
CREATING QUERIES

USING ACCESS 2000

USING ACCESS 2000

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Creating Queries Using Access 2000

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LESSON 1 - USING SIMPLE QUERIES

In this lesson, you will learn how to:

- Use queries and RecordSets
- Use the Simple Query Wizard
- Create a query in Design view
- Open a query
- Add a table to a query
- Join tables in a query
- Run a query

USING QUERIES AND RECORDSETS

Discussion

A query is a question about information in a table or tables. You can use queries to view and analyze data or as a basis for forms and reports. Queries are commonly used to display fields from related tables and enable you to control not only what records display, but also what fields display. For example, you may want a list of the contacts and telephone numbers for a particular region to give to one of your sales representatives. By creating what is called a select query, you can limit the records to the appropriate region and limit the fields to the contact name and telephone number.

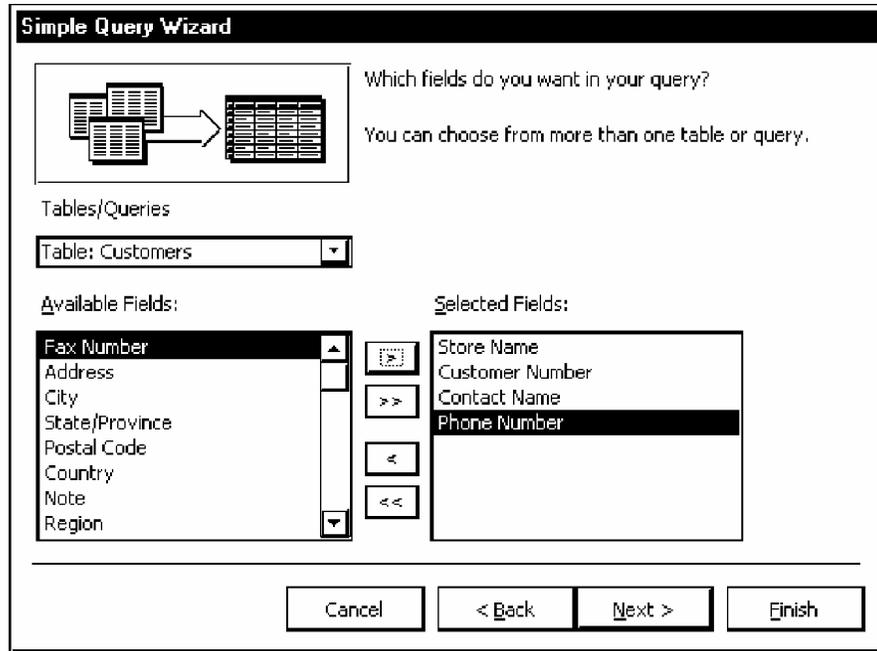
A query does not contain data. Rather, it is a set of instructions. Access uses these instructions to select and display the appropriate records in a table. Therefore, when you add data to a table, you do not have to update the query. The query always considers all the data in the table. If the new records meet the conditions of the query, they will be included when the query results appear.

When you open or run a query, a RecordSet appears. A RecordSet contains all the fields and records that meet the conditions of the query. While the RecordSet is not a table, it can be used under certain conditions to add and edit records in tables.

USING THE SIMPLE QUERY WIZARD

Discussion

Access provides a Simple Query Wizard that guides you through the steps to create a basic select query. When you use the Simple Query Wizard, you select the table you want to use and the fields you want to display in the query. In the last step, you name the query and then choose whether or not to display the results (the RecordSet) of the query or if you want to go to **Design** view to change the design of the query.



The Simple Query Wizard

- You can also activate the Simple Query Wizard by double-clicking the **Create query by using wizard** option in the **Queries** object list in the Database window, or by selecting the **Insert** menu and then selecting the **Query** command.

➔ **Steps**

1. Open the desired database.
2. Display the **Queries** object list.
3. Select the **New** button  on the Database window toolbar.
4. Select **Simple Query Wizard**.
5. Select **OK**.
6. Select the **Tables/Queries** list.
7. Select the table or query you want to use as the basis for the query.
8. Add the field(s) you want to display in the query from the **Available Fields** list box.
9. Select **Next**.

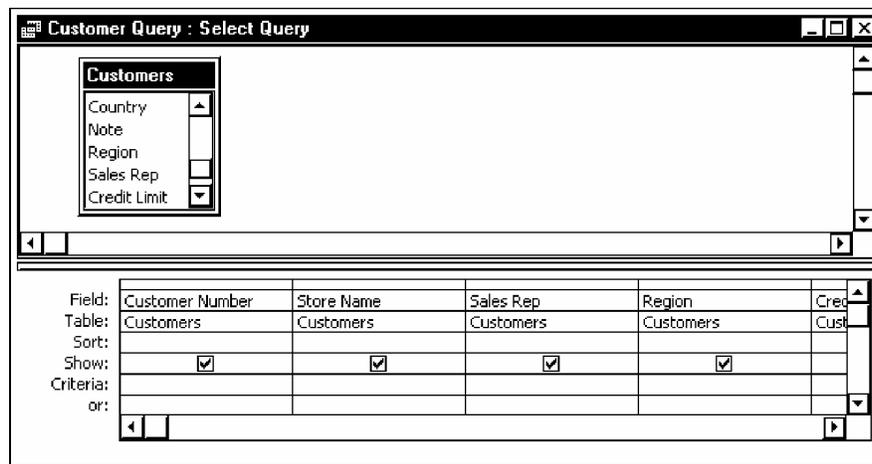
10. Type a name for the query.
11. Select **Finish**.

CREATING A QUERY IN DESIGN VIEW

Discussion

You can create a query in **Design** view. This option gives you the most flexibility in designing a select query. It allows you to add criteria to select records and sort the resulting RecordSet.

When you create a query in **Design** view, you use the design grid to set up the query. The field list of the table you want to use in the query appears in the top pane of **Design** view. You add the fields you want to use in the query to the design grid in the bottom pane of **Design** view, along with any sort orders or criteria for selecting records.



Creating a query in Design view

- You can also add fields by double-clicking the name of the field in the field list or by clicking in the desired column in the **Field** row of the design grid to display an arrow. When you click the arrow, a list of available fields appears from which you can select a field.
- You can also create a query in **Design** view by double-clicking the **Create query in Design view** option in the **Queries** object list in the Database window.

- You can add all the fields by dragging the asterisk (*) at the top of the field list to the **Field** row in the design grid.

→ Steps

1. Open the desired database.
2. Display the **Queries** object list.
3. Click the **New** button  on the Database window toolbar.
4. Select **Design View**.
5. Select **OK**.
6. Select a table to add it to the query.
7. Select **Close** to close the Show Table dialog box.
8. Select the first field you want to add to the query.
9. Drag the field to the desired column in the **Field** row in the design grid.
10. Add other fields to the query as desired.
11. Click the **Save** button .
12. Type a name for the query.
13. Select **OK**.

OPENING A QUERY

✎ Discussion

When you open a query, Access runs the instructions in the query and displays the resulting RecordSet in **Datasheet** view. If you have added records since the last time you ran a particular query, the new records will appear if they meet the query criteria.

- You can also open a query by double-clicking the query name in the **Queries** object list in the Database window, or by right-clicking the query name and then selecting the **Open** command.

→ Steps

1. Open the desired database.
2. Select the **Queries** object list.
3. Select the name of the query you want to open.

4. Select the **Open** button  on the Database window toolbar.

ADDING A TABLE TO A QUERY

✎ Discussion

You can use more than one table in a query. The tables must be joined in order for the query to give accurate results. If they are not joined, you can create a join in the top pane of **Design** view.

When you add more than one table, the field lists appear in the top pane of **Design** view. If the tables are already related, join lines appear automatically.

Once you have added a table to the query, you can then add fields from the field list to the design grid. The second row in the design grid is the **Table** row, which indicates from which table the field originates.

When you open **Design** view to design a new query, the Show Table dialog box opens automatically so that you can add multiple tables. However, when you open **Design** view to modify an existing query design (i.e., to add a table), you must open the Show Table dialog box manually.

- You can also open the Show Table dialog box by right-clicking in the top pane of **Design** view and then selecting the **Show Table** command, or by selecting the **Query** menu and then selecting the **Show Table** command.

