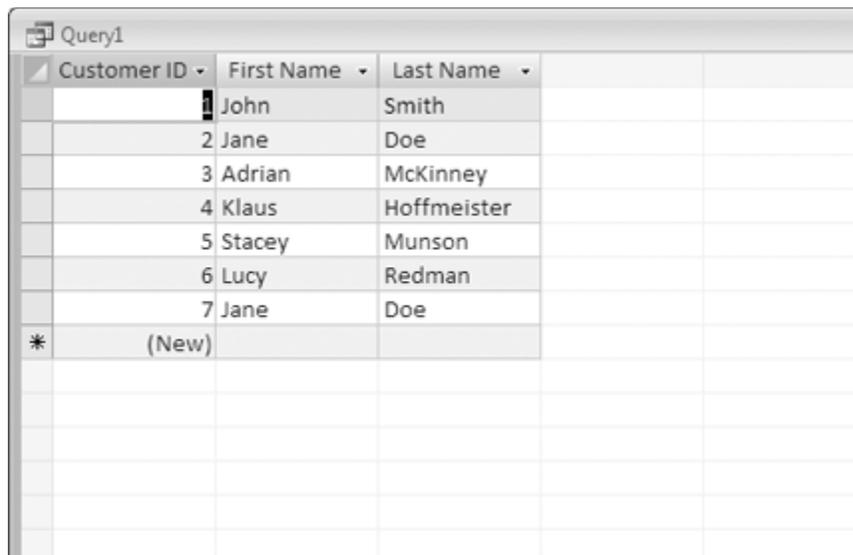


The query window should now look like this:



Customer ID	First Name	Last Name
1	John	Smith
2	Jane	Doe
3	Adrian	McKinney
4	Klaus	Hoffmeister
5	Stacey	Munson
6	Lucy	Redman
7	Jane	Doe
*	(New)	

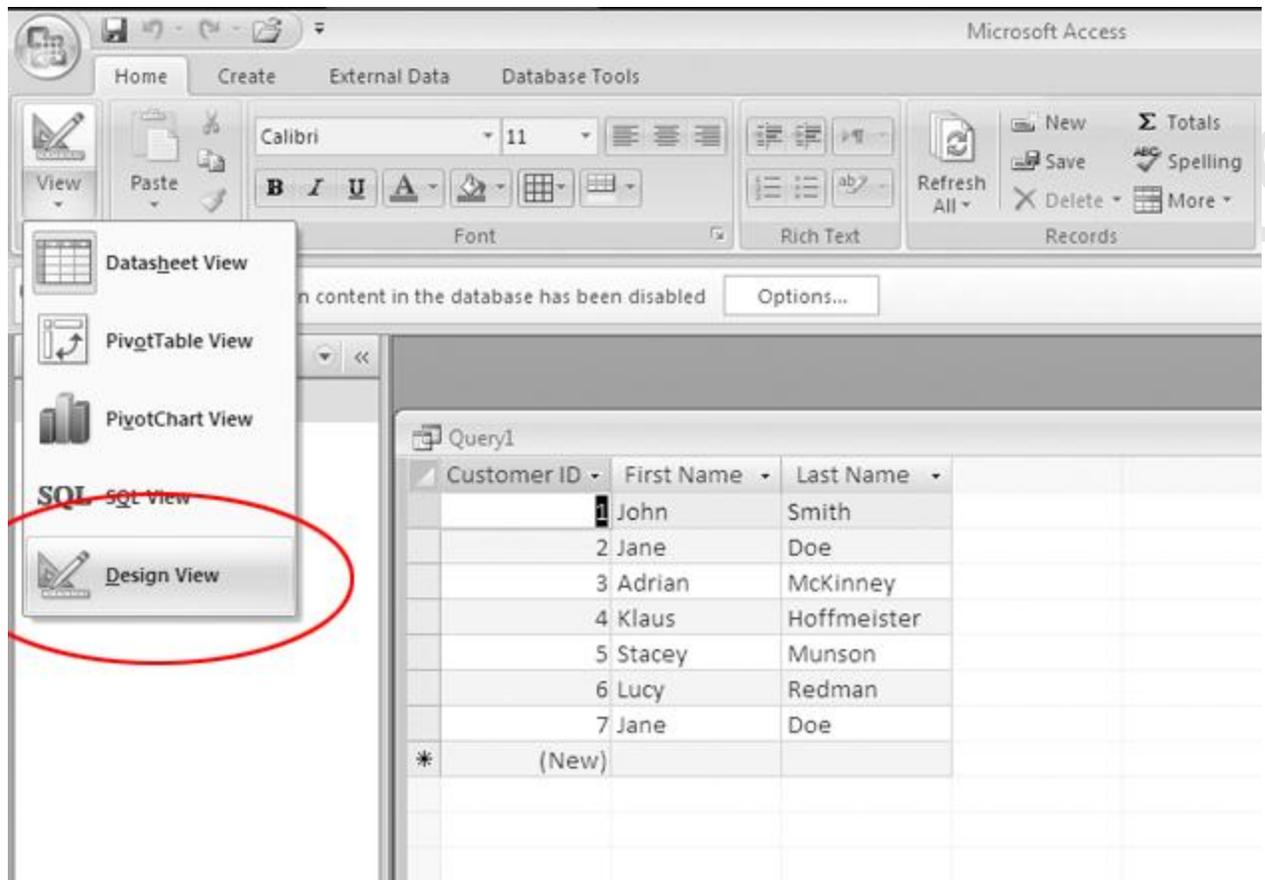
The query shows the Customer ID, First Name, and Last Name of each customer in the **Customers** table:



