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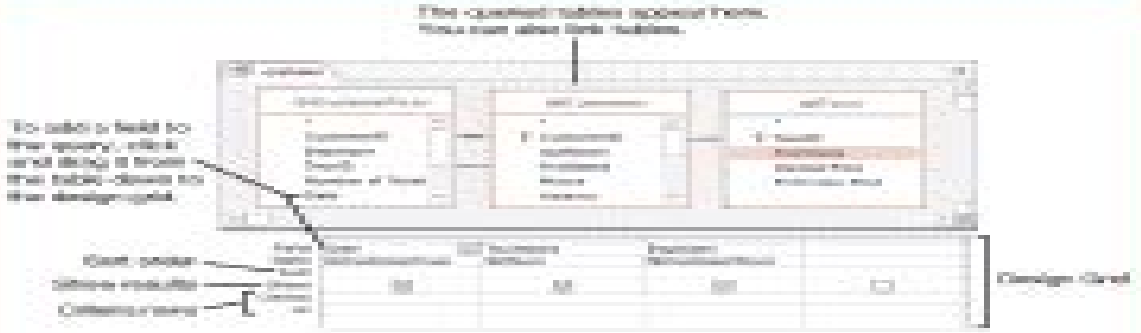
Overview of Queries



Queries

Create a Query: Click the **Create** tab on the ribbon and click the **Query Design** button. Select the tables you want to add to the query, click the **Add** button, and close the dialog box. Double-click each field you want to include in the query. Click the **Save** button on the Quick Access Toolbar, type a name for the query, and click **OK**.

Run a Query: Double-click a query in the Navigation Pane.

Hide Fields from Queries: Clear the **Show** check box in the design grid for the fields you want to hide.

Sort Fields: Click on the **Sort** field for the field you want to sort, click the list arrow for the field, and select a sort order.

Create a Multiple Table Query: Click the **Create** tab on the ribbon, click the **Query Design** button, double-click the tables you want to add to the query, and click **Close**. Double-click each field you want to include in the query, and save the query.

Work with the Expressions Builder: In Design view, click in the **Field** row of a blank column in the design grid and click the **Builder** button on the Design tab. Select a field to use in the calculation, select an operation for the calculation, click or type any other fields or values you want to use, and click **OK**.

Find Unmatched Records: Click the **Create** tab on the ribbon and click the **Query Wizard** button. Select **Find Unmatched Query Wizard** and click **OK**. Use the wizard to complete the find unmatched query, enter a name for the query in the final step of the wizard, and click **Finish**.

Crosstab Queries: Click the **Create** tab on the ribbon and click the **Query Wizard** button. Select **Crosstab Query Wizard** and click **OK**. Use the wizard to complete the crosstab query, enter a name for the query in the final step of the wizard, and click **Finish**.

Create a Delete Query: Click the **Create** tab on the ribbon and click the **Query Design** button. Select the tables and queries you want to add, click **Add**, and close the dialog box. Connect any unrelated tables and click the **Delete** button on the Design tab. Double-click the **asterisk** from the table field list for the table containing information you want to delete. Drag the field you want to use as the limiting criteria onto the design grid. Then, click in the field's **Criteria** row and type the specific data you want to delete.

Create an Append Query: Click the **Create** tab on the ribbon and click the **Query Design** button. Select the tables and queries you want to add, click **Add**, and close the dialog box. Click the **Append** button on the Design tab, specify the append settings, and click **OK**. Double-click any of the fields you want to append.

Query Examples

Expression	Result
"London"	Displays records where the field equals "London."
"London" Or "New York"	Displays records where the field equals "London" or "New York."
Between 1/1/00 And 12/31/00	Displays records where the date is between 1/1/00 and 12/31/00.
Year@Order Date@=2010	Displays records where the OrderDate field equals 2010.
Is Null	Displays records where the field is null.
Is Not Null	Displays records where the field is not null.
Not "USA" Or ""	Displays records where the field does not contain the text "USA" and is not blank.
Like "B"	Displays records where the field text starts with an "B."
Not Like "B"	Displays records where the field text does not start with an "B."
>="B"	Displays records where the field text starts with letters "B" through "Z."
>100	Displays records whose field value is greater than 100.
=Sum@Sales@	Displays the sum of the values in the Sales field.
=Avg@Sales@	Displays the average of the values in the Sales field.
=Count@Sales@	Displays the number of records in the Sales field.

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