→ Steps

1. Open the desired database.
2. Select the **Queries** object list.
3. Select the name of the query to which you want to add a table.
4. Select the **Design** button  on the Database window toolbar.
5. Click the **Show Table** button  on the **Query Design** toolbar.
6. Select the name of the table you want to add to the query.
7. Select **Close** to close the Show Table dialog box.

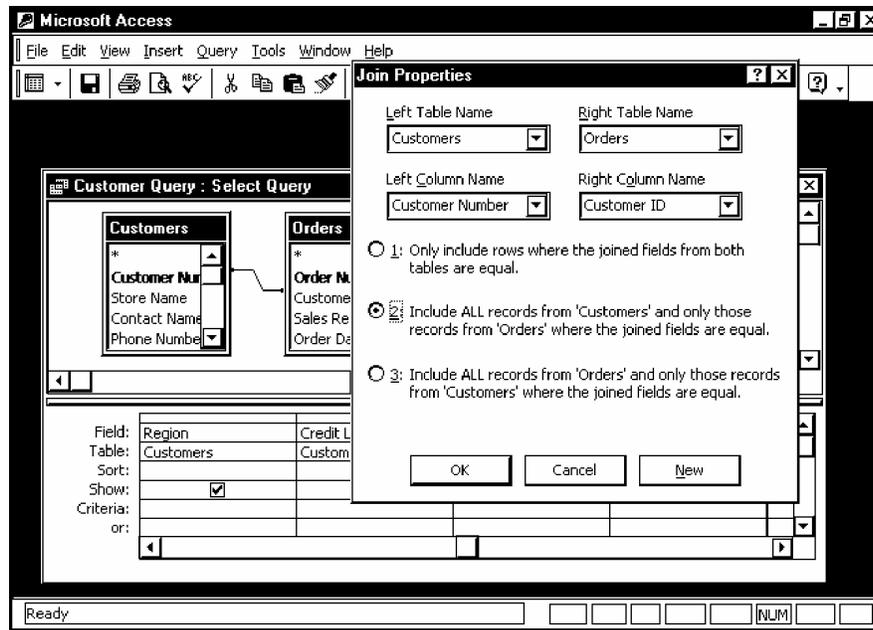
JOINING TABLES IN A QUERY

✎ Discussion

If you have multiple tables in a query, the tables must be joined in order for the query to give accurate and meaningful results. If Access does not know how to relate the data between tables, it displays every combination of data between the two tables. For example, if one table has 20 records and the other has 5, then the RecordSet will contain 100 records and the results are virtually meaningless.

If the relationships have already been defined in the Relationships window, join lines between the field lists display automatically in **Design** view. Therefore, if you add a related table to a query, a join line appears automatically. Access also automatically creates a join if there is a field with the same name in both tables. If there is no predefined relationship or fields with the same name, you must create the relationship.

The join type defined in the relationship is particularly important to queries. The default type is an inner join in which records are only included in the RecordSet if there is matching data in the join fields for both tables. You can also create an outer join in which all the records from the “one” table appear, even if there is no matching data in the “many” table.



Joining tables in a query

- Joins that you define in a query do not appear in the Relationships window.
- You can remove a join line in a query by right-clicking the desired join line and then selecting the **Delete** command.
- You can also open the Join Properties dialog box by right-clicking the join line and then selecting the **Join Properties** command, or by selecting the **View** menu and then selecting the **Join Properties** command.

→ Steps

1. Open the desired database.
2. Open the desired query in **Design** view.
3. Add a second table to the query, if necessary.
4. Select the join field in the field list of the first table.
5. Drag the field on top of the matching field in the field list of the second table.
6. Double-click the join line.

7. Select the desired join type.
8. Select **OK**.

RUNNING A QUERY

Discussion

You can run a query directly from **Design** view to display the RecordSet. This option is useful if you want to test the design of the query to see if the resulting RecordSet contains the information you need.

Running a query does not save the design of the query. If you close the RecordSet after running a query, a message box opens, asking if you want to save the changes.

- You can also run a query by selecting the **Query** menu and then selecting the **Run** command.

→ Steps

1. Open the desired database.
2. Open the query in **Design** view.
3. Click the **Run** button  on the **Query Design** toolbar.

LESSON 2 - MODIFYING QUERY RESULTS

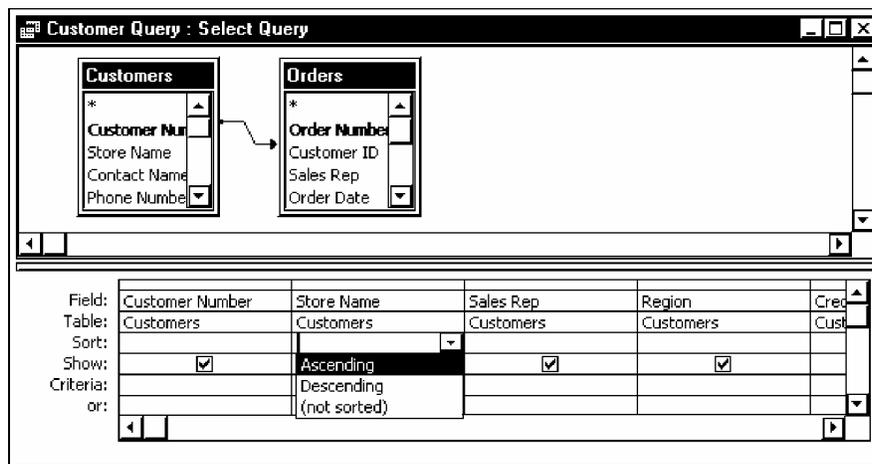
In this lesson, you will learn how to:

- Sort a query
- Add criteria to a query
- Hide a field in a query
- Add a record using a query
- Print a query

SORTING A QUERY

✎ Discussion

When you run a query, the records in the RecordSet appear in the same order in which they appear in the table. You can sort the records by either sorting the RecordSet or assigning a sort order in the query design. You can sort the RecordSet just as you would sort a table. However, you must do this every time you run the query. If you assign the sort order in the query design, Access performs the sort automatically each time you run the query.



Sorting a query

- You can sort on more than one field; for example, you can sort by region and then by states within the region. To sort on more than one field, the **Region** field must be to the left of the **State** field in the query design grid, since Access sorts from left to right in the design grid.

➔ Steps

1. Open the desired database.
2. Open the desired query in **Design** view.
3. Select the **Sort** row under the field by which you want to sort.
4. Select the **Sort** list.

5. Select **Ascending** or **Descending**.

ADDING CRITERIA TO A QUERY

Discussion

You can enter data in the **Criteria** row of the query design grid to restrict the number of records that are returned in a query.

To select records that meet a single value, you enter the value in the **Criteria** row under the appropriate field. Access automatically inserts quotation marks (“ ”) around alphanumeric entries and number symbols (#) around date entries. If the entry is numeric, the number appears without quotation marks. When you run the query, only those records with values that match the criteria appear in the RecordSet.

A RecordSet with specified criteria

- When entering a field name, it must be entered in the same way as it appears in the table.

→ Steps

1. Open the desired database.
2. Open the desired query in **Design** view.

3. Select the **Criteria** row under the desired field.
4. Type the value for the criteria.
5. Press **[Enter]**.

HIDING A FIELD IN A QUERY

Discussion

You can use a field to select records that meet a certain criteria without displaying the field in the RecordSet. This option is useful when all the records meet the same specified criteria and, therefore, you do not need the field to appear.

For example, you may want to create a query to display customers in the **Southeast** region. Therefore, you must add the **Region** field to the query in order to enter the criteria to select only the **Southeast** region. However, you might not want the field to appear in the RecordSet because you know that all the data in the **Region** field is the same (**Southeast**). In this case, you may want to hide the field you used for the criteria.

The design grid includes a **Show** row with a check box for each field. If the check box is selected, the field will appear in the RecordSet. If the check box is deselected, the field will be hidden in the RecordSet. All the **Show** field check boxes are selected by default.

→ Steps

1. Open the desired database.
2. Open the desired query in **Design** view.
3. Deselect the check box in the **Show** row under the field you want to hide.

ADDING A RECORD USING A QUERY

Discussion

You can use a query to update records in related tables. When you enter information into the join field for a primary table, Access automatically locates the corresponding

information in the related table and enters it into the record. For example, the **Orders** and **Customers** tables are related. When you enter the customer ID number in the appropriate field in the **Orders** table, Access completes the customer name and address information automatically through the relationship with the **Customers** table.

