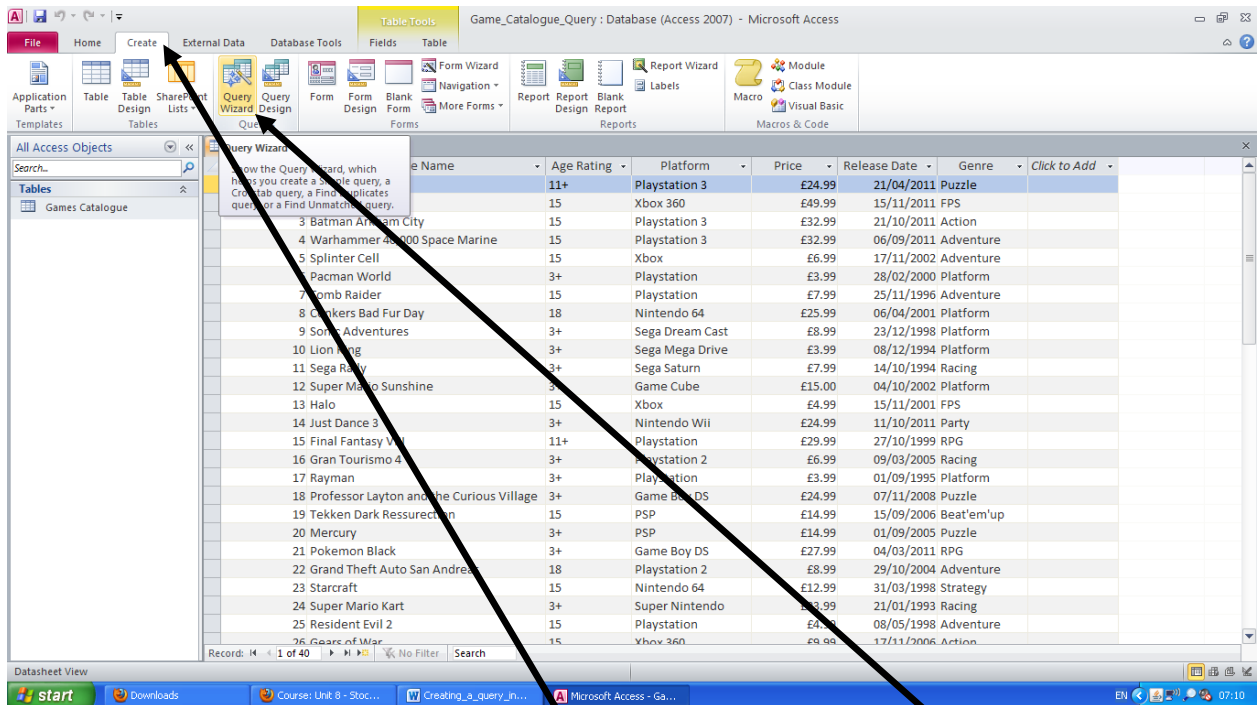
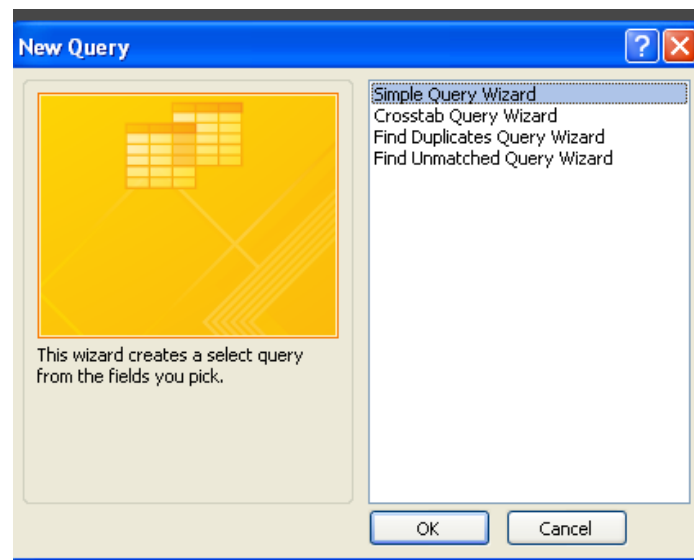


## Creating a query in Microsoft Access

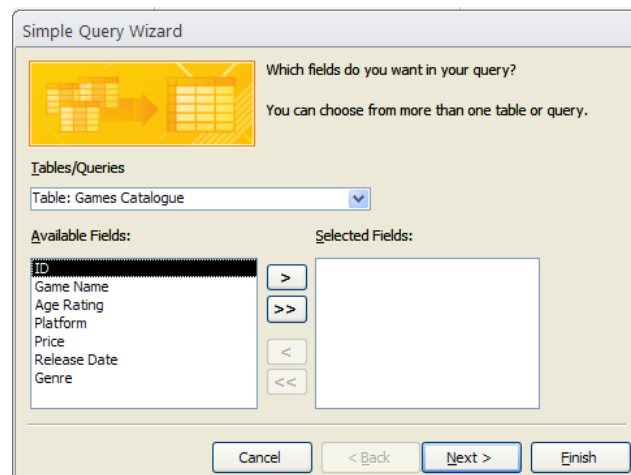
1. First you have to open the database that you want to work with.



