Microsoft Office 2007: Essentials, Revised Edition

Lesson 24: Getting Answers with Queries
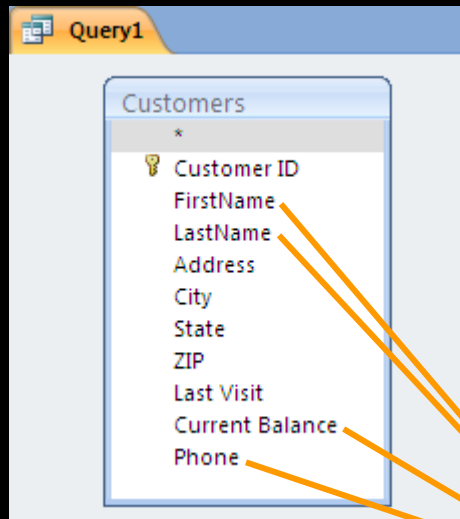
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What Are Queries?

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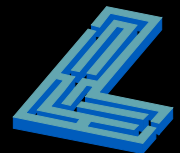 - ▲ Specify fields
  - ▲ Use criteria

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What Are Queries?

- **The Query Design Grid**

Table from which fields are taken

Sort option
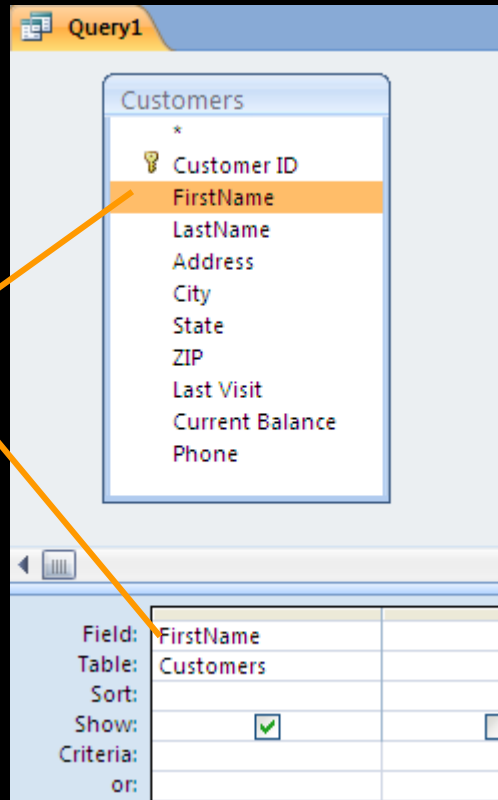
Criteria

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**
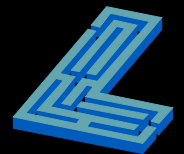- **Sort with multiple fields from left to right**

Using Criteria to Select Records

- **Equality criteria matches records exactly**

Using Criteria to Select Records

- **Comparison criteria matches records in a range**

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
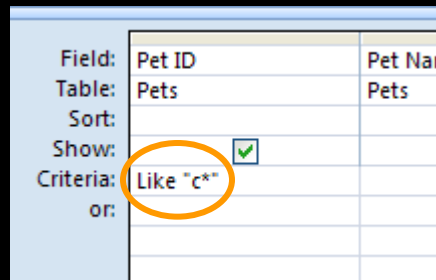
Using Criteria to Select Records

- **Compound criteria**
  - ▲ AND criteria

Field:	Pet Name	Pet Type	Last Visit	Expenditures	Number of Visits
Table:	Pets	Pets	Pets	Pets	Pets
Sort:					
Show:	☑	☑	☑	☑	☑
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:	☑	☑	☑	☑	☑
Criteria:		"dog"			
or:		"cat"			

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Using Criteria to Select Records

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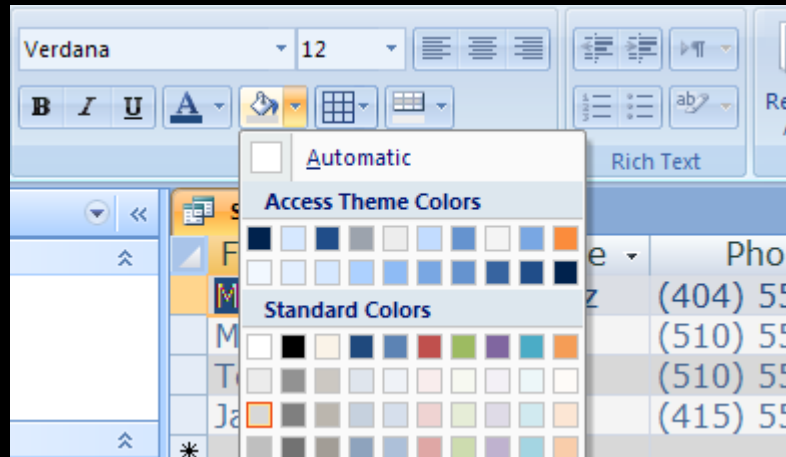
FirstName	LastName	Phone	Current Balance
Maria	Rodriguez	(404) 555-8002	$250.50
Mark	Roth	(510) 555-9090	$235.00
Tony	Simpson	(510) 555-2233	$185.00
Jason	Jones	(415) 555-2312	$48.00
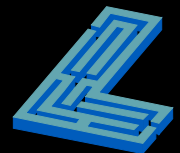
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