You can always edit information in queries based on a single table. In queries based on related tables, Access must be able to determine the relationship type (i.e., one-to-one or one-to-many), or you cannot edit information. In queries with tables that have a one-to-one relationship, you can always edit data. In queries with tables that have a one-to-many relationship, you may not be able to edit data at times. For example, this can happen if the join field from the “many” table is not in the query, since Access cannot create new records in the “many” table. For example, Access cannot create new orders for a customer if the query is based on the **Customers** table unless the **Customer ID** field from the **Orders** table is included in the query.

- You can use Help to get more details about when you can update data in a query containing tables that have a one-to-many relationship.

→ Steps

1. Open the desired database.
2. Open the desired query in **Datasheet** view.
3. Click the **New Record** button  on the **Query Datasheet** toolbar.
4. Type the necessary data in the first field.
5. Move to the next field.
6. Type the necessary data in the second field.
7. Move to the next field.
8. Continue to add data as necessary.
9. Save the current record.

PRINTING A QUERY

✎ Discussion

You can print the RecordSet resulting from a query. You can print it after you run a query, while it appears on the screen, or you can save time by printing it directly from the Database window. If you print the RecordSet from the Database window, Access runs the query and sends the results to the printer, rather than to the screen.

→ Steps

1. Open the desired database.
2. Select the **Queries** object list.
3. Select the name of the query you want to print.
4. Click the **Print** button  on the **Database** toolbar.

LESSON 3 - USING OPERATORS IN QUERIES

In this lesson, you will learn how to:

- Use comparison operators
- Use an And condition
- Use an Or condition
- Use the Between And operator
- Use a wildcard character

USING COMPARISON OPERATORS

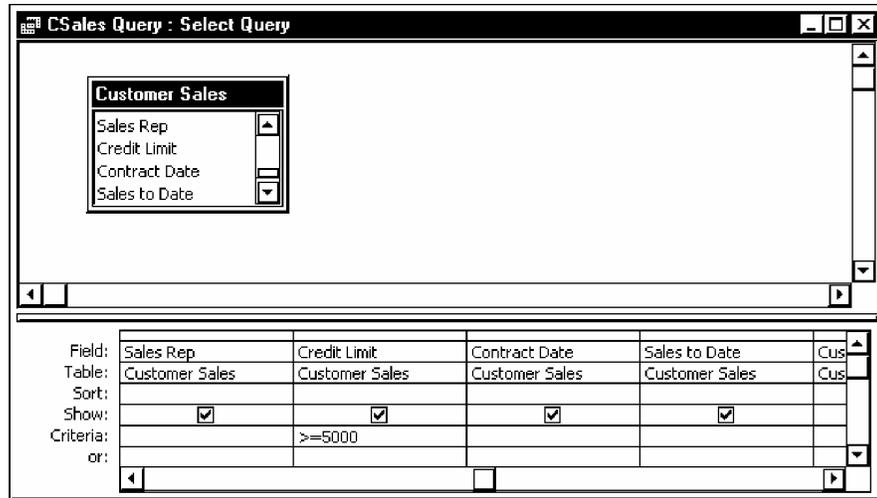
Discussion

You can enter criteria in the **Criteria** row of the query design grid in order to select specific records. The simplest criteria requires that records match a single value to be included in the RecordSet.

You can also use comparison operators to select a specific group of records in a table. For example, if you want to find all customers with credit limits less than \$1000, or all customers with a contract date on or before January 1997, you can write an expression that defines the criteria using a combination of comparison operators and field values, such as <1000 or <=1/1/97. Comparison operators are symbols that represent conditions recognized by Access. The available comparison operators are listed in the following table:

Operator	Description
<	less than
<=	less than or equal to
>	greater than
>=	greater than or equal to
=	equal to
<>	not equal to
Not	reverses logic

You can use a comparison operator to compare a specified value with all the values in a field. When you run the query, only the records with values meeting the criteria you specify appear in the RecordSet.



Using a comparison operator

- Access automatically inserts number symbols (#) around date values and quotation marks (“ ”) around alphanumeric values. Access does not insert any symbols or characters around numeric values.
- You can also specify criteria using the Expression Builder by selecting the desired **Criteria** row under the appropriate field and clicking the **Build** button on the **Query Design** toolbar, or by right-clicking in the **Criteria** row and then selecting the **Build** command.

➔ **Steps**

1. Open the desired database.
2. Open the desired query in **Design** view.
3. Select the **Criteria** row under the appropriate field.
4. Type a comparison operator and the value for the criteria.
5. Press **[Enter]**.

USING AN AND CONDITION

Discussion

Many times, a query requires more than one condition to obtain the desired result. For example, if you want to find all customers in PA with sales to date over \$10,000, you would need two conditions: `State=PA` and `Sales to Date>10000`. The records must meet both conditions in order to be included in the RecordSet. To combine two criteria in this way, you use the **And** logical operator.

You can use the **And** operator in a single field or in different fields. In a single field, you can use the **And** operator to find records that fall into a range. For example, to find customers whose contract dates fall between 9/1/99 and 9/30/99, you type both criteria on a single line in the **Criteria** row under the appropriate field (i.e., `>=9/1/99 And <=9/30/99` in the **Contract Date** field).

The **And** operator also allows you to impose conditions in two different fields. For example, to find customers in PA with sales to date over \$10,000, you type each criterion on a single line in the **Criteria** row under the appropriate fields (i.e., `=PA` in the **State/Province** field and `>10000` in the **Sales to Date** field).

- Criteria across columns create an **And** condition, whereas criteria down rows create an **Or** condition.

- You can also specify criteria using the Expression Builder by selecting the desired **Criteria** row under the appropriate field and clicking the **Build** button on the **Query Design** toolbar, or by right-clicking in the **Criteria** row and then selecting the **Build** command.

→ Steps

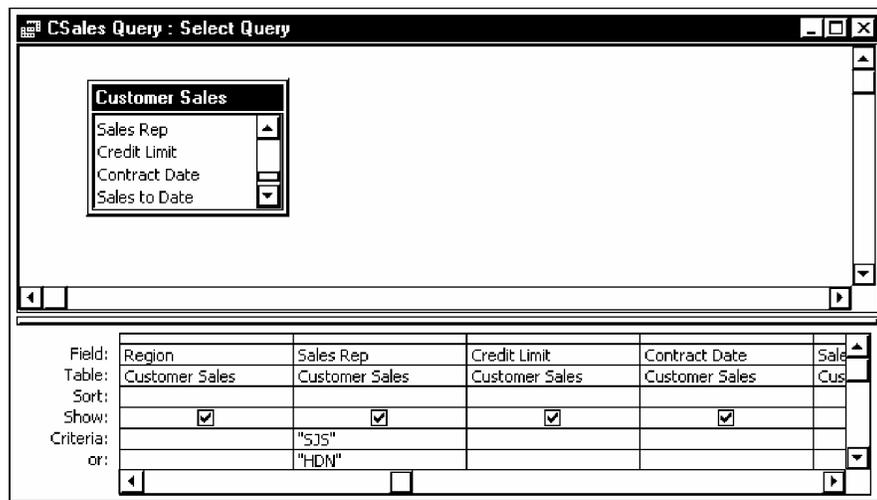
1. Open the desired database.
2. Open the desired query in **Design** view.
3. Select the **Criteria** row under the desired field.
4. Type the first criterion.
5. Type the **And** operator and the second criterion in the **Criteria** row under the same field or type the second criterion in the **Criteria** row under a different field.
6. Press **[Enter]**.

USING AN OR CONDITION

Discussion

Many times, a query requires more than one condition to obtain the desired result. For example, if you want to find all customers in PA or all customers with sales to date over \$10,000, you would need two conditions: State=PA as well as Sales to Date>10000. The records only need to meet one of the conditions in order to be included in the RecordSet. To combine two criteria in this way, you use the **Or** logical operator.

You can use the **Or** operator in a single field or in different fields. In a single field, you type the criteria on two separate lines under the same field. In different fields, you type the criteria on two separate lines under the appropriate fields. For example, to find all customers with contract dates on or before 1/1/99 or credit limits above \$3,000, you type <=1/1/99 in the **Criteria** row under the **Contract Date** field and >3000 in the **or** row under the **Credit Limit** field.



Using an Or condition

- Criteria across columns create an **And** condition, whereas criteria down rows create an **Or** condition.
- You can also specify criteria using the Expression Builder by selecting the desired **Criteria** row under the appropriate field and clicking the **Build** button on the **Query Design** toolbar, or by right-clicking in the **Criteria** row and then selecting the **Build** command.