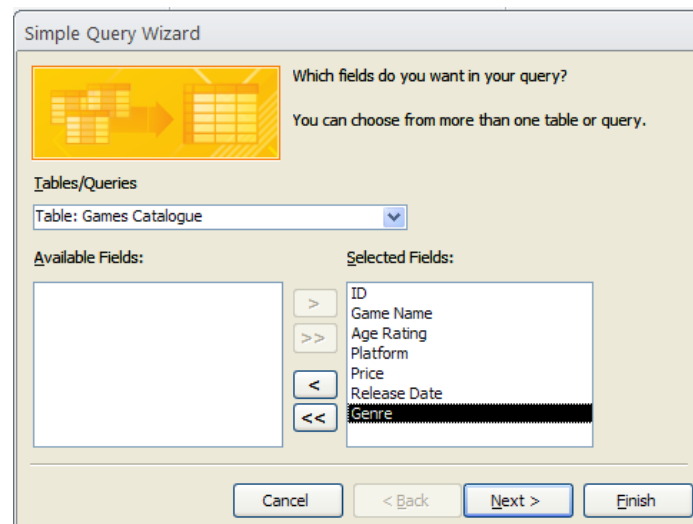
2. On this you need to go to the **Create** tab and select **Query Wizard**



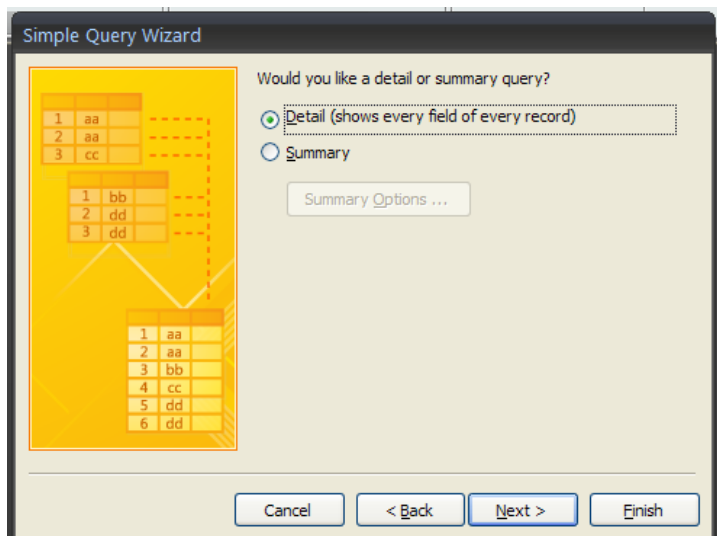
3. Once you have done this the above screen will appear. On this you need to select **Simple Query** and click **OK**



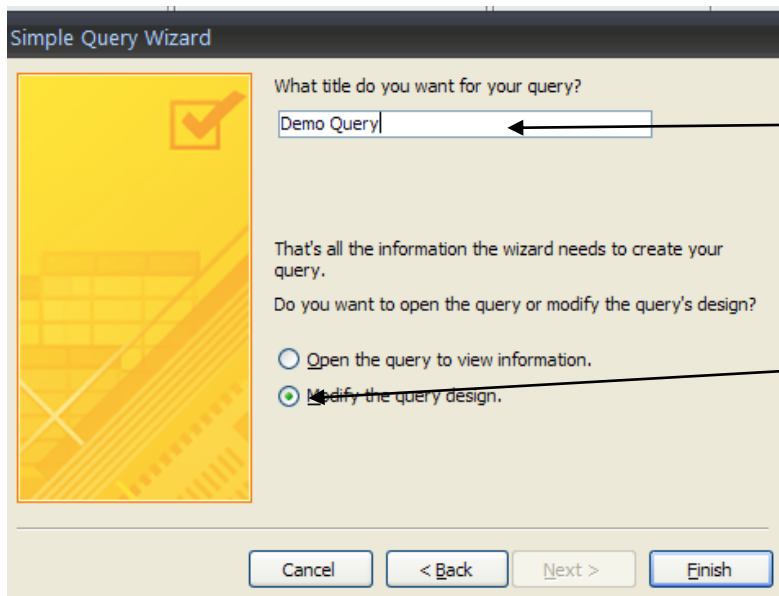
4. Next you will be asked which fields you want to use. To do this you need to click the **double arrow** in the centre to move all these into the **right hand box**. As shown below then you click **Next**



