

Queries in Base

- Database Query extracts data from a database as per a condition and presents it in a readable, formatted form.

Ques. What are the steps of creating a Query?

Ans. The simplest way to create a query is the Query wizard.

The steps of creating a Query using Query wizard are as under:-

- (i) Select Queries in the database window.
- (ii) Select Create Query in Design view.
- (iii) Query wizard will open, Select tables on which you want to Query upon.
- (iv) Select the fields (which you want to display in Query)
- (v) Specify the sort order

(vi) Specify the condition

(vii) See the overview of your Query and click finish

(viii) Query with various Records will shown in the screen.

Ques. How to create a Query in Design View?

Ans. * Queries can also be created in design view.

Basic steps for creating a Query in design view are as under :

(i) Select the object type Queries

(ii) Select command Create Query in Design view

(iii) Select & Add Tables from which you want to retrieve or take the data.

(iv) Select table fields

(v) Set query criteria for the fields

(vi) Save the Query.

- More on Record Selection in Queries

- (1) Selecting from Multiple Tables
- (2) Specifying Multiple Conditions
- (3) Performing Calculations in Queries
- (4) Grouping Data in Queries

- (1) Selecting from multiple Tables -

For making Query from multiple Tables -

- First, select tables
- Then, select Fields you want to display
- Give a criterion

- (2) Specifying multiple conditions -

For making Query with specification of multiple conditions -

- First, specify criterion of And condition Horizontally.
- Then, specify criterion of OR condition Vertically.

(3) Performing Calculations in Queries -

For performing calculations in Queries -

- Go to Field Row and calculation expression.
- Go to Alias Row and write any desired heading.

(4) Grouping Data in Queries -

For Grouping Data in Queries two things are required -

(i) A group-field

(ii) Grouping function
or

Aggregate functions

↓
A field used for
grouping of Records

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Count : count no. of Records in
group of Records
Sum : total of a field's value
for a group of Records

→ This kind of Query is used for grouping a data of same type.