→ Steps

1. Open the desired database.
2. Open the desired query in **Design** view.
3. Select the **Criteria** row under the desired field.
4. Type the first criterion.
5. Select the **or** row under the same field.
6. Type the second criterion.
7. Press **[Enter]**.

USING THE BETWEEN AND OPERATOR

Discussion

You can use the **Between And** operator in a query to find data that is between two values. You can use this operator with a text, numeric, or date field. For example, to find all records of customers with credit limits between 1000 and 2000, you would enter **Between 1000 And 2000** in the **Criteria** row under the **Credit Limit** field.

- The values specified in the **Between And** operator are included in the RecordSet.

- You can also specify criteria using the Expression Builder by selecting the desired **Criteria** row under the appropriate field and clicking the **Build** button on the **Query Design** toolbar, or by right-clicking in the **Criteria** row and then selecting the **Build** command.

- Spaces must be included between the criteria and the words **Between** and **And**. If you do not include spaces, a message box opens, stating that there is a **Data type mismatch in criteria expression**.

→ **Steps**

1. Open the desired database.
2. Open the desired query in **Design** view.
3. Select the **Criteria** row under the desired field.
4. Type the **Between And** operator and the criteria.
5. Press [**Enter**].

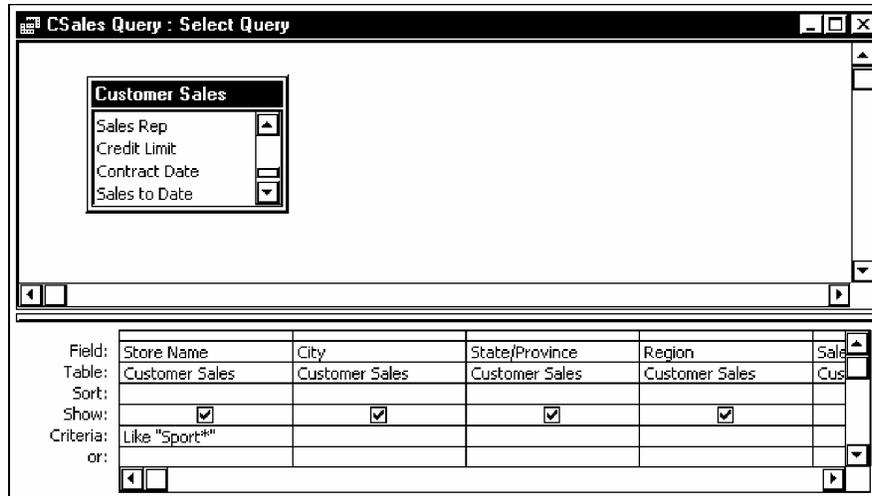
USING A WILDCARD CHARACTER

 **Discussion**

Wildcard characters are used in a query to find records when the criteria contains a pattern (such as all last names beginning with M) or is only partly known (such as the proper spelling—Kline or Klein). Wildcards take the place of one or several letters in a **Text** field or numbers in a **Date/Time** field.

The two most common wildcards are listed in the following table:

Wildcard	What It Represents	Example
?	Any single letter or number	Sm?th finds Smith and Smyth, whereas ?andy finds Sandy, Randy, etc.
*	One or more letters or numbers	M* finds all records that start with M; 8/*/99 finds all dates in August, 1999; and *ball* finds all records that have the word ball anywhere in the field



Using a wildcard character

- Wildcards are not case-sensitive (for example, *ill finds Bill and bill).
- When you use wildcard characters (? and *), Access automatically inserts the word **Like** before the criteria and quotation marks (“ ”) around the criteria.
- You can also specify criteria using the Expression Builder by selecting the desired **Criteria** row under the appropriate field and clicking the **Build** button on the **Query Design** toolbar, or by right-clicking in the **Criteria** row and then selecting the **Build** command.

→ Steps

1. Open the desired database.
2. Open the desired query in **Design** view.
3. Select the **Criteria** row under the desired field.
4. Type the criteria with the appropriate wildcards.
5. Press **[Enter]**.

LESSON 4 - DESIGNING ADVANCED QUERIES

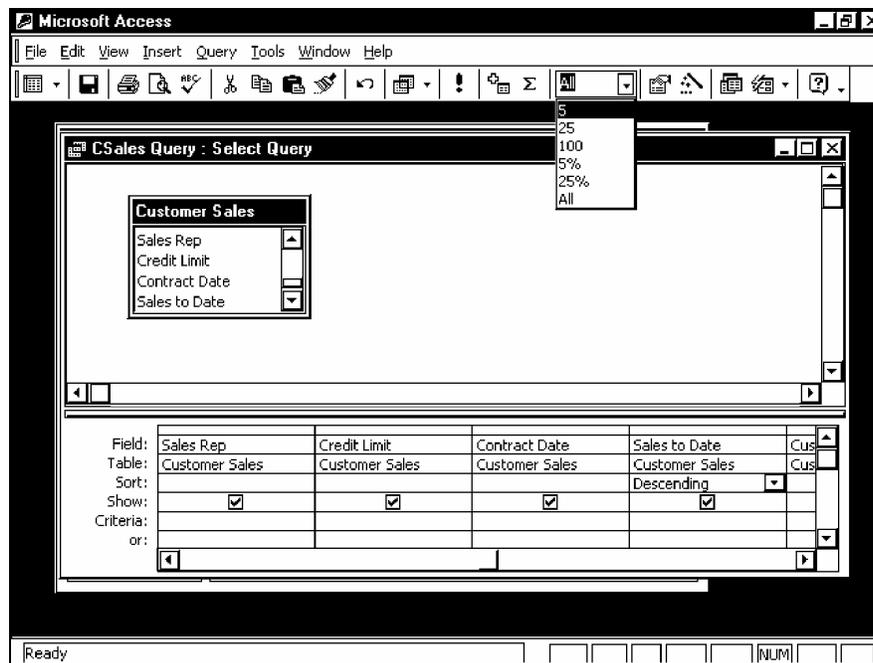
In this lesson, you will learn how to:

- Set top values in a query
- Create a calculated field
- Create a function query
- Create a parameter query
- Create a concatenation in a query
- Use multiple tables in a query
- Filter a query

SETTING TOP VALUES IN A QUERY

Discussion

You can limit the results of a query so that only the highest or lowest values for a field appear in a RecordSet. For example, you can set the top values of a **Quantity Sold** field to 10 to find the top ten best selling products. You can limit the number of records to a specific number or a percentage of all records being queried (i.e. top 25%). The field for which you are setting the top or bottom values must be sorted. If the field is sorted in descending order (Z to A, 9 to 0), the top values will be found. If the field is sorted in ascending order (A to Z, 0 to 9), the bottom values will be found.



Setting top values in a query

- If other fields in the query are sorted, they must appear to the right of the field for which you are finding top or bottom values in the design grid.
- You can also type a value into the **Top Values** text box on the **Query Design** toolbar.

→ Steps

1. Open the desired database.
2. Open the desired query in **Design** view.
3. Select the **Sort** row under the desired field.
4. Select the **Sort** list.
5. Select the desired sort order.
6. Select the **Top Values** list on the **Query Design** toolbar.
7. Select the desired top value.

CREATING A CALCULATED FIELD

Discussion

You may want to use field values in a table to calculate new values, such as multiplying the value in the **Quantity** field by the value in the **Price** field to calculate the total sales. Access allows you to use expressions to calculate new field values. The expression can also include a single field, which has a value that needs to be adjusted, such as doubling a **Wholesale Price** field to calculate values for a **Retail Price** field. In expressions, field names are enclosed in square brackets ([]); numbers are not. For example, to calculate 20% of sales and display the results in a column you want to name **Commission**, you would enter **Commission:.2*[Sales]** in the design grid. The colon is used to separate the column name from the expression.

You create calculated fields in queries. You can also use criteria to remove nonessential records, thereby allowing the query to run faster. The results can then be used to generate a report.

