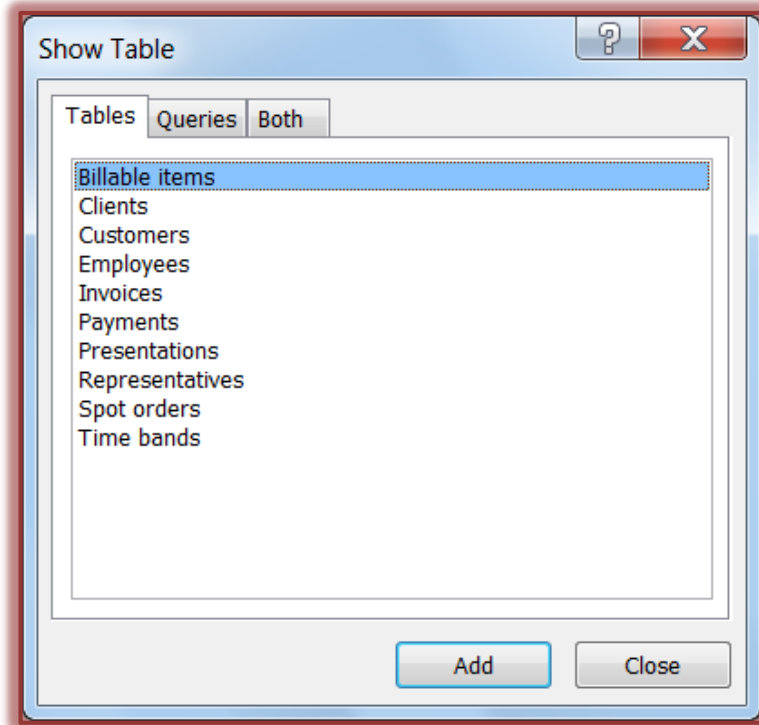
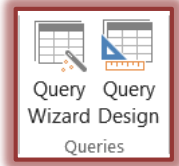


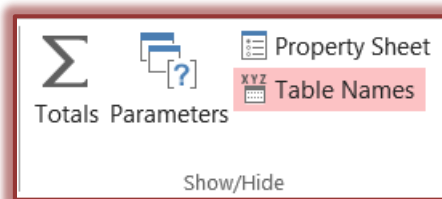
CREATE A QUERY USING THE TOTALS OPTION

The Totals option is used to perform operations such as Sum, Count, and Average to a field of information. When the Total option is selected, an additional row is added to the Design grid of the query.

- ✦ Click the **Create Tab**.
- ✦ In the **Queries Group**, click **Query Design**.
- ✦ Select the **Payments** table from the **Show Tables** dialog box.



- ✦ The **Design Query** window will display.
- ✦ Select all the fields from the **Payments** box by clicking on the first field, holding down the **Shift** key and clicking on the last field.
- ✦ Drag the fields to the first box in the **Design** grid.
- ✦ Release the mouse button. All the fields should appear in the grid in separate columns.
- ✦ Click the **Query Tools Design Tab**.
- ✦ In the **Show/Hide Group**, click the **Totals** button (see illustration below).



- ✦ Leave the **Total** cell settings for the **IDPayment**, **ClientID**, and **Date of payment** as **Group by**.
- ✦ Set the **Total** cell for the **Amount paid** field to **Last**.
 - ✦ This query will show the last payment for nine or ten of the clients.
 - ✦ The field name for that field will appear as **Last of Amount Paid**.
- ✦ Save the query with the name **Show latest payment**.
- ✦ To see the results of the query, click the **Run** button in the **Results Group**.
- ✦ Close the query, saving the changes if prompted to do so.