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.