

# Learning Objectives

The student should be able to:

- ❖ **Understand the commonly used option in the Design Grid pane.**
- ❖ **Create Query from single table or two\_table Query**
- ❖ **Add criteria to a query using arithmetic and logical operators ,wildcards in a query**
- ❖ **Edit a query: add, remove, move, hide, and unhide fields.**
- ❖ **Delete and Run a Query**

# Queries

A query is a question relating to the data with a specific answer to it. It is a way of retrieving specific information from single or multiple tables of the database.

Follow these steps to raise a query in MS Access 2010:

1. Open the database.
2. Click on the **Create** tab and then select the **Query Design** option in the **Queries** group.
3. The **Show Table** dialog box appears. In the **Tables** tab, select the table from the list of tables created and click on **Add**.
4. Repeat the same step to add more tables. Click on **Close** after the required tables have been added.
5. The **Query** tab opens. The upper pane displays the tables selected. The lower pane represents the **Design Grid**.

**Design Grid pane:** The portion of the Query tab where fields and criteria for the query are added.

Some of the commonly used options that can be filled in this pane are explained in the table below.

Property	Description
Field	Shows the fields in the selected table to be included in the query.
Table	Displays the name of the table from which the field has been added.
Sort	Determines the sorting order of the data in the datasheet produced by the query.
Show	A checkbox that shows or hides the fields.
Criteria	Specifies the condition on which the query will have to be answered.
or	For specifying alternative criteria on which the query will be resolved.

Design Grid properties

6. Click on the down arrow in the Field property boxes and add the fields in the chosen order. The corresponding name of the table will appear in the Table property.

Click on the table name with the asterisk (\*) symbol in the drop-down list, to add all the fields of the table to the query. You can also double-click on a field name in the upper pane or drag it to the chosen box to add it to the Field property in the Design grid.

7. Sort the data in the selected field based on your preference using the Sort property.
8. Specify the criterion for the query in the Criteria property box. Add multiple criteria in the property box.

## To run a query

Follow these steps to run a query:

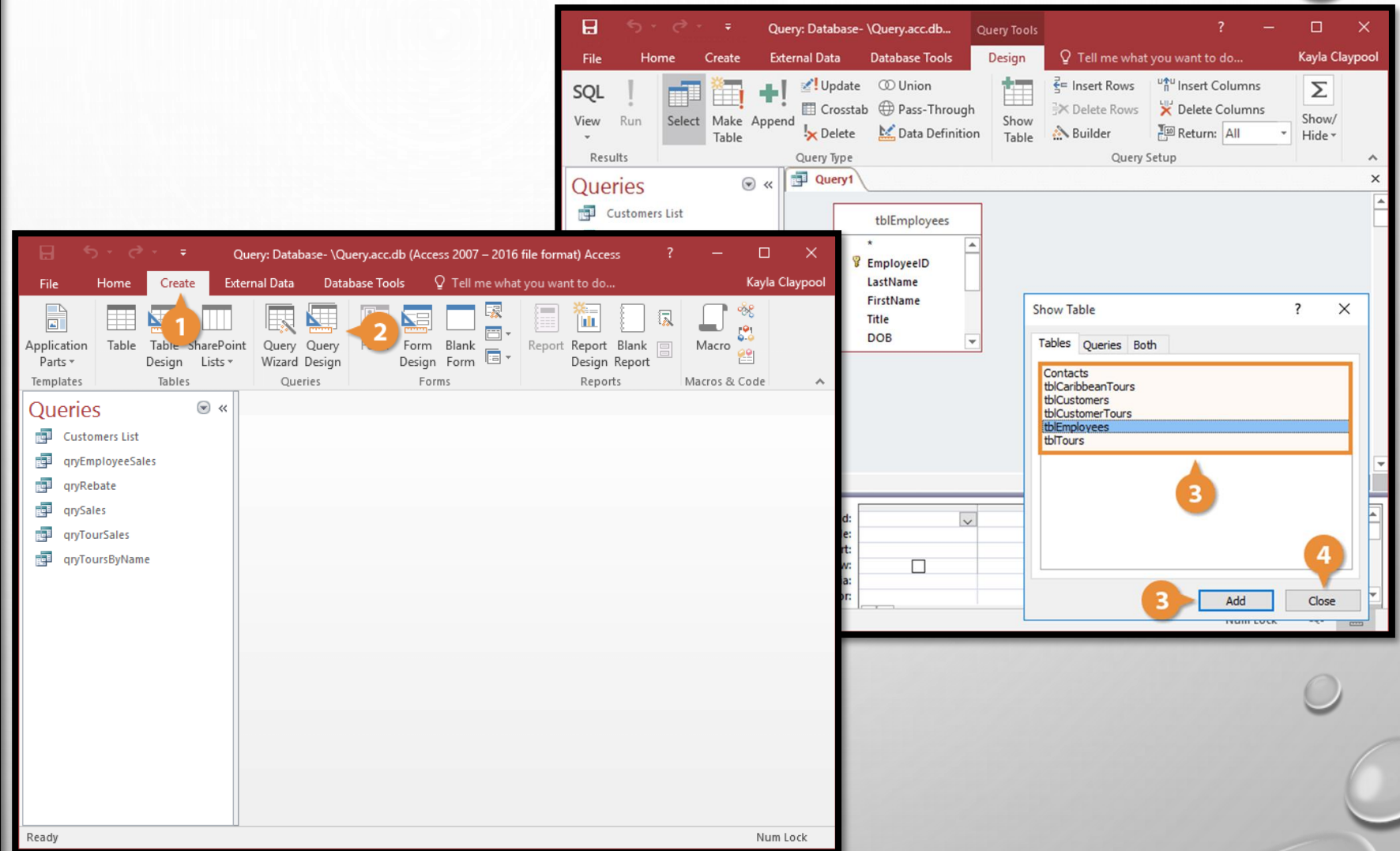
Click on the **Design** tab  $\implies$  **Results** group  $\implies$  **Run** option.



