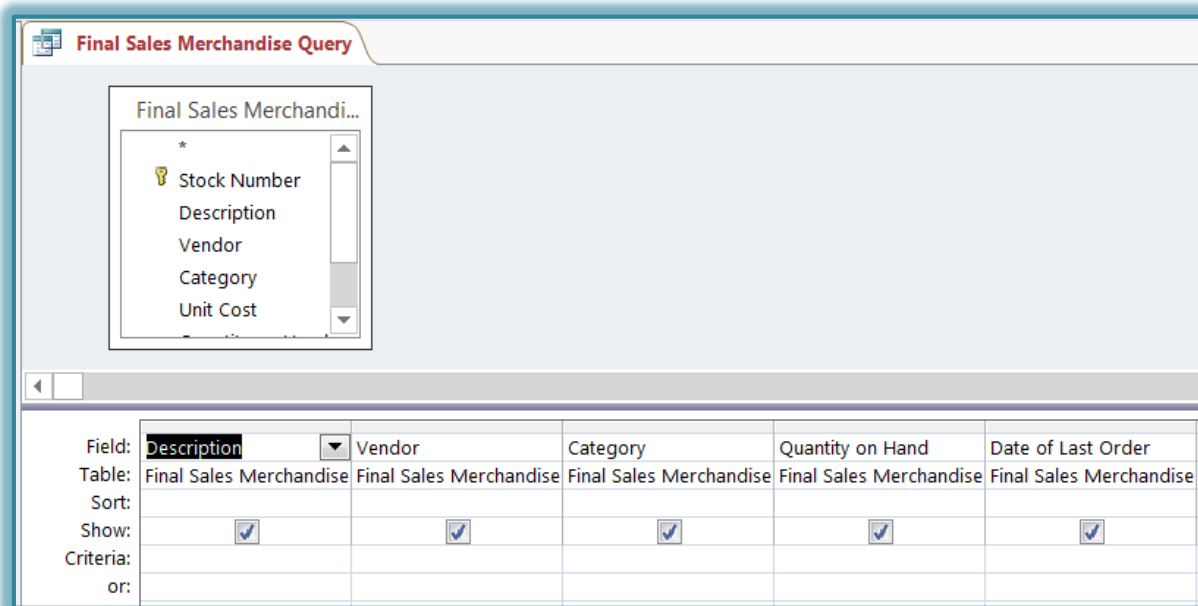


Modify a Query

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 **Create a Table in Design View** and **Change Table Design**. Also, the lesson on **Create a Query Using a Wizard** will have to be completed.

- † In the left frame, right-click the **Final Sales Merchandise Query**.
- † Click **Design View**.
- † The query will appear in **Design View** (see illustration below).
 - ✦ The table on which the query is based will appear at the top of the window.
 - ✦ The fields that were specified when the query was created will appear in the bottom portion of the window.
 - ✦ The Criteria row is used to specify the conditions for the query.
 - ✦ The Or row specifies additional conditions.



- † In the **Criteria** row under **Category** input the word **Book**.
- † Click the **Query Tools Design Tab**.
- † In the **Results Group**, click the **Run** button (see illustration at right).
- † One record with the **Category** of **Book** should appear in the query results.
- † Click the **View** button (see illustration at right) in the **Views Group** to return to the **Query Design** window.
- † Remove **Book** from the **Criteria** row.
- † In the **Criteria** row for **Quantity on Hand**, input **>3**.
- † This query should show all the items that have a **Quantity on Hand** of more than three items.
- † Click the **Run** button in the **Results Group** to view the results of the query.
- † Right-click the **Final Sales Merchandise Query** tab.
- † Click **Close**.

