

Practice 2. Creating queries in the database

- 1) Enter the Microsoft Access environment. Open DB "Organization"
- 2) Open the **Queries tab** in the menu. Create **Query1** "For selection" in *Design mode* for searching records in related tables by condition. For this:
 - a) Add tables, required for the query to the *Query window*;
 - b) Select for the result fields from different tables. In the query columns, open the lists with fields and select the one you need;
 - c) Switch from *Design mode* to *Table mode*. View resulted table for query. Switch back to *Design mode*;
 - d) In the **Criteria field**, add a condition by which records will be selected;
 - e) Add **Criteria** for other fields. Add a condition to the **Or** field;
 - f) Switch to *SQL mode* and study the *SQL* –instruction;
 - g) Switch to *Table mode*. View selected values;
 - h) Save **Query1**.
- 3) Create a new **Query2** to select data from the table by several values of one field.
 - a) Add table to *Query window*;
 - b) Select a field for selection;
 - c) Select ascending or descending sort in the selection condition;
 - d) In *SQL mode*, add a **top N** statement after the **Select** ... command (how many records to keep);
 - e) Save **Query2**.
- 4) Create **Query3** for selection with parameters to search for records with values entered in a numeric field (or date field) in the required interval:
 - a) Add table to *Query window*;
 - b) Select a field for selection;
 - c) Fill in the **Criteria** using the **Expression Builder**:
 - In the *Builder window*, open the list of *Operators*;
 - Find the *Between operator* and click *Insert*;
 - In the *Selection condition*, insert the *[invitation]*;
 - study the *SQL* –instruction (in *SQL mode*).
 - d) Save **Query3**.
- 5) Create **Query4** for selection with parameters to search for records by the content of letters in a text fields:
 - a) Add table to *Query window*;
 - b) Select a field for selection;
 - c) Fill in the **Criteria** using the **Expression Builder**:
 - In the *Selection condition*, build the expression `LIKE "*" & [chars for search] & "*"`
 - Study the *SQL* –instruction (in *SQL mode*)
 - d) Save **Query4**