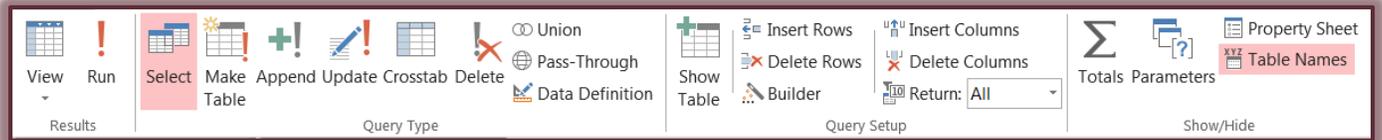


Query Tools Design Tab

When creating a query in Design View, this toolbar is used to work with inserting the necessary elements into the query. The table below describes each of the groups and buttons on this toolbar.



Groups/Buttons	Description
Results Group	
View	This button is used to toggle between Datasheet View, SQL View, and Design View. Click the arrow at the bottom of the button to select a view. Click the top of the button to toggle between Datasheet View and Design View.
Run	To perform the actions specified in the query, click this button.
Query Type Group	
Select	This is the most frequently used type of query. It is used to select records from a database. The fields that are to be included in the query results can be chosen when setting up the query.
Make Table	Once a Select Query has been created, this type of query is used to make a new table within the database. Once the query is run, the new table will appear within the All Tables list.
Append	This type of query is used to add new records from one table to another table.
Update	To update records in an existing table, use this type of query. When working with this type of query, it is important to know exactly what the query needs to do before running it. Otherwise you might end up with incorrect data.
Crosstab	Aggregate values for two sets of data are displayed when this type of query is used. One of the values will be displayed down the left side of the window and the other across the top.
Delete	Use this type of query to remove records from an existing table. This type of query is not reversible, so use it carefully.
Union	This query is used to combine the results of two or more independent queries or tables.
Pass-Through	This is an SQL query that is used to send data directly to the ODBC database server. It allows the user to work directly with tables on the server.
Data Definition	This is an SQL query that allows the user to create or alter objects in the database.
Query Setup Group	
Show Table	Click this button to display the list of tables in the database. This list is used to insert tables into the query.
Insert Rows	Use this button to insert a new row into the query grid.
Delete Rows	To remove a row from the query grid, click this button.

Groups/Buttons	Description
Builder	This button is used to open the equation builder. Equations can be inserted as new fields within a query or may be used in a criteria row.
Insert Columns	When a new column needs to be inserted into a query grid, click this button.
Delete Columns	To remove a column from a query grid, click this button.
Return	Use this button to make the query display the records that contain only the highest or lowest numeric values or the most-recent or oldest data values.
Show/Hide Group	
Totals	This button is used to display the totals row in the query design grid. The totals row can be used to perform calculations on the data in the table.
Parameters	Use this button to define the parameters that must be used to run this query.
Property Sheet	To open the property sheet for the query, click this button.
Table Names	This is a toggle button that is used to display the table name or to hide the table name in the query design grid.