

Access Module 3

Creating Query Object

Microsoft Office 2016
Introductory



Student Learning Outcomes:

Students should be able to:

- Importing data from Excel, Access or Text file.
- 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

