# Access Lesson 3
# Creating Queries

## Microsoft Office 2010
## Introductory

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# Student Learning Outcomes:

Students should be able to:

- Create a Query in Design view.
- Sort and Filter data in a datasheet.
- Create Relationships in a database.
- Create a Query based on more than one table.

# Database Objects

| Object | Description |
|--------|-------------|
| **Table** | **Stores all the data** in the database in a format called a datasheet.  Similar in appearance to a worksheet. |
| **Query** | Used to **search and retrieve** records from tables using criteria(s). |
|  |  |
|  |  |

# Creating a Query in Design View

- A **Query** is a database object that lets you search the database based on a criteria.

- The result of a query is a datasheet that includes the records you are searching for.

# **Steps to Creating a Query in Design View:**

1. Select Table to use. Add to Query Grid.
2. Select Fields to include in Query. Add to Query Grid.
3. Enter Criteria.
4. Run the Query.
5. Verify Results.
6. Save Query.

# Using Operators in a Criteria

- Relational operators

| OPERATOR | DESCRIPTION |
|----------|-------------|
| > | Greater than |
| < | Less than |
| = | Equal to |
| >= | Greater than or equal to |
| <= | Less than or equal to |
| <> | Not equal |

# Creating Table Relationships

- To create a **Relationship** between two tables, you must design the tables so they contain a common field.

- A **common field** is a field that appears in both tables, has the same data type, and contains the same values.

# Creating Table Relationships

- Relationships window after creating a one-to-many relationship