# CREATE MULTIPLE-TABLE QUERIES

This query will use the tables **Spot orders** and **Invoices**, and the junction table **Billable items** from **Access Training-Database1**. This type of query is used to retrieve data from two or more tables.
- Click the **Create Tab**.
- In the **Queries Group**, click the **Query Design** button (see illustration at right).
- The **Show Table** dialog box will appear (see illustration below).
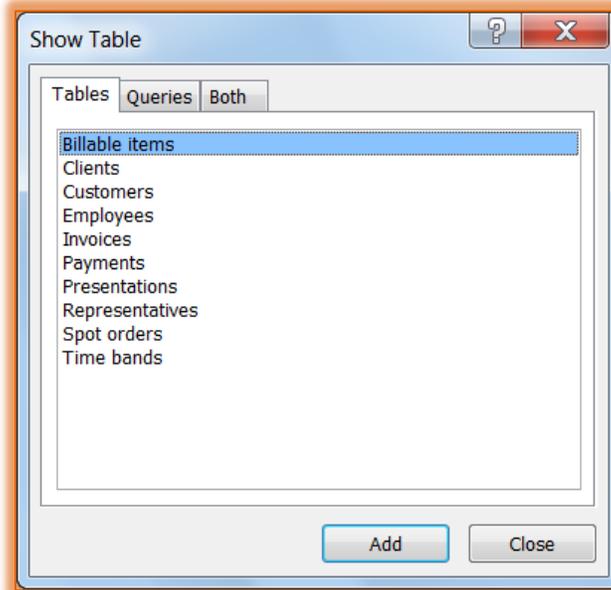
- Select the tables **Billable items**, **Invoices**, and **Spot Orders** to use as the base for the query.
- To select the tables, do one of the following:
    - Hold down the **CTRL** key while selecting the tables and then click **Add**.
    - Double-click each of the tables until all tables have been selected.
    - Select each table and then click **Add** to add each table to the Query Design grid one at a time.
- Click **Close** to close the **Show Table** dialog box.
- A **Select Query** design grid will be displayed (see illustration below).
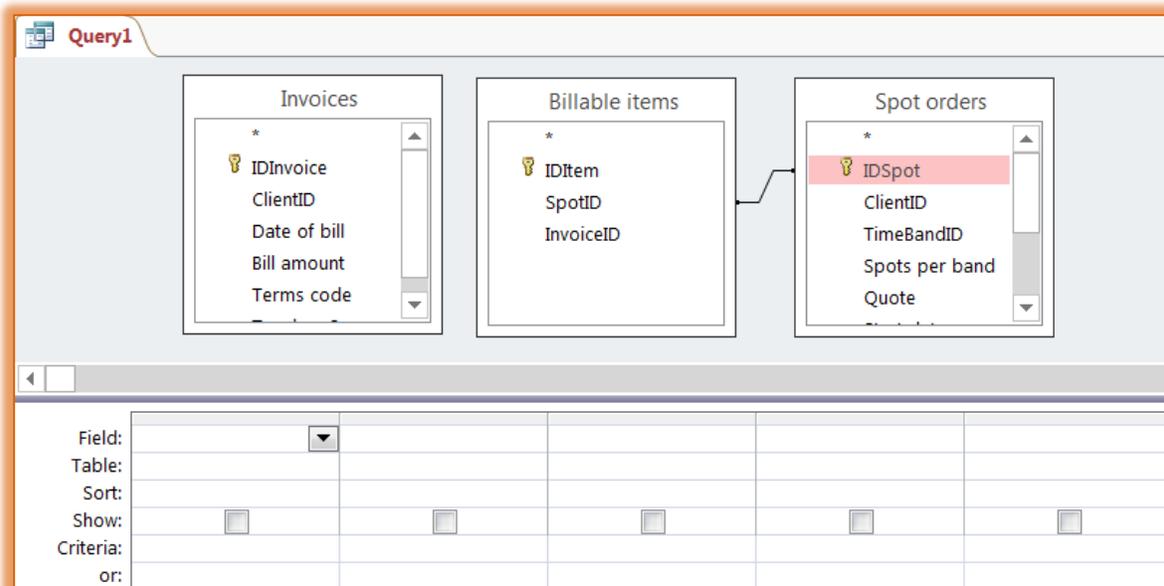
- ✠ Move the **Billable Items** table between the **Invoices** and **Spot Orders** tables.
- ✠ Drag the **IDSpot** field in the **Spot Orders** table to the **SpotID** field in the **Billable Items** table.
- ✠ This will establish a one-to-one relationship between the two tables.
- ✠ In the upper pane, double-click the asterisk (*) in the boxes for **Spot Orders** and **Invoices**.
  - ✡ When the asterisk is clicked, all the fields from the table will be added to the grid.
  - ✡ When the query is run, all the fields for both tables will appear in the grid.
- ✠ The information will appear as shown in the illustration below.

Field:	Invoices.*	Spot orders.* ▼
Table:	Invoices	Spot orders
Sort:		
Show:	✓	✓
Criteria:		
or:		

- ✠ Click the **View** or the **Run** button to display the results of this query.
- ✠ Return to the design grid.
- ✠ Click in the first row of the **third column** of the **Design** grid and click the drop-down arrow.
- ✠ Choose the **Quote** field from the **Spot Orders** table.
- ✠ In the **Criteria** row, input greater than or equal to **(>=) 5000**. Don't use the parentheses.
- ✠ View the query in **Datasheet View**. Scroll through the query to see the results.
- ✠ Close the query and name it **Receivables**.