Sales Rep	Ord Tot	Commission Rate	Commission
GEA	\$798.75	0.06	47.925
NTB	\$669.48	0.05	33.474
SJS	\$346.92	0.05	17.346
HDN	\$1,282.93	0.05	64.1465
SJS	\$257.95	0.05	12.8975
FLW	\$746.05	0.04	29.842
GEA	\$866.97	0.06	52.0182
NTB	\$1,073.24	0.05	53.662
FLW	\$3,002.27	0.04	120.0908
GEA	\$1,373.40	0.06	82.404
TAS	\$867.18	0.05	43.359
HDN	\$1,833.11	0.05	91.6555
TAS	\$2,168.56	0.05	108.428

Calculating a field

- The field names entered in brackets ([]) must be the same as the field names in the table.
- You can also specify criteria using the Expression Builder by selecting the desired **Criteria** row under the appropriate field and clicking the **Build** button on the **Query Design** toolbar, or by right-clicking in the **Criteria** row and then selecting the **Build** command.

→ Steps

1. Open the desired database.
2. Open the desired query in **Design** view.
3. Select the **Field** row in the first blank column.
4. Type the new field name and a colon (:).
5. Type the expression required to perform the calculation.
6. Press [**Enter**].

CREATING A FUNCTION QUERY

Discussion

Access allows you to create a query that groups records by a selected field and applies a function that calculates values on other fields in the query according to your needs. For example, you can group records in a table by state and then select the **Count** function to find out how many customers (records) are in each state (field). You can also group by customer name (field) and calculate the **Sum** of each customer's orders (record values).

There are several types of functions from which you can choose. The most commonly used functions are listed in the following table:

Function	Description
Sum	Sums the values in the calculated field
Average	Finds the average value of the calculated field
Count	Counts the number of records in the calculated field
Max	Finds the highest value in the calculated field
Min	Finds the lowest value in the calculated field

- You can perform more than one calculation on a field by adding the field to the design grid a second time. For example, you can group by weekly sales and find both the minimum and maximum values.

- You can also add a **Total** row by right-clicking in the design grid and then selecting the **Totals** command.

→ Steps

1. Open the desired database.
2. Display the **Queries** object list.
3. Select the **New** button  on the Database window toolbar.
4. Select **Design View**.
5. Select **OK**.

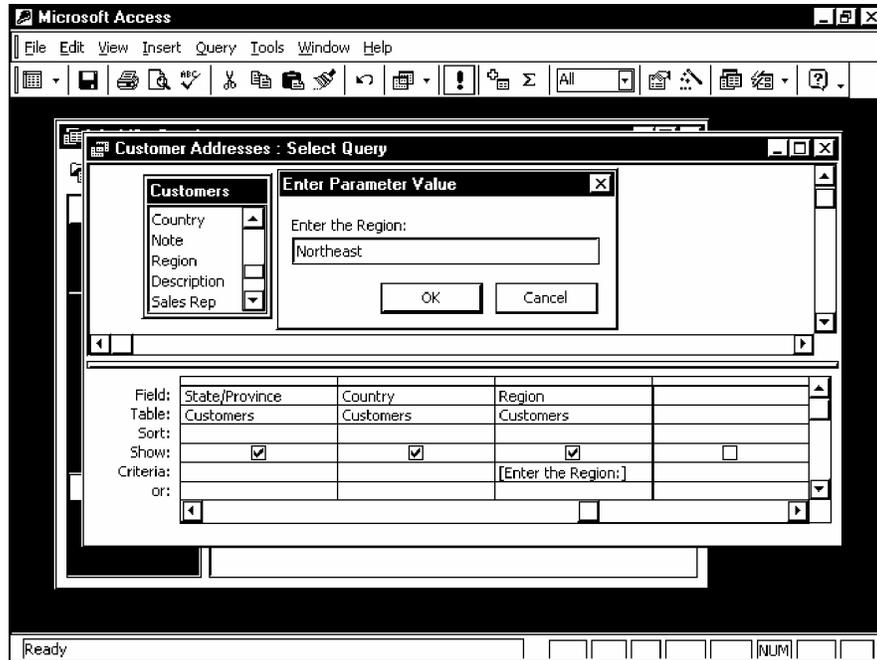
6. Select the name of the table you want to add to the query.
7. Select **Add**.
8. Select **Close** to close the Show Table dialog box.
9. Select the field by which you want to group.
10. Select the field you want to calculate.
11. Select the **View** menu.
12. Select the **Totals** command.
13. Select the **Total** row under the field you want to calculate.
14. Select the **Total** list.
15. Select the desired function.

CREATING A PARAMETER QUERY

Discussion

If you want to run a query with different criteria each time, you can create a parameter query. A parameter query is a query that prompts the user for information when the query is run. Access then uses the information as the criteria and runs the query. The resulting RecordSet only includes those records that meet the criteria. This option allows you to avoid displaying the query in **Design** view each time you want to change the criteria.

You enter the text that will display in the prompt in the **Criteria** row under the appropriate field in the design grid, followed by a colon (:) and enclosed in square brackets ([]). You can set up a parameter query to prompt the user for more than one piece of information as well.



Creating a parameter query

→ **Steps**

1. Open the desired database.
2. Open the desired query in **Design** view.
3. Select the **Criteria** row under the desired field.
4. Type the desired text for the prompt, followed by a colon (:) and enclosed in square brackets ([]).
5. Press **[Enter]**.

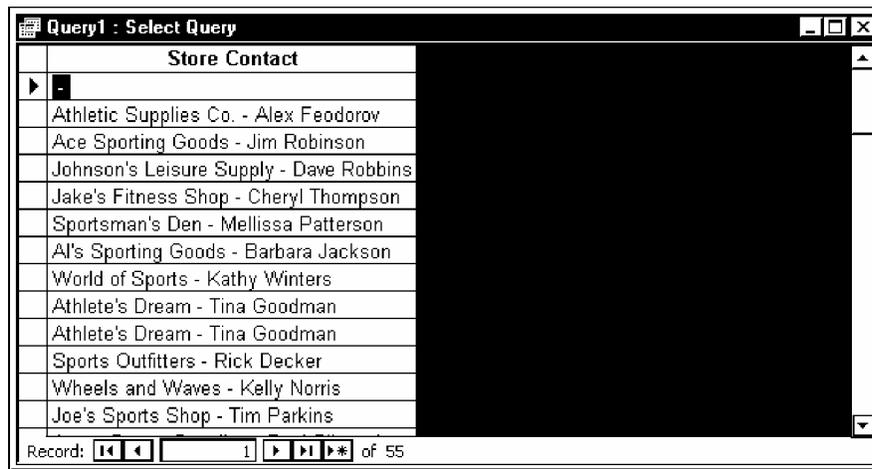
CREATING A CONCATENATION IN A QUERY

✎ **Discussion**

Access allows you to combine two or more fields into one field. This process, known as concatenation, enables you to add field name text strings to one another. The text strings can follow each other with or without spaces. You can add other characters between the text strings if needed. For example, you can combine the individual **City**, **State**, and **Postal Code** fields into one field called **Address**. You can have the comma

and space characters appear between the field text strings. This concatenation process can be performed by creating a query to combine two or more fields.

When typing expressions for concatenation, the first part of the expression defines the name of the new field. The second part of the expression defines the fields which are to be concatenated. These field names must be surrounded by brackets. The ampersand (&) appears between the field name brackets. Any additional characters that are to appear between the fields are surrounded by double quotes. For example, the expression **Names: [First Name] & " - "&[Last Name]** creates a new field called **Names**. The new field contains the first name and last name separated by a space, a hyphen, and a space.



Creating a concatenation in a query

- You can also use the concatenation process when creating text strings in forms or reports.
- You can also specify a concatenation expression using the Expression Builder by selecting the desired field and clicking the **Build** button on the **Query Design** toolbar, or by right-clicking in the **Criteria** row and then selecting the **Build** command.

→ Steps

1. Open the desired database.
2. Display the **Queries** object list.
3. Select the **New** button  on the Database window toolbar.

4. Select **Design View**.
5. Select **OK**.
6. Select the name of the table you want to add to the query.
7. Select **Add**.
8. Select **Close** to close the Show Table dialog box.
9. Type the first part of the concatenation expression that names the new field.
10. Type the second part of the concatenation expression that defines the fields to be combined along with any separation characters.

USING MULTIPLE TABLES IN A QUERY

✎ Discussion

There may be instances when you need to add more than one table or query to a query. In order to do this, you need to ensure that the field lists are joined to each other with a join line so that Access knows how to connect the information.

If tables in a query are not joined to one another, Access does not know which records are associated with which, so every combination of records between the two tables would appear in the query. Therefore, if each table had 50 records, the query's results would contain 2500 records (50x50), thereby rendering useless results.

