SLO 3.1

Understanding Queries and Using the Simple Query Wizard

A *query* finds data in your database by enabling you to ask a question. For example, in a music database you can create a simple query that shows all the albums that you own. Queries may include a criterion to search for only specific records. For example, in a university database, create a query to "show only the students who are taking a course in the biology department." You can also create a query that includes multiple criteria to further narrow your search. For example, a query in the Central Sierra Insurance database might use three criteria to find all of the employees who work as insurance agents in the Cameron Park branch who were hired after January 1, 2019.

You can create a query in *Design* view or with the *Query Wizard*. In this section, you use the *Simple Query Wizard* option.

When you build a query, you must tell Access where to find the data. The data source for a query can be a table or another query. The *Simple Query Wizard* enables you to select the specific table(s) and queries, as well as the specific fields to include in the query. After you create a query, run it to see the results. If you need to change the query once it has been created, you can edit it using *Design* view.

HOW TO: Create a Query Using the Simple Query Wizard

1. Click the **Create** tab on the *Ribbon*.
2. Click the **Query Wizard** button in the *Queries* group (Figure 3-1) to launch the *Query Wizard*.
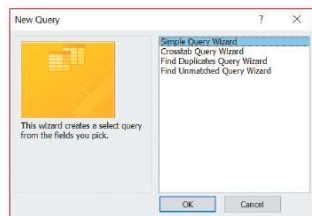3. Select **Simple Query Wizard** in the *New Query* dialog box (Figure 3-2).

Figure 3-1
Query Wizard button

Figure 3-2 Select the query type in the *New Query* dialog box

4. Click **OK**.
   - The *Simple Query Wizard* launches (Figure 3-3).
   - The values displayed in the *Tables/Queries* box and the *Available Fields* window vary depending on the contents of your database.
5. Click the **Tables/Queries** drop-down arrow and select the *Table* or *Query* name.
6. Select a field to include in the query from those displayed in the *Available Fields* window.
7. Click the **Move Single Field** button.
   - The field moves into the *Selected Fields* window (Figure 3-4).
   - The *Remove Single Field* and *Remove All Fields* buttons become active.
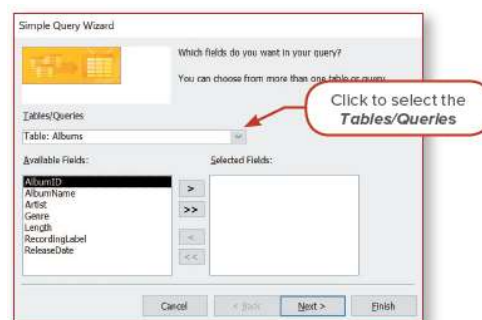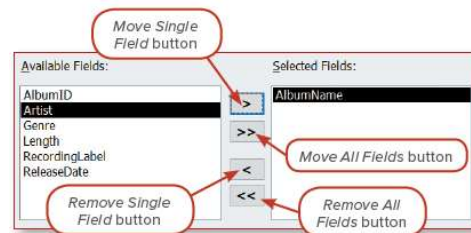8. Continue moving all required fields, changing the selected *Table* or *Query* if needed.

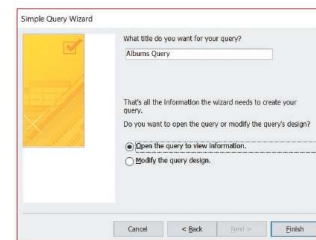**Figure 3-3 *Simple Query Wizard***

Figure 3-4 Use the *Move Fields* buttons to select the fields to display in a query

9. Click the **Next** button when you have finished adding fields. The last page of the *Simple Query Wizard* displays (Figure 3-5).

    - The *Title* box displays a default *Query Title*. The title will also be used as the *Query Name*. The default name combines the *Table Name* with the word *Query*.

    - Because you may have several queries that use the same table as the data source, be sure to create a name that describes the function of the query.

    - If you have selected fields from related tables, the *Simple Query Wizard* may display another page to make a choice between a *Detail* or *Summary* query. Select the desired radio button and click **Next**. If shown, this page displays prior to the last page in Figure 3-5 where you name the query.

Figure 3-5 *Simple Query Wizard*, last page

10. Change the title as desired.

11. Click **Finish** to run the query. Access automatically saves and executes the query.

    - The results display in *Datasheet* view (Figure 3-6).

    - The *Query Name* displays in the *Queries* group on the *Navigation Pane*.

12. Close the query when done.

Figure 3-6 Query results display in *Datasheet* view