

Microsoft Office 2007: Essentials, Revised Edition



Lesson 24: Getting Answers with Queries

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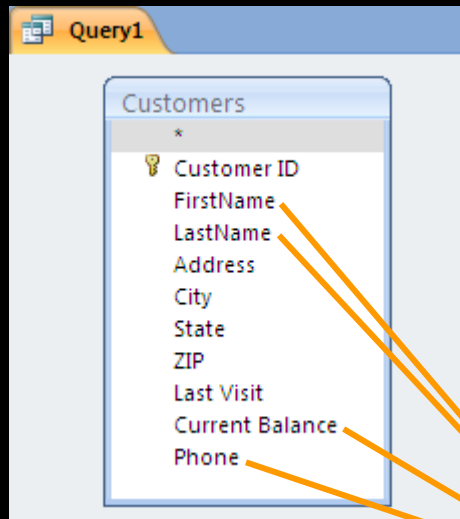
What Are Queries?

- **Objects that pull specific records from one or more tables**
 - ▲ Records stored in a temporary table (recordset)
- **Determine which records are pulled**
 - ▲ Specify fields
 - ▲ Use criteria



What Are Queries?

- The Query Design Grid

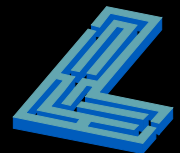


Field:	FirstName	LastName	Phone	Current Balance
Table:	Customers	Customers	Customers	Customers
Sort:		Ascending		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				> 200
or:				

Table from which fields are taken

Sort option

Criteria



What Are Queries?

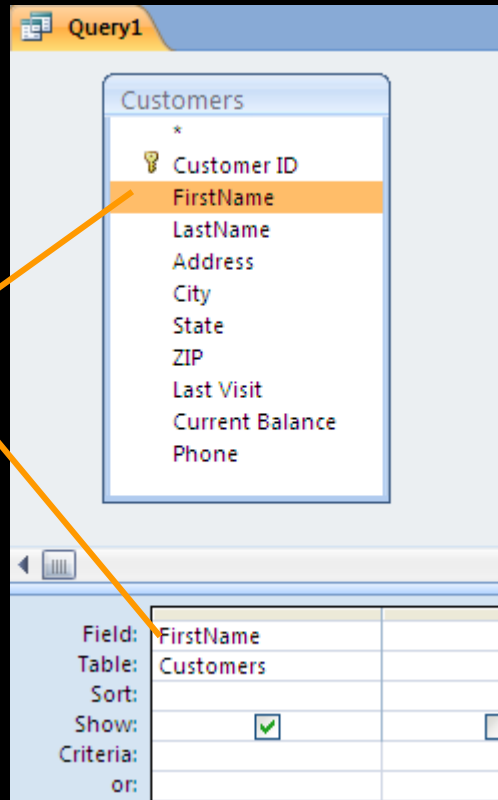
- Add fields

- ▲ Several techniques



- Remove fields

Double-click
to add



What Are Queries?

- Run queries to view results
- Edit data in recordsets to edit data in table
- Sort query results in ascending or descending order
- Sort with multiple fields from left to right



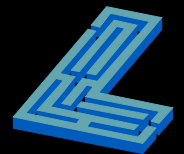
Using Criteria to Select Records

- Equality criteria matches records exactly

Field:	FirstName	LastName	Phone	Current Balance	State
Table:	Customers	Customers	Customers	Customers	Customers
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:					"CA"
or:					

Query1	FirstName	LastName	Phone	Current Balance	State
	Mark	Roth	(510) 555-9090	\$235.00	CA
	Tony	Simpson	(510) 555-2233	\$185.00	CA
	Jason	Jones	(415) 555-2312	\$48.00	CA

An orange arrow points from the 'Criteria' row of the first table to the 'State' column. Another orange arrow points from the '"CA"' value in the 'Criteria' row to the 'State' column of the second table.



Using Criteria to Select Records

- Comparison criteria matches records in a range

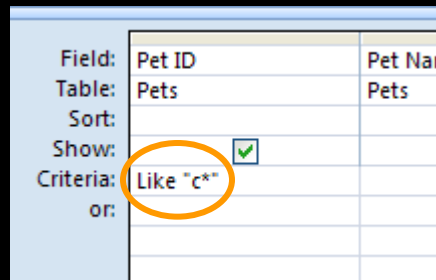
Field:	LastName	Phone	Current Balance	State
Table:	Customers	Customers	Customers	Customers
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			> 200	
or:				

FirstName	LastName	Phone	Current Balance	State
Mark	Roth	(510) 555-9090	\$235.00	CA
Maria	Rodriguez	(404) 555-8002	\$250.50	GA



Using Criteria to Select Records

- ☑ The Show Check box
 - Clear the Design Grid
 - ▲ Get a fresh start!
 - Wildcards
 - ▲ Find records where a field contains certain values



Using Criteria to Select Records

- Compound criteria

- ▲ AND criteria

Field:	Pet Name	Pet Type	Last Visit	Expenditures	Number of Visits
Table:	Pets	Pets	Pets	Pets	Pets
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		"dog"			>5
or:					

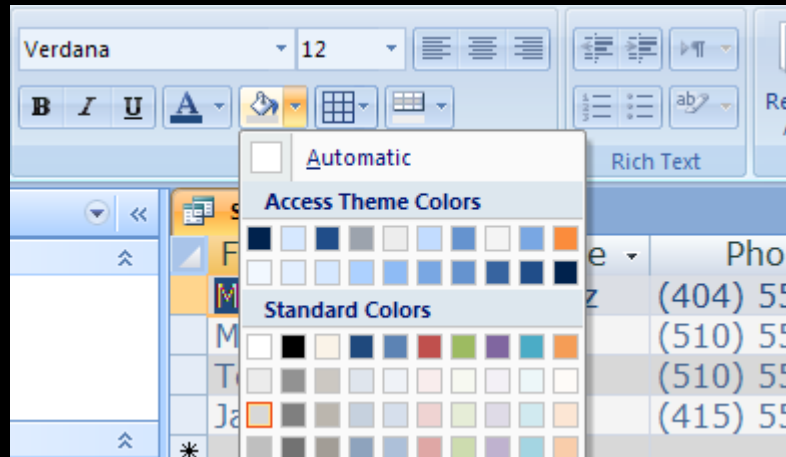
- ▲ OR criteria

Field:	Pet Name	Pet Type	Last Visit	Expenditures	Number of Visits
Table:	Pets	Pets	Pets	Pets	Pets
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		"dog"			
or:		"cat"			

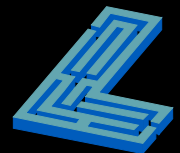


Using Criteria to Select Records

- Formatting toolbar



FirstName	LastName	Phone	Current Balance
Maria	Rodriguez	(404) 555-8002	\$250.50
Mark	Roth	(510) 555-9090	\$235.00
Tony	Simpson	(510) 555-2233	\$185.00
Jason	Jones	(415) 555-2312	\$48.00



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