

Queries

What is a query?

Queries provide a way for you to ask questions of your database.

For example:

- I want to see all the woman in the sales department in alphabetical order by surname
- I want to see all the staff who earn between £20,000 and £30,000 in numerical order with the highest earners showing first
- I want to see all the staff who live outside London in alphabetical order by Town

What type of query do I need to create?

Mostly, you will need to create SELECT queries. In simple terms these are queries that select the information you ask for and then display it – this type of query is the default.

What does a SELECT query produce?

When you run a select query it produces a table of data.

For example:

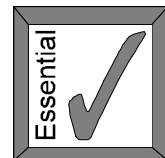
- I want to see all the records where we haven't keyed in a department so I can correct these errors

	FIRSTNAME	LASTNAME	DEPARTMENT
▶	Sara	Collins	
	Dominique	Francein	
	Todd	Henderson	
*			

What happens if I change the data in a query?

The best thing about select queries is that they are completely updateable!!!

So, if I run a query to find blanks (or missing data), I can correct the information as soon as I have run the query and it will automatically change the data in the table you are working on!



Creating a simple query without wizards

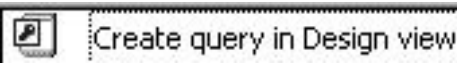
Summary of the 4 steps

Creating a Query without the wizard has four main steps:

- Choosing which table to base your query on
- Choosing which fields to include in the query
- Running the query to see the result
- Saving the query (if required)

Step 1 – Creating a query and choosing the table to base your query on

1. Click on the Queries tab  (if required)

2. Double Click on 

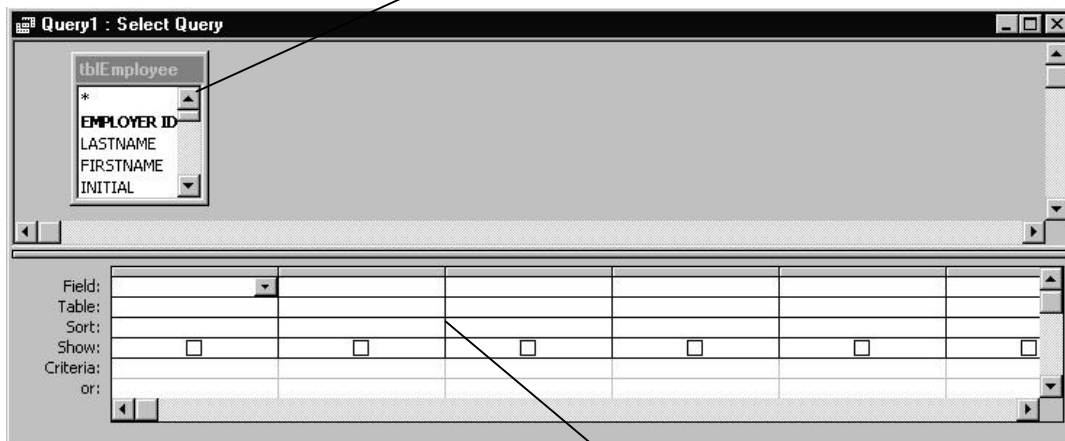
3. Double Click on the table (or tables) you want to use

4. Click 

Access now displays a grid for you to lay out your query. This is called the QBE grid (**Query by Example**), and makes it really easy to create queries from scratch!

The different parts of the query grid:

This is the table your query will be based on



This is the query grid – you write your query here!