# To create a **Query** from **one** table using form Query Design do the following:

## Create a Query

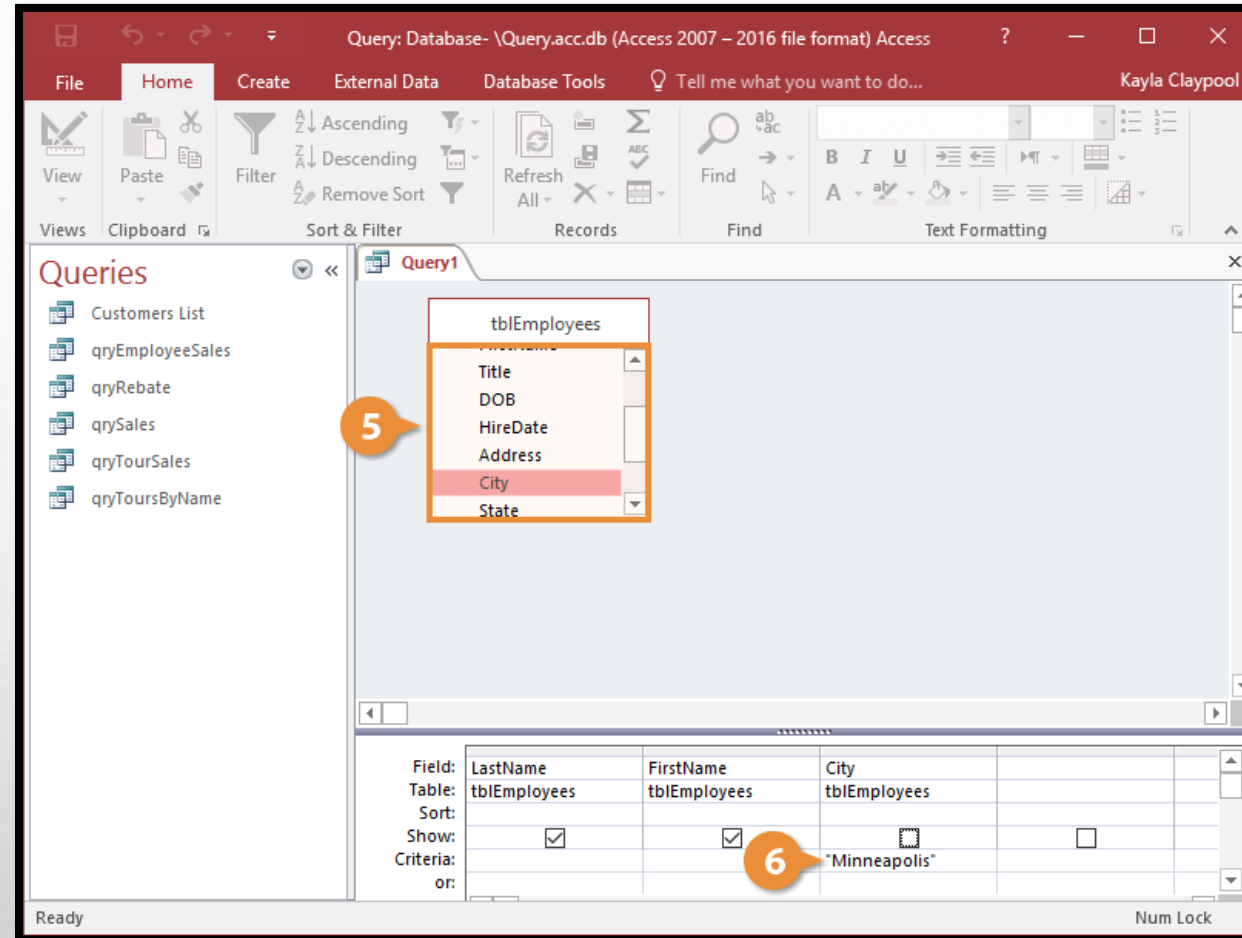
- 1 Click the **Create** tab on the ribbon.
- 2 Click the **Query Design** button.
- 3 Select the table you want to add to the query and click **Add**.
- 4 Click **Close**.
- 5 Double-click each field you want to include in the query.
- 6 Enter any search criteria for the field in the **Criteria** box.