If you previously created a relationship between tables in the Relationship window, Access automatically displays join lines when you add related tables in query **Design** view. If you have not previously created relationships, Access automatically creates joins if tables were added to a query as long as the tables each have a field with the same or compatible data type and one of the join fields is a primary key. If tables added to the query do not include any fields that can be joined, you have to add one or more extra tables or queries to serve solely as a bridge between the tables containing the data you want to use.

➔ Steps

1. Open the desired database.
2. Display the **Queries** object list.
3. Select the **New** button  on the Database window toolbar.

4. Select **Design View**.
5. Select **OK**.
6. Select the name of the table you want to add to the query.
7. Select **Add**.
8. Select the name of the second table you want to add to the query.
9. Select **Add**.
10. Select **Close** to close the Show Table dialog box.
11. Add the first field you want to add to the query to the first column of the **Field** row in the design grid.
12. Add the second field you want to add to the query to the second column of the **Field** row in the design grid.

FILTERING A QUERY

Discussion

You can apply filters to queries in the same way you apply filters to a table or form. Since the data you want to filter sometimes appears in two or more tables, you might need to create a multiple table query. Once the query is created, you can apply a filter to temporarily isolate the records that you want to view.

The **Filter By Selection** feature allows you to create a filter by selecting the field containing the information you want to isolate. Conversely, the **Filter By Form** feature allows you to create a filter by entering the values you want to isolate. In addition, the **Filter By Form** feature allows you to select multiple fields.

→ Steps

1. Open the desired database.
2. Open the desired query in **Datasheet** view.
3. Select the field containing the data you want to filter.
4. Select the desired filter button on the **Query Datasheet** toolbar.
5. If you select the **Filter By Form** option, select the desired field options.
6. If you select the **Filter By Form** option, select **Apply filter**.

LESSON 5 - CREATING ACTION QUERIES

In this lesson, you will learn how to:

- Create a make-table query
- Create an update query
- Create an append query
- Create a delete query

CREATING A MAKE-TABLE QUERY

Discussion

A make-table query creates a new table consisting of data from existing tables and queries. Make-table queries have many uses. The new table can be a duplicate of an existing table and serve as a backup for the data. The backup can then be used to store old records that can then be deleted from the current table.

Make-table queries can create a compact version of an existing table, displaying only the fields you need to see. They can also bring fields from many tables into one table, making reports and queries on the single table run faster.

You can limit both records and fields in a new table. If you use criteria in a make-table query, only those records that meet the criteria will be added to the new table.

- The fields that make up the created table retain only the data type and field size properties assigned to them in the source tables.

- You can also create a make-table query by right-clicking in the top pane of **Design** view and then selecting the **Make-Table** command.

→ Steps

1. Open the desired database.
2. Display the **Queries** object list.
3. Select the **New** button  on the Database window toolbar.
4. Select **Design View**.
5. Select **OK**.
6. Select the name of the table or query you want to add to the query.
7. Select **Add**.
8. Select **Close** to close the Show Table dialog box.
9. Add the first field you want to add to the query to the first column of the **Field** row in the design grid.

10. Add other fields to the query as desired.
11. Select the **Criteria** row under the desired field.
12. Type the desired criteria.
13. Select the **Query** menu.
14. Select the **Make-Table Query** command.
15. Type a table name.
16. Select **OK**.
17. Run the query.
18. Select **Yes**.

CREATING AN UPDATE QUERY

Discussion

You can use an update query to change the values of data in an existing table. Update queries save time by updating a large number of records in a table at once. For example, you can use an update query to increase the values in a **Unit Price** field by 10%.

You can also create a new field in the table and use an update query to provide the values for the field based on a calculation. For example, you could create a **Sale Price** field in a table and then use an update query to add the values to the field based on 75% of the **Unit Price** field.

If you do not want to update all the records in the table, you can select the records you want to update by adding criteria to the query. For example, you can use an update query with criteria to increase the unit price on only one line of products, instead of on all the products.

In an update query, you do not need to include all the fields from the table in the design grid. You only need to include the fields you want to update and the fields you want to limit with criteria.

● When you refer to field names in a query, they must be enclosed in square brackets ([]).

● You can also create an update query by right-clicking in the top pane of **Design** view and then selecting the **Update Query** command.

- Running an update query alters the values of field data. Make sure that you select the correct records for updating and type the correct expression in the **Update To** row of the design grid.

→ Steps

1. Open the desired database.
2. Display the **Queries** object list.
3. Select the **New** button  on the Database window toolbar.
4. Select **Design View**.
5. Select **OK**.
6. Select the name of the table you want to add to the query.
7. Select **Add**.
8. Select **Close** to close the Show Table dialog box.
9. Select the **Query** menu.
10. Select the **Update Query** command.
11. Add the first field you want to update to the first column of the **Field** row in the design grid.
12. Select the **Update To** row under the desired field.
13. Type the expression required to perform the update.
14. Run the query.
15. Select **Yes**.

CREATING AN APPEND QUERY

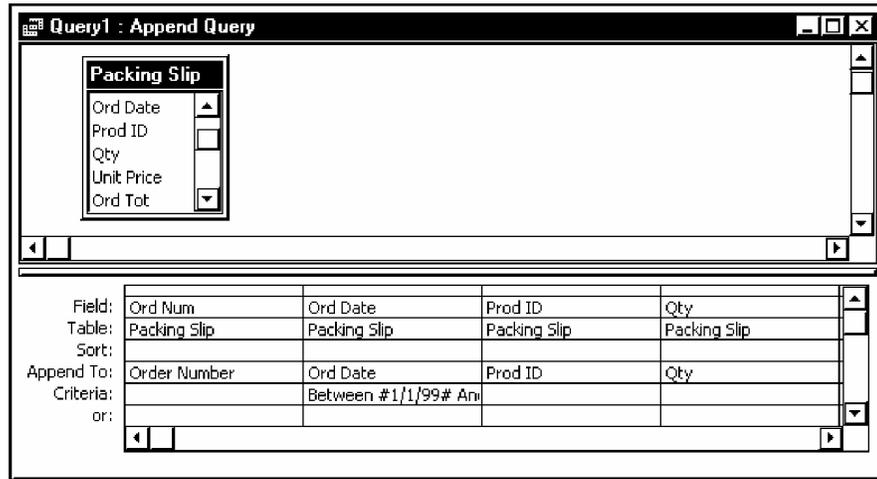
Discussion

An append query copies records from a table or query and adds them to the end of another table. Append queries are useful if you want to transfer data from one table to another. You can also use an append query to archive all or part of a table's contents.

For example, you have two tables, **Current Orders** and **Old Orders**. You can use an append query to copy the records from the **Current Orders** table to the **Old Orders** table. This query prevents you from having to manually add the records to the **Old Orders** table.

If the fields in both tables have the same names, the data is added automatically to the table. If the fields have different names, you must specify the fields to which you want to “append” the data. The data is copied to the field(s) indicated in the **Append To** row of the appropriate field(s) in the design grid.

You can also use criteria to select the records you want to append. Only those records that meet the criteria are appended to the table.



Creating an append query

- You can also create an append query by right-clicking in the top pane of **Design** view and then selecting the **Append Query** command.

➔ **Steps**

1. Open the desired database.
2. Display the **Queries** object list.
3. Select the **New** button  on the Database window toolbar.
4. Select **Design View**.
5. Select **OK**.

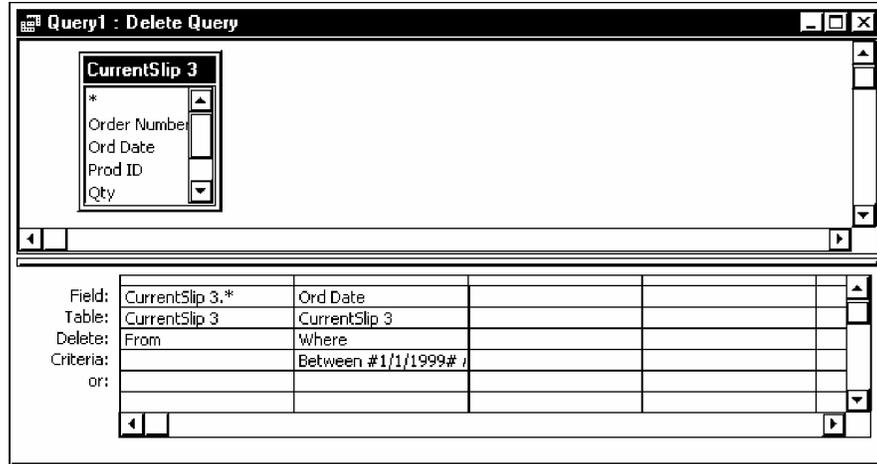
6. Select the name of the table you want to add to the query.
7. Select **Add**.
8. Select **Close** to close the Show Table dialog box.
9. Select the **Query** menu.
10. Select the **Append Query** command.
11. Type the name of the table to which you want to append data.
12. Select **OK**.
13. Add the first field you want to append to the first column of the **Field** row in the design grid.
14. Add other fields to the query as desired.
15. Select the **Append To** row under the desired unmatched field, if necessary.
16. Select the **Append To** list.
17. Select the matching field.
18. Select the **Criteria** row under the desired field.
19. Type the desired criteria.
20. Run the query.
21. Select **Yes**.

