

# **Access Module 3b**

## **Creating Multi-Table & Multi-Criteria Query Objects**

**Microsoft Office 2016  
Introductory**



# Student Learning Outcomes:

- SLO#1:Create **Table RELATIONSHIPS** in a database.
- SLO#2:Create a **Multi-Table and Multi-Criteria Query** in Design view.
- SLO#3:Logical Operators **AND / OR**

# Database Objects

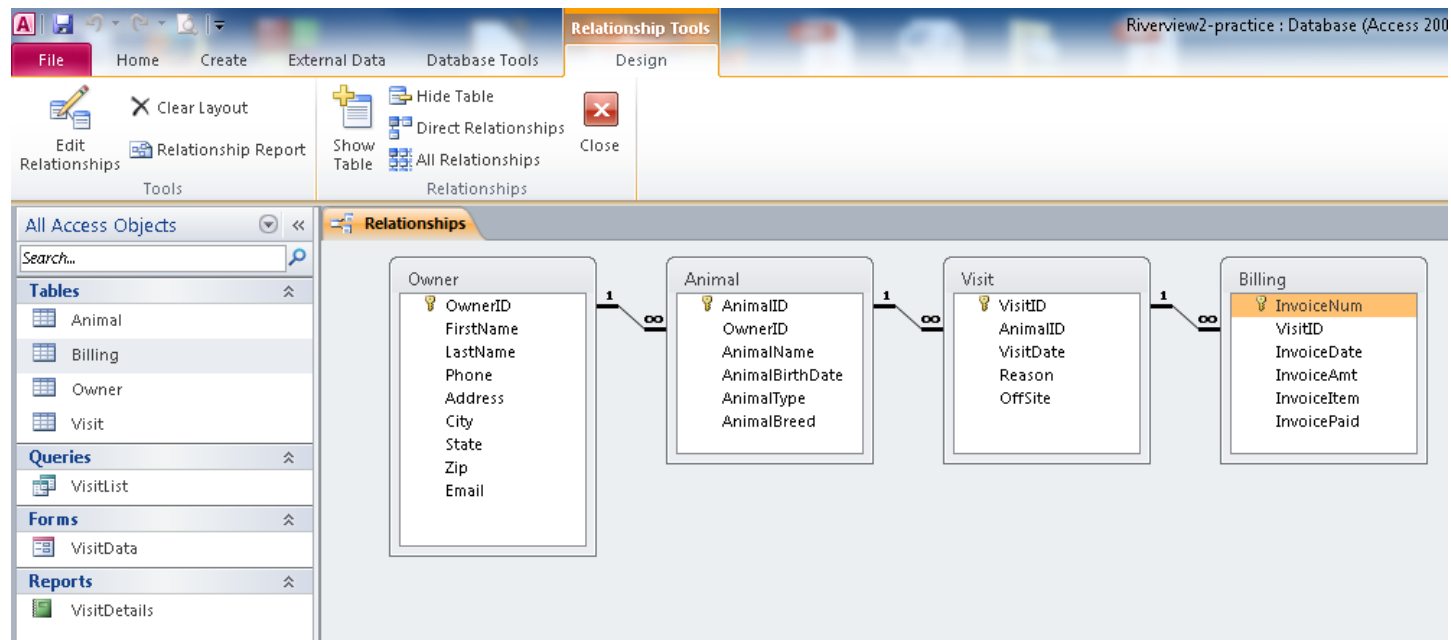
Object	Description
<b>Table</b>	A <b>collection of fields</b> that describe a person, place, object, event, or idea. Formatted in a <b>datasheet</b> .
<b>Query</b>	Used to <b>search and retrieve</b> records from tables using <b>criteria(s)</b> .

# Creating Table Relationships

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

# Creating Table Relationships

- Relationships window after creating a **One-To-Many Relationship**



# 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 "706*"</b>