# To create a **Query** from **one** table using form Query Design do the following:

## Create a Query

- 1 Click the **Create** tab on the ribbon.
- 2 Click the **Query Design** button.
- 3 Select the table you want to add to the query and click **Add**.
- 4 Click **Close**.
- 5 Double-click each field you want to include in the query.
- 6 Enter any search criteria for the field in the **Criteria** box.

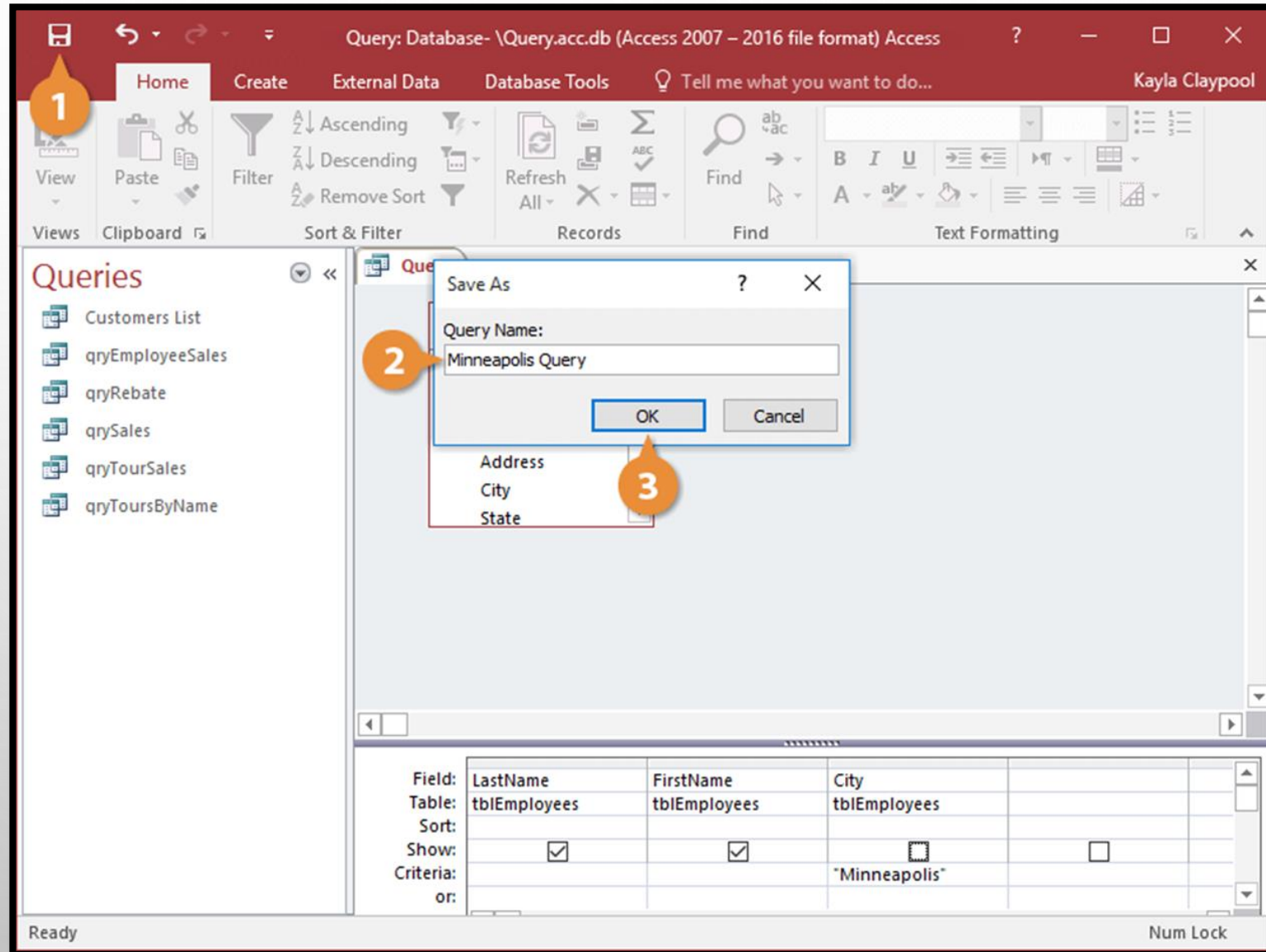


**Note**: You can also add tables to a query by dragging them from the Navigation Pane to the top half of the Query window.

