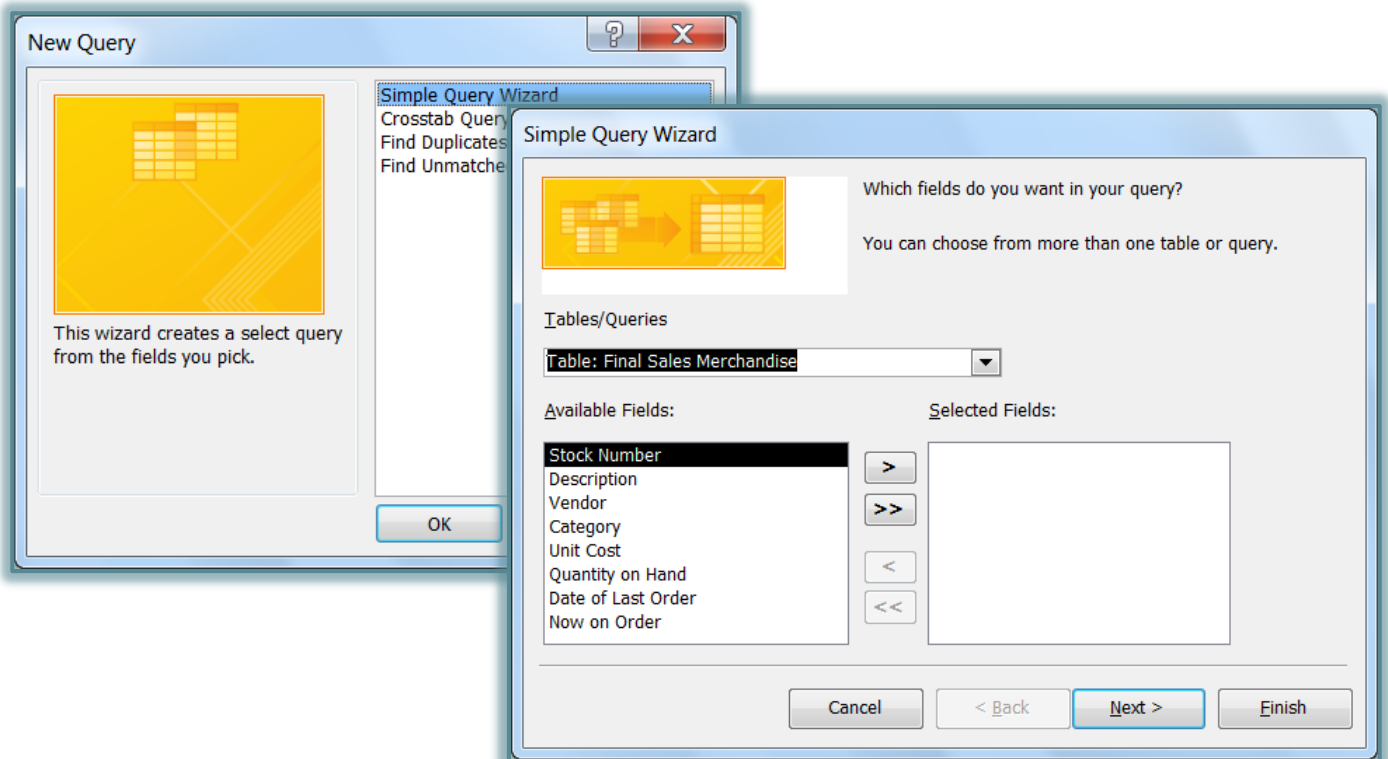
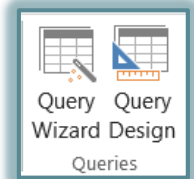


## CREATE A SIMPLE QUERY USING THE QUERY WIZARD

Queries are simply questions that are asked about information in a table. A query can be created using one table or more than one table. There are several types of queries that can be created in an Access database. Queries can be created using a Wizard or in Design view. Queries can be run at any time. Because the database objects are dynamic, changes only need to be made in the table on which the query is based. Each time the query is run, the changes in the table will be reflected in the query. For this lesson, a query will be created using the Simple Query Wizard. The **Gaither Addresses** database created previously will be used for this lesson. For the lesson, you need to have the **Final Sales Merchandise Table** created. This table was created in the lessons on **Creating a Table in Design View** and **Change Table Design**.

- † Click the **Create Tab**.
- † In the **Queries Group**, click the **Query Wizard** button (see illustration at right).
- † The **New Query** dialog box will display (see illustration below left). This is the first step in the Wizard.
- † Click **Simple Query Wizard** in the list.
- † Click **OK**.



- † The **Simple Query Wizard** dialog box will appear (see illustration above right).
- † Under **Tables/Queries**, make sure **Table: Final Sales Merchandise** is selected.
- † In the **Available Fields** list, click the **Description** field.
- † Do one of the following:
  - ✦ Click the right-pointing single arrow in the middle of the dialog box.
  - ✦ Double-click the **Description** field.
- † The **Description** field will appear in the **Selected Fields** list.
- † Complete this same process to add the following fields to the query in the order specified.
  - ✦ **Vendor**
  - ✦ **Category**
  - ✦ **Quantity on Hand**
  - ✦ **Date of Last Order**

- ✦ Click **Next** to move to the next step in the query (see illustration below left).
- ✦ Click **Next** again to move to the last step in the query (see illustration below right).
- ✦ Accept the **Query Title, Final Sales Merchandise Query.**
- ✦ Make sure **Open the query to view information** option is selected.
- ✦ Click the **Finish** button to view the results of the query.
- ✦ Close the query window.

