**Use case**

query wizard

**Scope**

The scope of this use case is to create query

**Actors**

Company

**Description**

This use case describes how can quickly access, calculate, and summarize the records that they pull from the various tables. Access provides you with a simple query wizard which you can use to initially create queries.

**Activation**

The use case starts when the user selects the Create tab, locate the query and click the query .

**Flow description**

1. Select the **Create** tab on the Ribbon, and locate the **Queries** group.
2. Click the **Query Design**command.
3. Access will switch to **Query Design view**. In the **Show Table** dialog box that appears, select the table you want to run a query on.
4. Click **Add**, then click **Close**.
5. The selected table will appear as a small window in the **Object Relationship pane**. In the table window, double-click the **field names** you want to include in your query. They will be added to the **design grid**in the bottom part of the screen. In our example, we want to mail invitations to customers who live in a certain area, so we'll include the **First** **Name**,**Last Name**, **Street Address**, **City**, and **Zip Code**fields.
6. Set the **search criteria**by clicking the cell in the **Criteria:**row of each field you want to filter. Typing criteria into more than one field in the Criteria: row will set your query to include only results that meet all criteria
7. After you have set your criteria, **run** the query by clicking the **Run** command on the **Design** tab.

**Termination**

The use case terminates when user saves the query wizard