Customer ID	First Name	Last Name
1	John	Smith
2	Jane	Doe
3	Adrian	McKinney
4	Klaus	Hoffmeister
5	Stacey	Munson
6	Lucy	Redman
7	Jane	Doe
*	(New)	

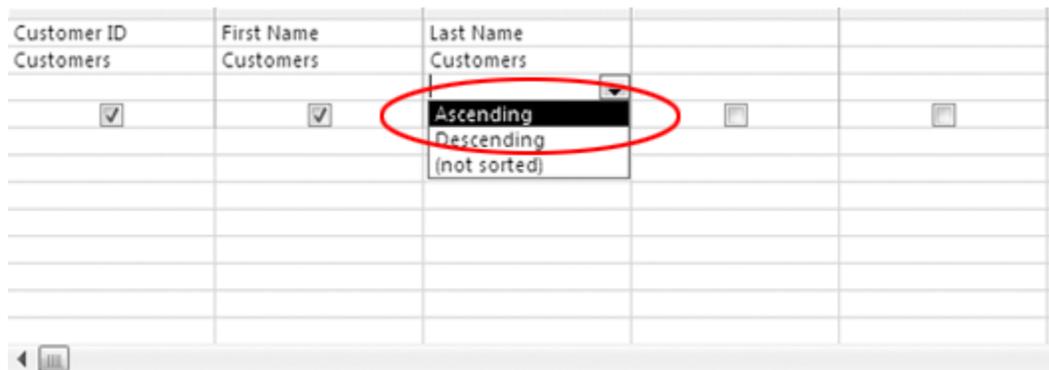
SORT RESULTS

1. In the Ribbon, click **View**, then **Design View**.



2. In the **Last Name** field, click in the **Sort** row.

When the drop-down arrow appears, click it, then click **Ascending**.



3. In the Ribbon, click **Run**.

The query should run, and sort the records alphabetically by Last Name:

Query1

Customer ID	First Name	Last Name
1	Jane	Doe
2	Jane	Doe
4	Klaus	Hoffmeister
3	Adrian	McKinney
5	Stacey	Munson
6	Lucy	Redman
1	John	Smith
*	(New)	

