

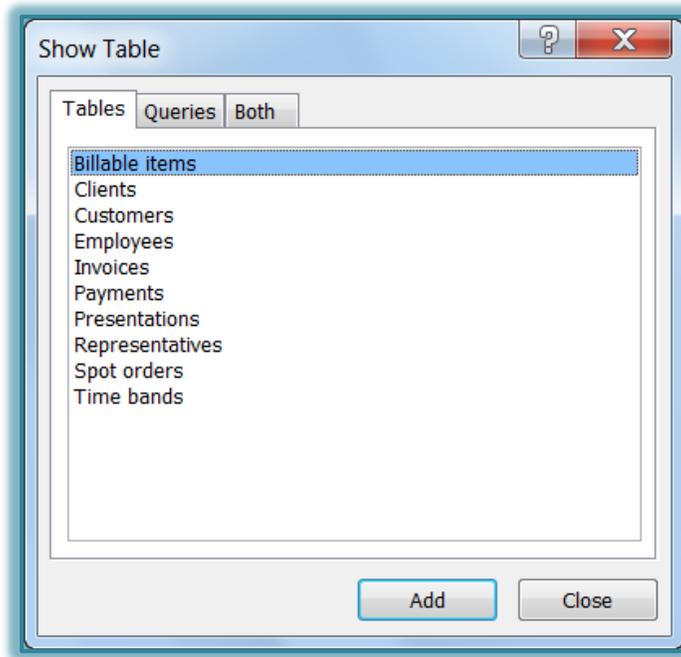
CREATE A SELECT QUERY IN DESIGN VIEW

Although a wizard can be a big help when creating queries, it is not necessary to use a wizard. Instead of answering questions in a series of dialog boxes, a query can be started in Design view right away. A select query is the most commonly used type of query. This query retrieves data from one or more tables and displays the results in a datasheet. Records can be updated; however, there are some restrictions that apply. This type of query can also be used to group records and calculate sums, counts, averages, and other types of totals.

Create a Single-Table Query

The purpose of this query is to retrieve the title, air date, and time of a show from the **Presentations** table in **Access Training-Database1**. A parameter will be inserted into the query which will display a prompt box asking for the ID number when the query is run.

- ✚ Open the database **Access Training-Database1** from the area where it is stored.
- ✚ Click the **Create Tab**.
- ✚ In the **Queries Group**, click **Query Design** button (see illustration at right).
- ✚ The **Show Table** dialog box will appear (see illustration below).