5. Next you will see the following screen on here you need to **leave this as the top selection** and click **Next**.



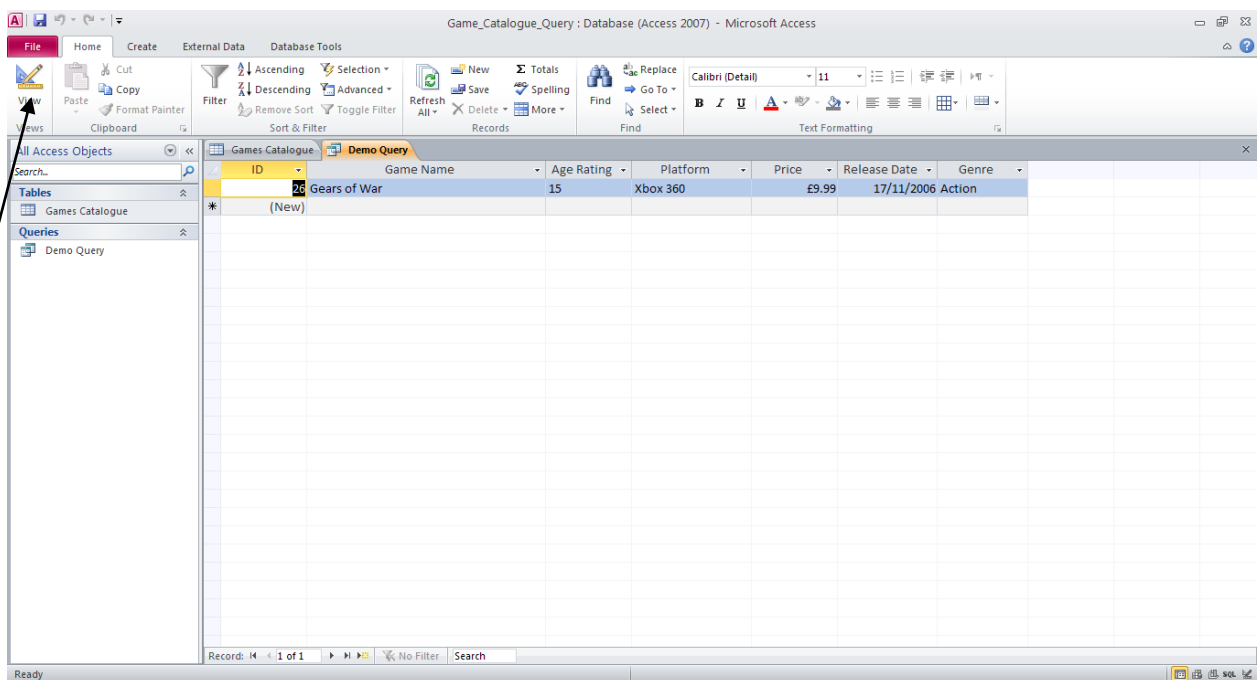
6. Once you have done this you will see the next screen on here you will need to **rename** the **query** and then **set it to Modify**.



7. Once you have selected that you want to modify the query and clicked finish you will see the following screen. On here you can set the **search criteria** for your query. So in this example I will search for people from **"York"**

Field:	[ID]	[Game Name]	[Age Rating]	[Platform]	[Price]	[Release Date]	[Genre]			
Table:	Games Catalogue	Games Catalogue	Games Catalogue	Games Catalogue	Games Catalogue	Games Catalogue	Games Catalogue			
Sort:										
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criteria:					9.99					
or:										

8. As you can see above I have set the criteria for **Price** to “9.99” and then using the sort function I have set this to sort in **Ascending** order or address. The query is pretty much complete now. All we have left is to test it.



Game\_Catalogue\_Query : Database (Access 2007) - Microsoft Access

File Home Create External Data Database Tools

Filter Sort & Filter Selection Advanced Refresh Save Spelling Find Replace Go To Select Text Formatting

All Access Objects

Tables Games Catalogue

Queries Demo Query

ID	Game Name	Age Rating	Platform	Price	Release Date	Genre
26	Gears of War	15	Xbox 360	£9.99	17/11/2006	Action
*	(New)					

Record: 14 of 1 of 1 No Filter Search

9. To test this click on the **view** symbol at the top of the screen and this will change the view of the query to look as above. And now your query is complete.