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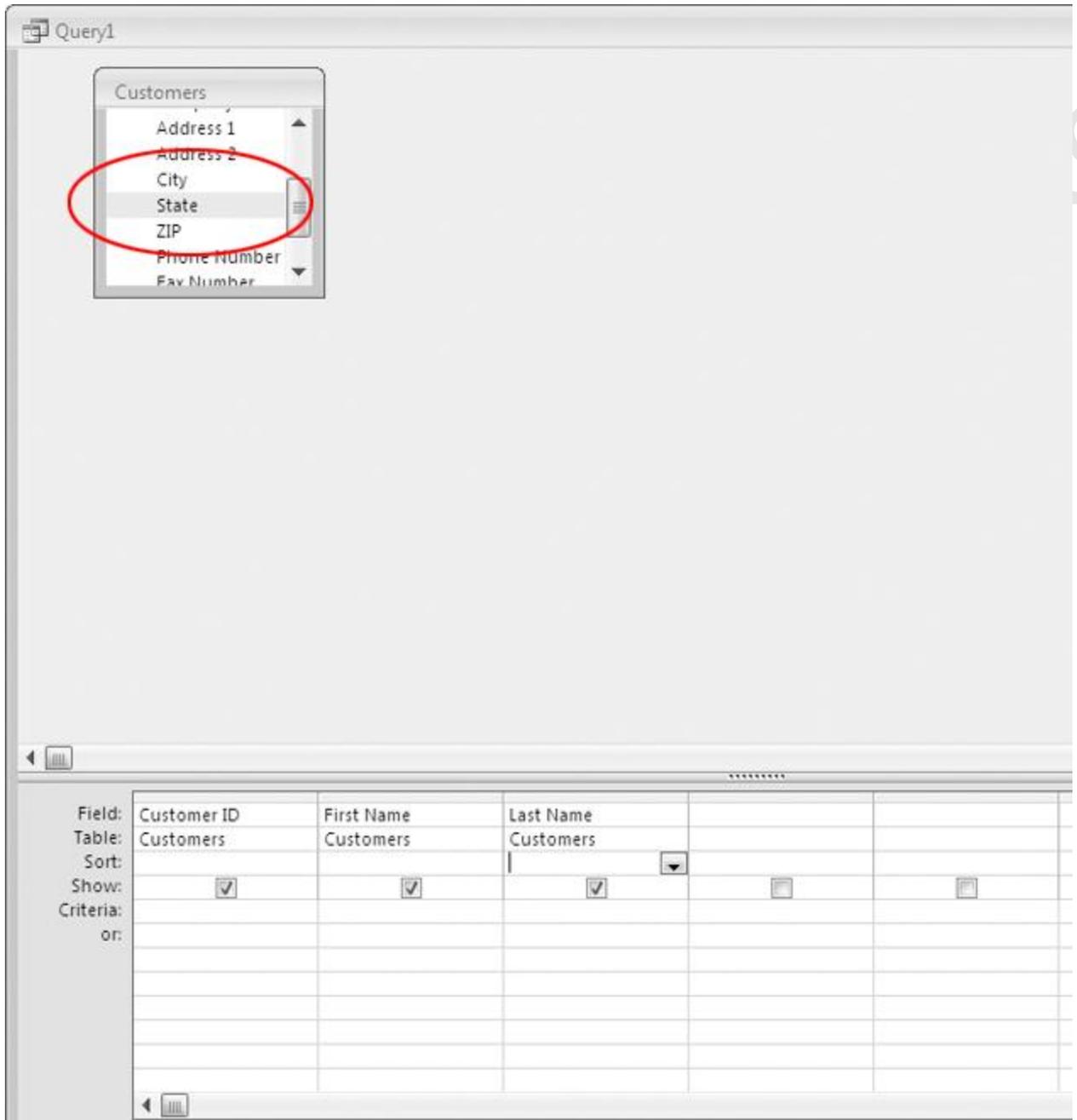
4. In the Ribbon, click **View**, then **Design View**
5. In the **Customer Last Name** field, click in the **Sort** row, then click **(not sorted)**.

Customer ID	First Name	Last Name
Customers	Customers	Customers
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ascending
		Ascending
		Descending
		(not sorted)

ADD CRITERIA

1. In the query's **Customer** table, scroll down to the **State** field.

Thank you



2. Add the **State** field to the query design grid.

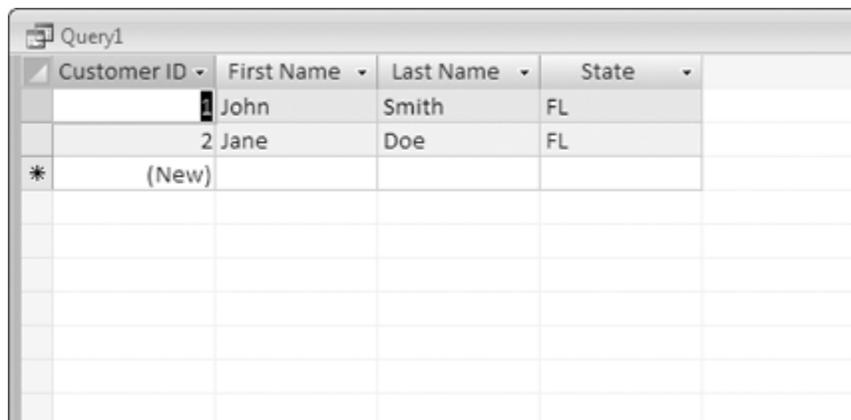
TIP: Notice that Access automatically surrounded the **FL** criterion with double quotes. That's because the **State** field stores text data. In database query language, double quotes signify a string of text.

If this field held date data, Access would have surrounded it with hash marks (#).

If the field stored number data, Access wouldn't have added anything.

6. In the Ribbon, click **Run**.

The query results should look like this:



The screenshot shows a window titled 'Query1' displaying a table with the following columns: Customer ID, First Name, Last Name, and State. The data is as follows:

Customer ID	First Name	Last Name	State
1	John	Smith	FL
2	Jane	Doe	FL
*	(New)		

It has returned all customers who live in the **State** of **FL**.