# To Save a **Query** do the following:

## To Save a Query

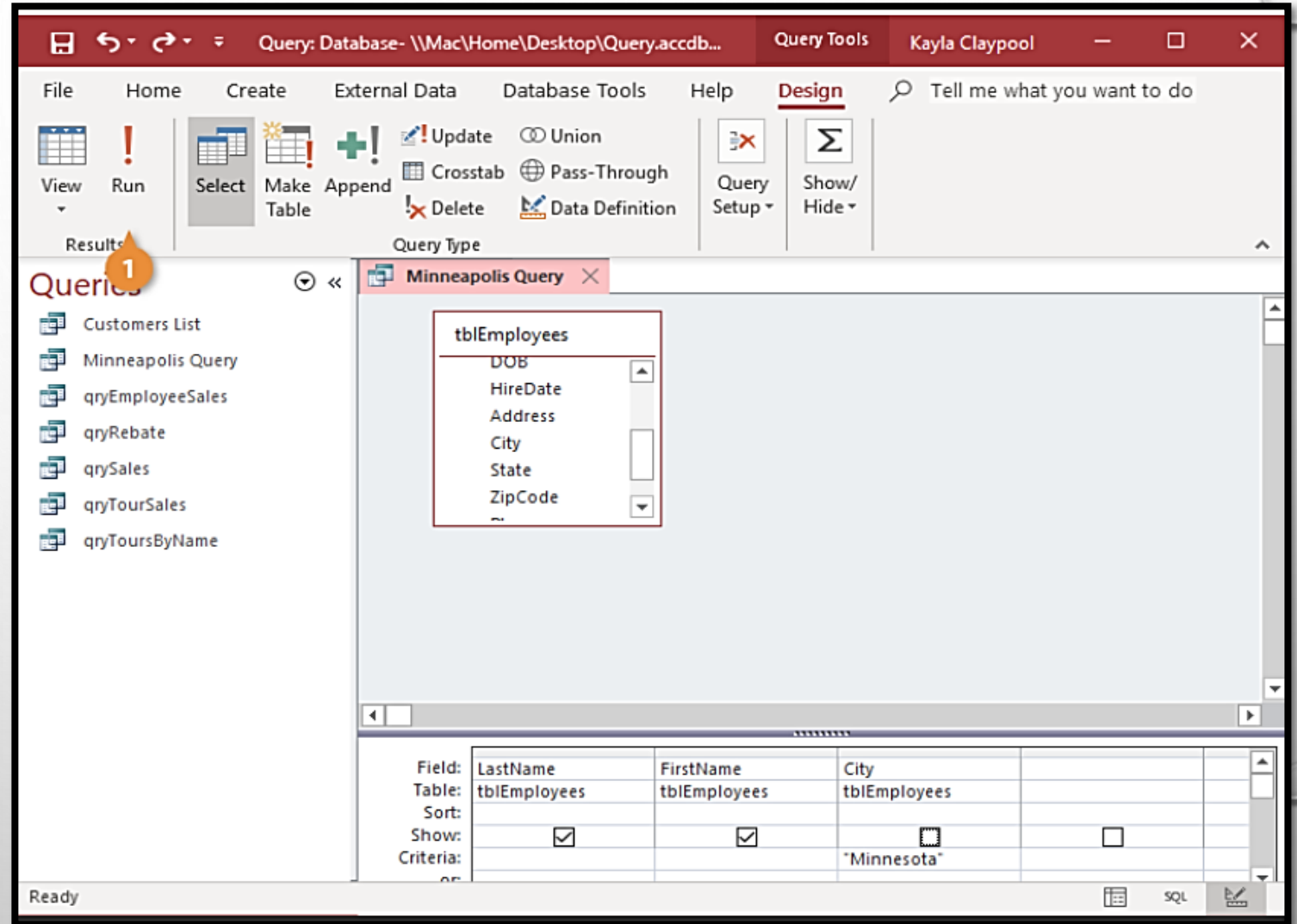
- 1 Click the **Save** button.
- 2 Enter a name for the query.
- 3 Click **OK**.