CREATING A DELETE QUERY

Discussion

You can use delete queries to maintain the appearance, usefulness, and efficiency of tables in a database. When records have been appended or archived to another table, or they are simply no longer of use to you, it is a good idea to delete them from the table. Deleting records saves disk space and makes tables more efficient. The more data in a table, the more time it takes to save, sort, and query.

Delete queries enable you to delete specific groups of records at one time by applying criteria to the appropriate fields in a table. You cannot delete data in specific fields because a delete query always deletes entire records.



Creating a delete query

- You can also create a delete query by right-clicking in the top pane of **Design** view and then selecting the **Delete Query** command.

- After you run a delete query, the deleted records are not retrievable. Therefore, you should always preview the records you are going to delete after you have added the desired criteria to the design grid. You can perform this action by running a select query. After you confirm that the selected records should be deleted, you can run the delete query. A delete query only deletes records when you run it.

→ **Steps**

1. Open the desired database.
2. Display the **Queries** object list.
3. Select the **New** button  on the Database window toolbar.
4. Select **Design View**.
5. Select **OK**.
6. Select the name of the table you want to add to the query.
7. Select **Add**.

8. Select **Close** to close the Show Table dialog box.
9. Add the field(s) you want to add to the query to the appropriate column(s) of the **Field** row in the design grid.
10. Add the field you want to use to set the criteria to the (?) column of the **Field** row in the design grid.
11. Select the **Criteria** row under the desired field.
12. Type the desired criteria.
13. Select the **Query** menu.
14. Select the **Delete Query** command.
15. Run the query.
16. Select **Yes**.

LESSON 6 - USING ADVANCED QUERY WIZARDS

In this lesson, you will learn how to:

- Use the Crosstab Query Wizard
- Use the Find Duplicates Query Wizard
- Use the Find Unmatched Query Wizard

USING THE CROSSTAB QUERY WIZARD

Discussion

You can use crosstab queries to group and summarize information and display it in a spreadsheet format. Crosstab queries create less repetition of information in the datasheet, making it easier to read and analyze the selected field data. The Crosstab Query Wizard can help you quickly create a crosstab query. Through a step by step process, the Crosstab Query Wizard asks you for information about the tables and fields you want in your query.

You need three fields to create a crosstab query. The first field displays its values as row headings for the datasheet, the second field displays its values as column headings for the datasheet. The third field is the field on which the calculation is performed.

For example, crosstab queries can provide information as to how many of each product (listed as row headings) are sold by each sales representative (listed as column headings). At the intersection of each row and column is the amount of each product sold by each sales representative.

Total Of Qty	FLW	GEA	HDN	NTB	SJ
64	8		56		
63			48		
46			20	5	
29				5	
93	60	22		5	
58	22			7	
39		8	15		
47		5	10		
105	24		6	27	
62	15	20		16	
66	20			18	
31			13		
35			25		

The results of a crosstab query

- It is best to select the field with the least amount of values for the column headings. This option gives a less cluttered appearance when the query results appear.

→ Steps

1. Open the desired database.
2. Display the **Queries** object list.
3. Select the **New** button on the Database window toolbar.
4. Select **Crosstab Query Wizard**.
5. Select **OK**.
6. Select the desired table or query from the **Which table or query contains the fields you want for the crosstab query results?** list box.
7. Select **Next**.
8. Add the desired field(s) you want to use to provide values for the row headings from the **Available Fields** list box.
9. Select **Next**.
10. Add the desired field(s) you want to use to provide values for the column headings from the **Which field's values do you want as column headings?** list box.
11. Select **Next**.
12. Select the field you want to use to calculate at the intersection point from the **Fields** list box.
13. Select the desired function from the **Functions** list box.
14. Select **Next**.
15. Type a name for the query.
16. Select **Finish**.

USING THE FIND DUPLICATES QUERY WIZARD

✎ Discussion

The Find Duplicates Query Wizard assists you in designing a query that displays duplicate records in tables. This query can be used to group records with like field values, such as finding all customers in a particular city. More importantly, there may be identical records stored in a table when only one record is necessary. The Find Duplicates Query Wizard displays these duplicate records. The unnecessary duplicate records can then be deleted from the table.

	Store Name	Customer Number	Contact Name	Phone Number
▶	Athlete's Dream	1837	Tina Goodman	215-557-7781
	Athlete's Dream	1836	Tina Goodman	215-557-7781
	Sports Outfitters	3853	Laura Peterson	312-444-9553
	Sports Outfitters	1842	Rick Decker	212-921-3827
*				

Record: 1 of 4

The results of a query using the Find Duplicates Query Wizard

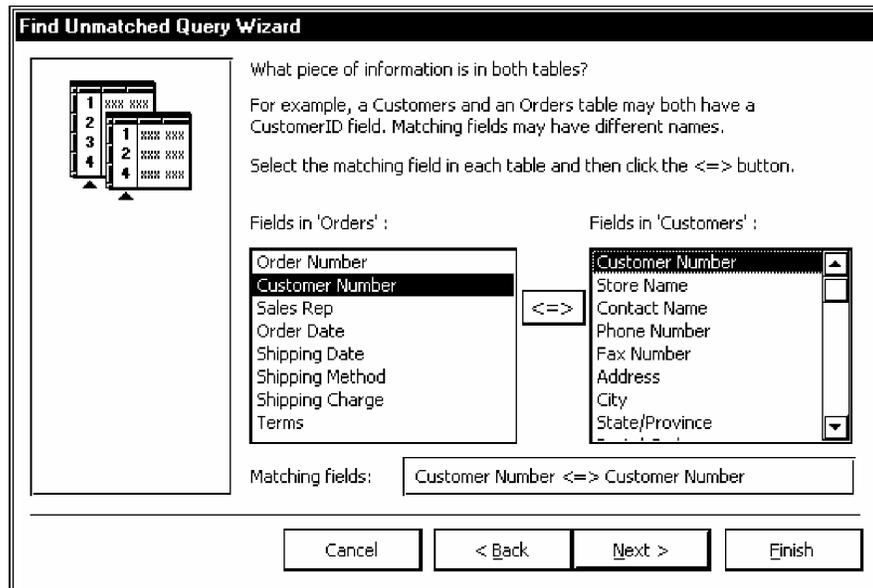
→ Steps

1. Open the desired database.
2. Display the **Queries** object list.
3. Select the **New** button  on the Database window toolbar.
4. Select **Find Duplicates Query Wizard**.
5. Select **OK**.
6. Select the table or query on which you want to base the query from the list box.
7. Select **Next**.
8. Add the desired field(s) in which you want to find duplicates from the **Available fields** list box.
9. Select **Next**.
10. Add any additional fields you want to show in the query from the **Available fields** list box.
11. Select **Next**.
12. Type a name for the query.
13. Select **Finish**.

USING THE FIND UNMATCHED QUERY WIZARD

Discussion

You can manage related data in tables using the Find Unmatched Query Wizard. This wizard assists you in designing a query that finds records that are “orphans,” meaning that there are no records in a related table to which they correspond. For example, suppose you delete records from a Customers table containing the names of customers who have not placed any orders for more than one year. Two years later, an old customer places an order, which is entered into the Orders table. Because these tables are likely to be related, having an order without any customer information (such as the mailing address) is likely to cause problems. You can use the Find Unmatched Query Wizard to display these records and correct the problem by updating the Customers table.



The Find Unmatched Query Wizard

- Unmatched records do not occur if referential integrity is enforced in the relationship between the two tables.