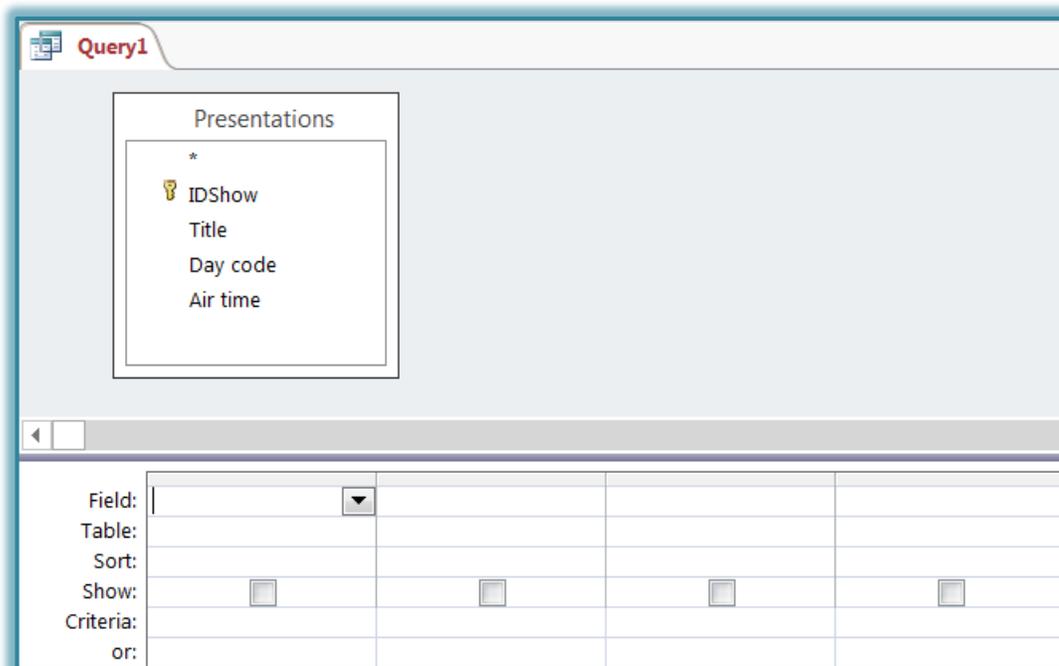


- ✚ Select the **Presentations** table to use as the base for the query in the **Show Table** dialog box.
- ✚ Click **Add** to add the table to the **Query Design** grid.
- ✚ Click **Close** to close the **Show Table** dialog box.
- ✚ A **Select Query** design grid will be displayed (see illustration on next page). There are several rows in this grid. They are listed in the table below.

| Row | Description |
|-------|--|
| Field | This section contains the name of the field or calculated expression. Fields are added to the query by double-clicking on the field name or by clicking on the field name and dragging it to the field area of the grid. |
| Table | This section displays the name of the table that the field is associated with. |

| Row | Description |
|-----------------|--|
| Total | This section is used to create Totals for queries. It is used for calculating sum, average, maximum, and so forth. This field has to be added to the grid when Totals need to be added to the query. |
| Sort | This section of the grid is used to indicate whether the query field is to be sorted in Ascending or Descending order. When the cell is empty, no sort has been specified. |
| Show | This row of the grid contains a box that is used to indicate whether the field should be displayed in the results of the query. If it is checked, that field will be included in the query's output. |
| Criteria | This row is used to input the criteria expression for that field. |
| Or | This is the row where an expression would be inserted if the query is to meet one of two different criteria. |

- † In the upper pane of the dialog box, use one of the methods below to move the **IDShow**, **Title**, **Day code** and **Air Time** fields to the bottom pane.
 - ☆ **Double-click** on each field to place it in the **Design Grid**. The fields will appear in the grid in the order that they are selected.
 - ☆ **Click and drag** each field from the **Field** list to the desired column in the **Design grid**.
 - ☆ Place the insertion point in the field cell in the **Design Grid** where the field is to be inserted and then click the **Selection Arrow**. Choose a field from the list that appears.



- † In the **Results Group**, click the **Run** button to display the results of the query (see illustration at right).
- † Click the **View** button to return to the query design grid.
- † In the **Day code** criteria row, input the number one (1).
- † Click the **Run** button to show the results of the query.
- † Click the **View** button to return to **Design View**.
- † In the second row for the criteria for the **Air Time** field, input **11:30 PM**.



- † Click the **Run** button again to see the results of the query.
- † Click the **View** button to return to the **Design** grid.
- † Remove the data for the two criteria that were specified earlier. To do this:
 - ✧ Move the mouse pointer to the left side of the grid until the mouse pointer changes to a black right pointing arrow.
 - ✧ Click with the left mouse button to select the **Criteria** row.
 - ✧ Drag down to the **Or** row to select that row.
 - ✧ Release the left mouse button.
 - ✧ Both rows should be highlighted in black.
 - ✧ Press the delete key on the keyboard.
 - ✧ The criteria should be removed for both rows.
- † In the **IDShow** column, in the **Criteria** cell, type the prompt **[Enter show number:]** to create a **Parameter Query**.
 - ✧ This sets the field to request data directly from the user, through a dialog box.
 - ✧ This is the simplest form of a Parameter Query.
 - ✧ This criterion can be edited later to point to a control in a form.
- † It is now time to save the query. To save the query, do one of the following:
 - ✧ Click the **File Tab** and then click **Save Object As**.
 - ✧ Click the **Save** button on the **Quick Access Toolbar**.
- † The **Save As** dialog box will display.
- † The name for the query is going to be **Lookup show number**.
- † To test the query, do one of the following:
 - ✧ Click the **View** button in the **Results Group**.
 - ✧ Click the **Run** button in the **Results Group**.



- † When the prompt displays, enter the number **13**.
- † Click **OK** to see the results of the query.
- † You should see a datasheet with a single record.
- † Close the query by doing one of the following:
 - ✧ Right-click the **Query Tab** and then select **Close**.
 - ✧ Click the **Close** button in the upper right corner of the window.