# To Run a **Query** do the following:

## To Run a Query

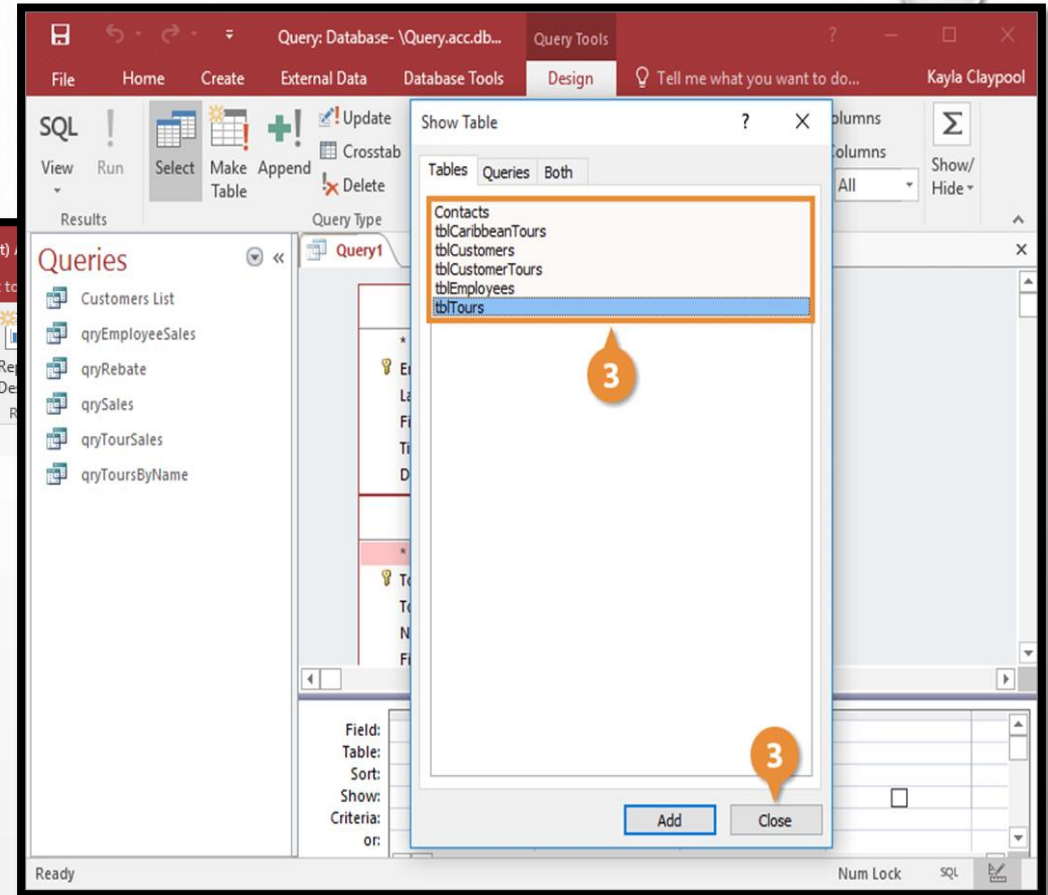
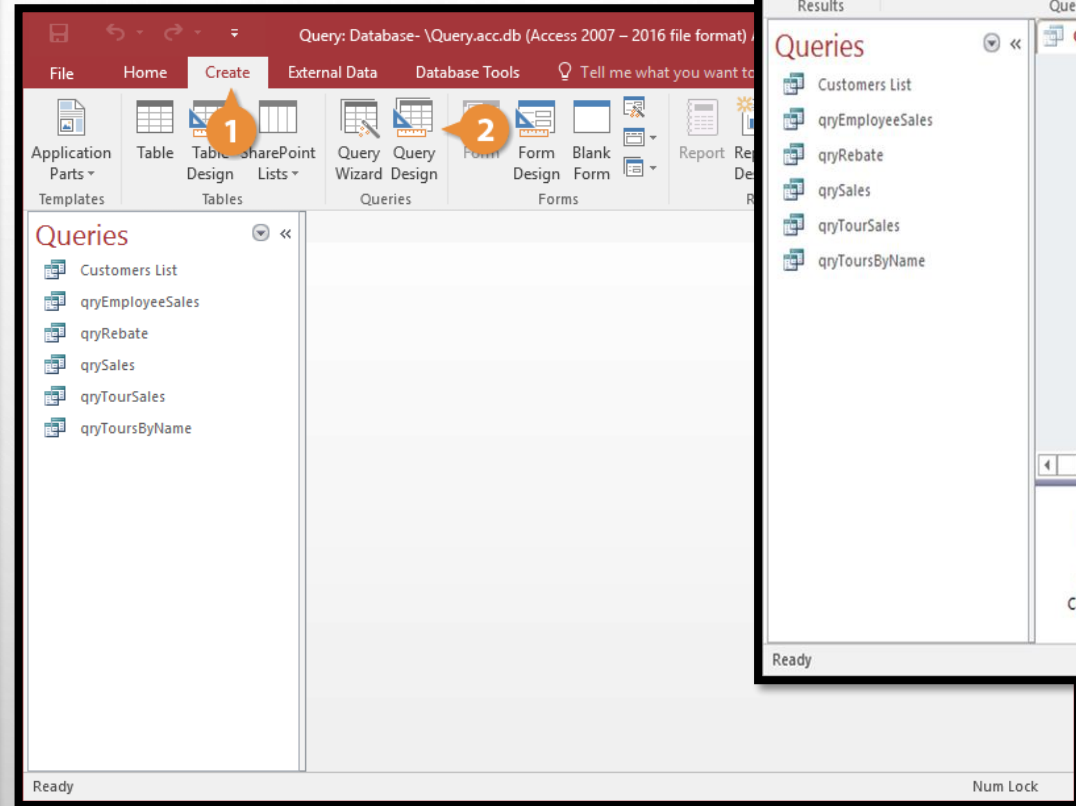
- 1 Open the query or click the **Run** button if you're in Design view.





