

# **Access Module 3a Creating Query Object in Design View**

**Microsoft Office 2016  
Introductory**



# Student Learning Outcomes:

SLO#1: **Importing** data from an Excel file and a Text file.

SLO#2: **Create a Query** in Design view.

SLO#3: **Sort** and **Filter** data in a datasheet.

# Database Objects

Object	Description
<b>Table</b>	A <b>collection of fields</b> that describe a person, place, object, event, or idea. Formatted in a <b>datasheet</b> .
<b>Query</b>	Used to <b>search and retrieve</b> records from tables using <b>criteria(s)</b> .

# Using Relational Operators in a Criteria

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

## Using **Comparison Operators** in a Criteria (page AC 142)

Operator	Meaning	Example
<b>Between...And...</b>	between two values (inclusive)	<b>Between 50 And 325</b>
<b>In ( )</b>	in a list of values	<b>In ("Hall", "Seeger")</b>
<b>Like</b>	matches a pattern that includes <b>*wildcards*</b>	<b>Like "edu*"</b>
		<b>words like start with edu</b> (for example: educate, educators, educating)

# Create a Query in Design View:

- Step 1:** Select Table to use.
- Step 2:** Select Fields.
- Step 3:** Enter Criteria(s).
- Step 4:** Run the Query.
- Step 5:** Check your Results.
- Step 6:** Save Query.