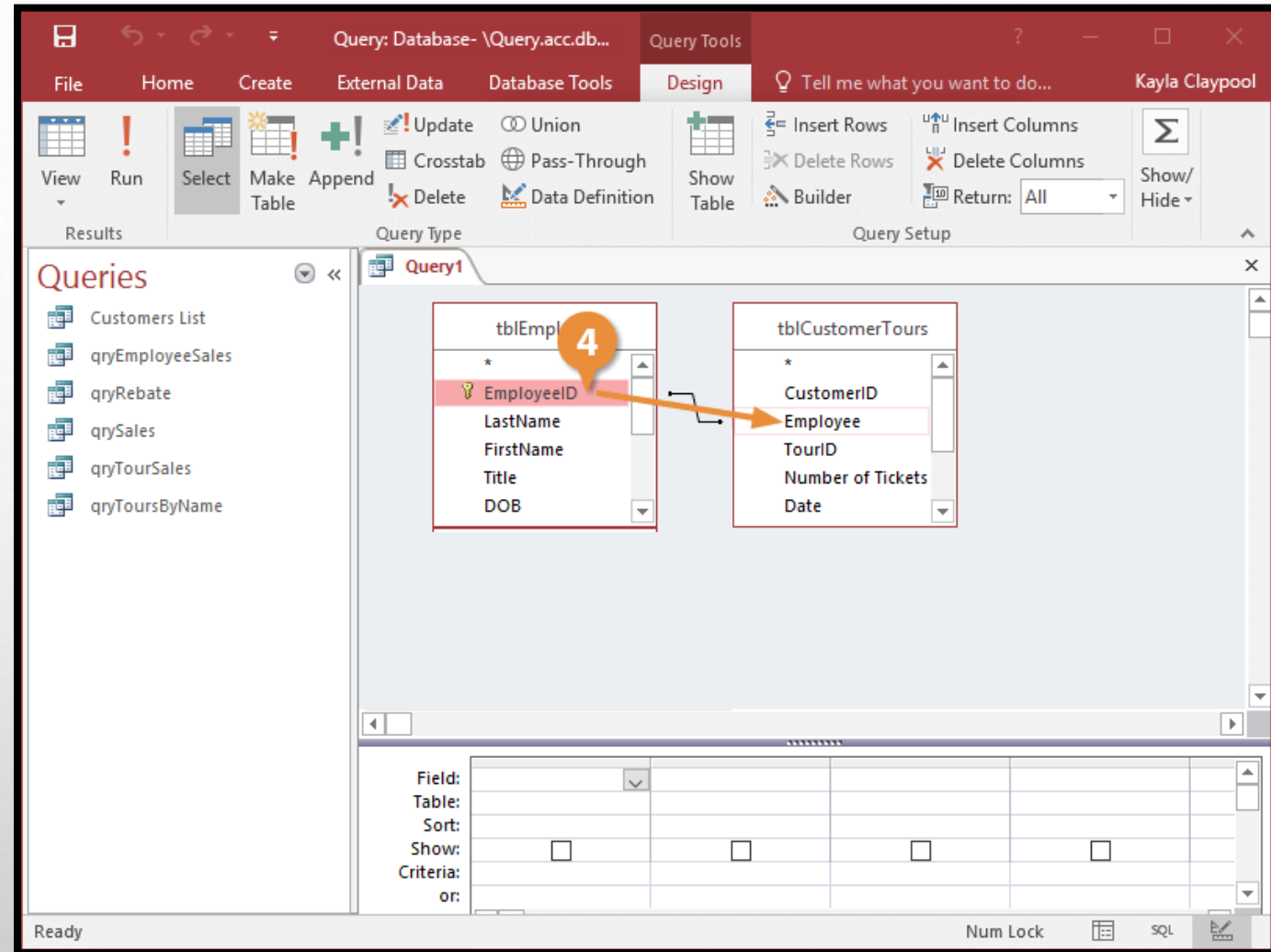
# To create a **Query** from **two-table** using form Query Design do the following:

- 1 Click the **Create** tab on the ribbon.
- 2 Click the **Query Design** button.
- 3 Double-click the tables or queries you want to use and click **Close**. (Choose two tables)
- 4 If necessary, join the fields between tables.
- 5 Double-click each field you want to include in the query.
- 6 Enter any search criteria for the field.
- 7 Click the **Save** button.
- 8 Enter a name for the query and click **OK**.



# To create a **Query** from **two**-table using form Query Design do the following:

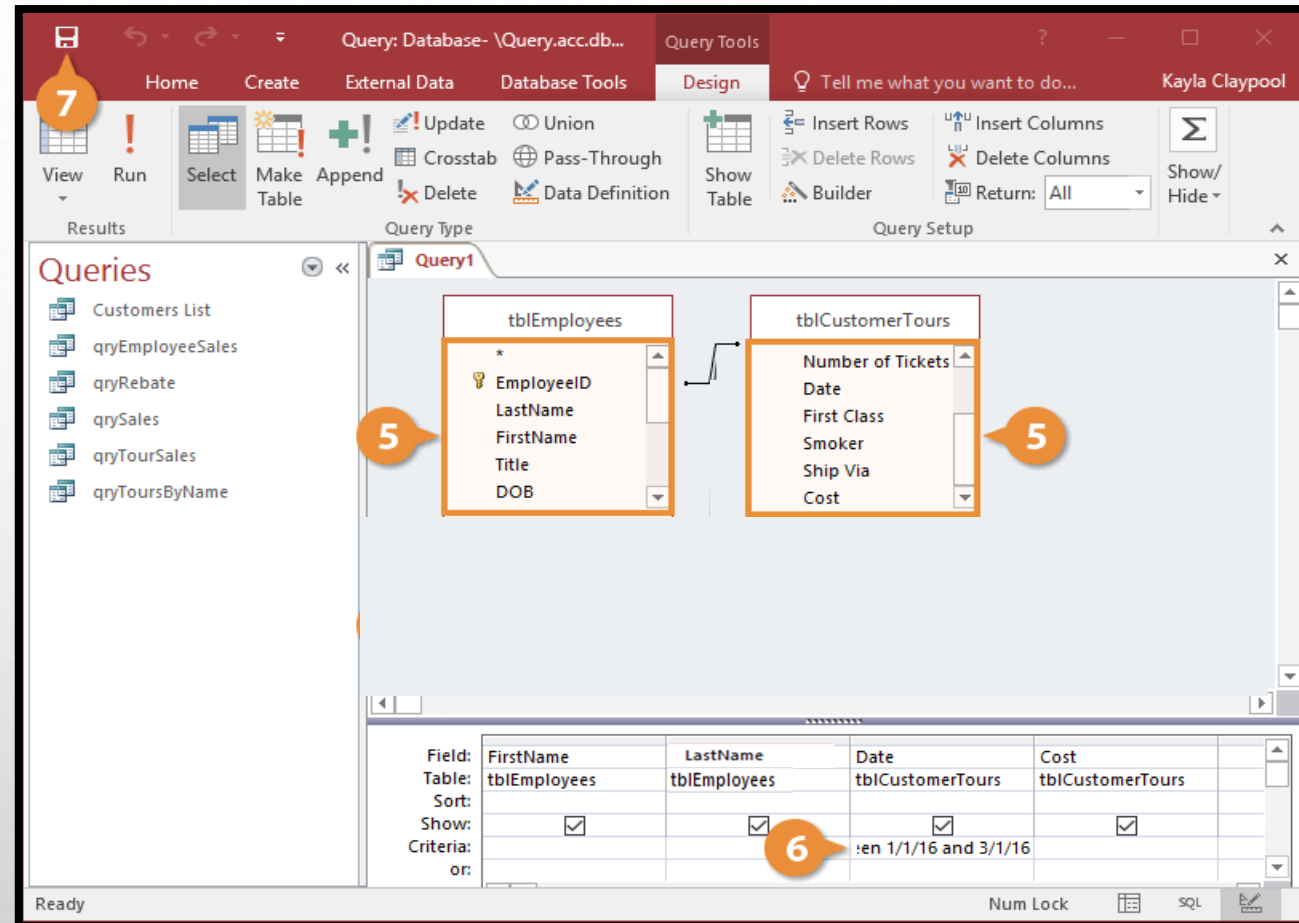
- 1 Click the **Create** tab on the ribbon.
- 2 Click the **Query Design** button.
- 3 Double-click the tables or queries you want to use and click **Close**. (Choose two tables)
- 4 If necessary, join the fields between tables.
- 5 Double-click each field you want to include in the query.
- 6 Enter any search criteria for the field.
- 7 Click the **Save** button.
- 8 Enter a name for the query and click **OK**.



**Note:** No need to do the step4 is not included .

# To create a **Query** from **two-**table using form Query Design do the following:

- 1 Click the **Create** tab on the ribbon.
- 2 Click the **Query Design** button.
- 3 Double-click the tables or queries you want to use and click **Close**. (Choose two tables)
- 4 If necessary, join the fields between tables.
- 5 Double-click each field you want to include in the query.
- 6 Enter any search criteria for the field.
- 7 Click the **Save** button.
- 8 Enter a name for the query and click **OK**.



## TO enter the Criteria in Design view **Numbers:**

- Less than to 45:

<45	Criteria	<45
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- Less than or equal to 45:

<=45	Criteria	<=45
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- Greater than or equal to 45:

>=45	Criteria	>=45
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- Equal to (is) 45:

=45	Criteria	=45
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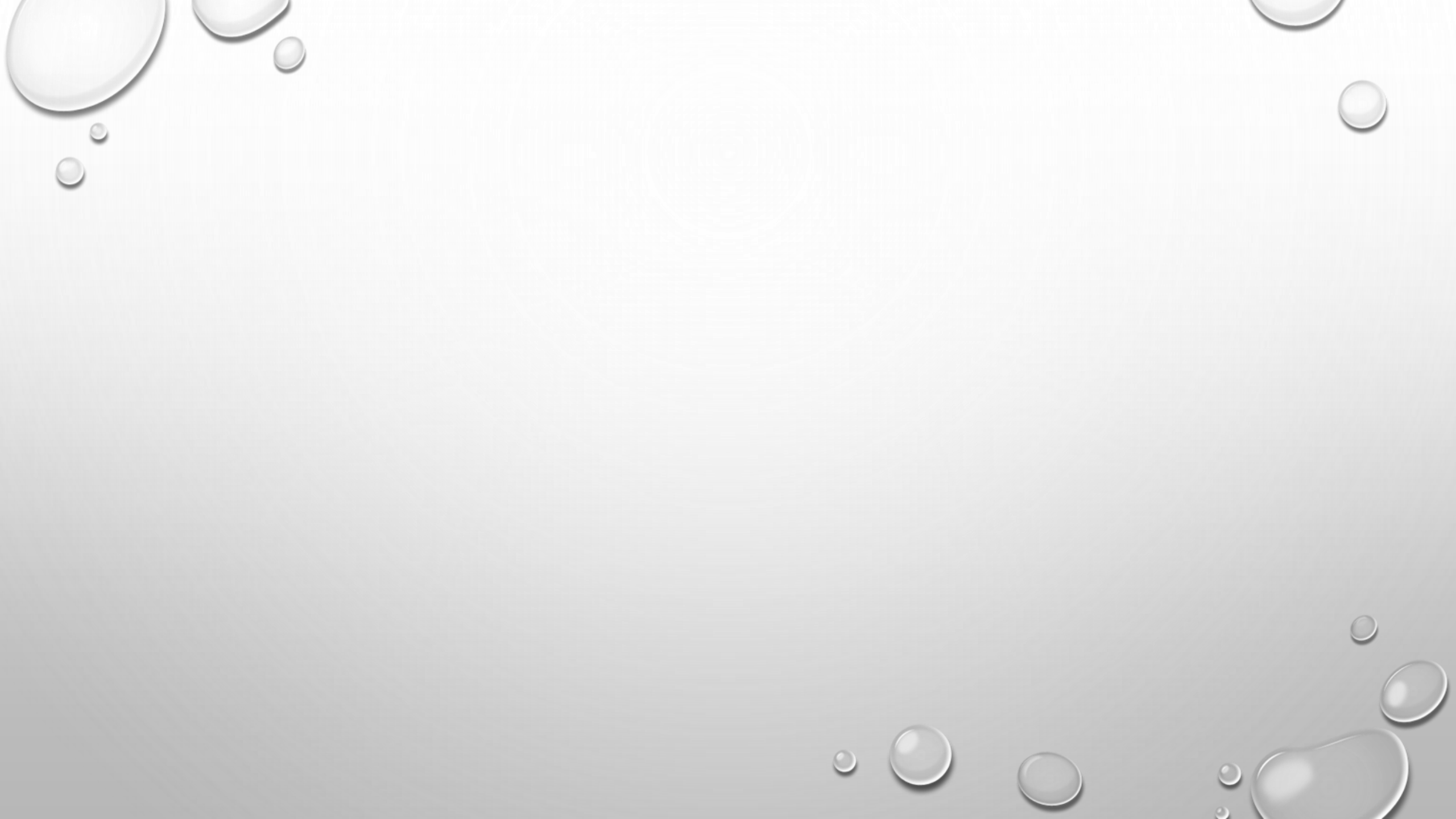
- Does not equal to (Excludes) 45:

<>45	Criteria	<>45
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- Number must be between 10 and 100 :

Between 10 and 100	Criteria	Between 10 and 100
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## TO enter the Criteria in Design view: **Text Data type**

### Wild cards(\*,?):

- The Data must contain (include) “er” : \*er\*

Criteria	“*er*”
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- The Data must start (begin) with “me” : me\*

Criteria	“me*”
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- The Data must end with “ly” : \*ly

Criteria	“*ly”
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- The Data must start with “be” and it only consists of four letters:

be??

Criteria	“Be??”
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- The Data must end with “er” and it only consists of five letters:

???er

Criteria	like”???er*”
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\*

(Matches any number of characters)

?

(Matches single alphabetic of character)

After Pressing the Enter Key it will Change to Like “me\* “

## TO enter the Criteria in Design view: **Date and time Data type:**

- Today's date : =Date()

Criteria	=Date()
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- Today's date or later : >=Date()

Criteria	>=Date()
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- Today's date or earlier: <=Date()

Criteria	<=Date()
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- After 2/3/2020: > 2/3/2020

Criteria	> 2/3/2020
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- Before 2/3/2020: < 2/3/2020

Criteria	< 2/3/2020
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- On or After 2/3/2020: >= 2/3/2020

Criteria	< #2/3/2020#
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After Pressing the Enter Key it will Change to >#2/3/2020#

Add criteria to a query using one or more of the following **logical operators**:

or

Criteria		>=Date()
Or	<=45	

And

Criteria	<=45	>=Date()
Or		

## Notes:

- **Not Equal:** Type **NOT** or **<>**
- **Yes/No:** Type **Yes** or **No** or type **True** or **False**
- **Text:** Type **text** or **=text**
- **wildcards Symbols :**

**\***

(Matches any number of characters)

**?**

(Matches single alphabetic of character)



# Apply these skills:

- 1) Open the **Delivery2014 Query**. Add **criteria** to show all Company that have a **ProductID** **between 4 and 7**. Then **save** .
- 2) Move the **SupplierID** field from the **Delivery2014 Query**, so that it appears immediately **after** the **amount** field, then **Save** . [1Minute]
- 3) Open the **Delivery2014 Query**. Add **criteria** to show records where the Suppliers number is **not equal to 3** **Or** the **DeliveryDate** is **after 1/1/2014** ,Then **save**. [1Minutes]
- 1) Remove the **NewSupplier** field from the **Delivery2014** query. Then **save** and **close**. [1Minute]

# Apply these skills:

1) Create a **new query** using all the fields from **supplier** table , to show records with **supplier ID** greater than or equal **2**. **Save** it with the name **rosary\_Query**. **Save** and **close** your database. [2Minutes]

2) Create a **new** query from **two tables** using the following:  
The **productID** and **Amount fields** from the **Deliveries** table and  
the **Company** and **ContantPerson** field from the **Suppliers** table.  
To show all companies whose name **contains word "Fruit "**then save it with name **Company\_Query**.**Save** and **close** your database . [2 Minutes]