→ Steps

1. Open the desired database.
2. Display the **Queries** object list.



3. Select the **New** button  on the Database window toolbar.
4. Select **Find Unmatched Query Wizard**.
5. Select **OK**.
6. Select the table or query on which you want to base the query from the **Which table or query contains records you want in the query results?** list box.
7. Select **Next**.
8. Select the related table or query from the **Which table or query contains the related records?** list box.
9. Select **Next**.
10. Select the matching field in the **Fields in '<table or query name>'** list box as necessary.
11. Select the matching field in the **Fields in '<table or query name>'** list box as necessary.
12. Select **Next**.
13. Add the desired field(s) you want to display in the query from the **Available fields** list box.
14. Select **Next**.
15. Type a name for the query.
16. Select **Finish**.

LESSON 7 - WORKING WITH THE OFFICE ASSISTANT

In this lesson, you will learn how to:

- Use the Office Assistant
- Find an answer
- Hide/Display the Office Assistant
- Change Office Assistant options

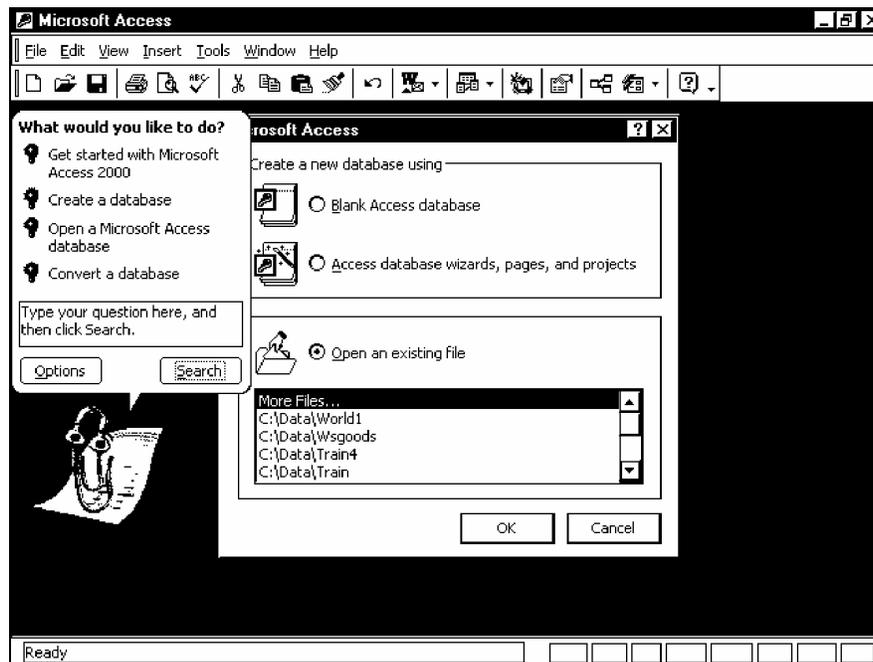
USING THE OFFICE ASSISTANT

Discussion

To assist you in quickly and efficiently getting comprehensive help on any Access feature, you can use the Office Assistant. The Office Assistant appears in the application window as an animated graphic with a balloon attached. The balloon contains shortcuts for accessing additional topics and tips. When you display the Office Assistant, the balloon automatically appears. In addition, the Office Assistant automatically provides tips and help on tasks as you work. The Office Assistant moves when it is in the way.

The Office Assistant provides helpful hints called tips to help you get the most from Access. A typical tip might provide a keyboard combination that quickly displays a particular dialog box or a more efficient way to accomplish a task. You can click the **Microsoft Access Help** button to open the Office Assistant and view the tip.

After you have read the tip, you can close it; however, tips are not available for all Access objects. In addition, if the topic you are looking for does not appear, you can ask for more help from the Web.



The Office Assistant

- If the Office Assistant is not displayed, you can activate it by selecting the **Help** menu and then selecting the **Show the Office Assistant** command.

- Once you have closed a tip, it does not appear again. To view a previous tip, you can select the **Reset my tips** button on the **Options** page in the Office Assistant dialog box.

→ Steps

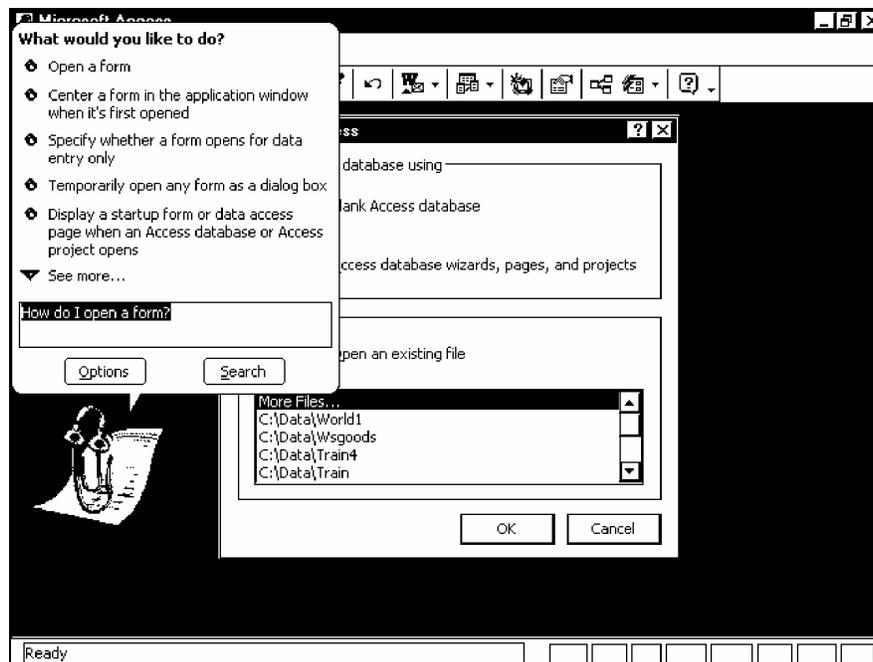
1. Click the light bulb that appears next to the Office Assistant.
2. When you have finished viewing the tip, select **OK**.

FINDING AN ANSWER

✎ Discussion

You can query the Office Assistant directly with any questions you may have regarding Access. When you query the Office Assistant, help topics related to your question appear. You can select any available help topic to view additional information. If there are more topics than can be displayed at one time, you can use the **See more** and the **See previous** commands to scroll through the available topics.

The Office Assistant provides the best answers when you enter a complete sentence or question in a query, rather than just a word or phrase. For example, it is better to enter **How do I open a form?** rather than just **forms**. The last query remains in the Office Assistant until you create a new query or exit Access.



Finding an answer to a question

→ Steps

1. Open the Office Assistant.
2. Click the Office Assistant.
3. Type the desired question or sentence.
4. Select **Search**.
5. Select the desired help topic.
6. Click the **Close** button on the help window title bar.

HIDING/DISPLAYING THE OFFICE ASSISTANT

✍ Discussion

You can display or hide the Office Assistant as desired. Hiding the Office Assistant removes it from view, but does not disable it. The Office Assistant continues to monitor your activities and, if it detects that you are using procedures that can be performed more efficiently, the **Office Assistant** button on the toolbar displays a light bulb, or it may appear automatically to offer assistance.

You may want to hide the Office Assistant if you are not using it, find it distracting, or require a larger working area.

- You can also hide the Office Assistant by clicking it with the right mouse button and selecting the **Hide** command. You can also permanently disable the Office Assistant by deselecting the **Use the Office Assistant** option in the Office Assistant dialog box.

- If the Office Assistant is enabled, but hidden, you can click the **Microsoft Access Help** button on the default toolbar to display it.

→ Steps

1. Open the Office Assistant.
2. Close the Microsoft Access dialog box.
3. Select the **Help** menu.
4. Select the **Hide the Office Assistant** or **Show the Office Assistant** command.

CHANGING OFFICE ASSISTANT OPTIONS

✎ Discussion

You can use the options available on the **Options** page in the Office Assistant dialog box to make the Office Assistant work best for you. Some of these options are activated by default.

The Office Assistant can be permanently disabled or enabled using the **Use the Office Assistant** option on the **Options** page in the Office Assistant dialog box. Under this heading, other options that can be selected include: **Respond to F1 key**, which opens the Office Assistant whenever you press the [F1] key; **Move when in the way**, which moves the Office Assistant as needed when screen elements (such as a dialog box) are open; and **Guess help topics**, in which the Office Assistant automatically displays help on the current task.

Under **Show tips about**, you can choose exactly which type of tip you want to display or hide, depending upon your individual needs. You can choose to show or hide tips

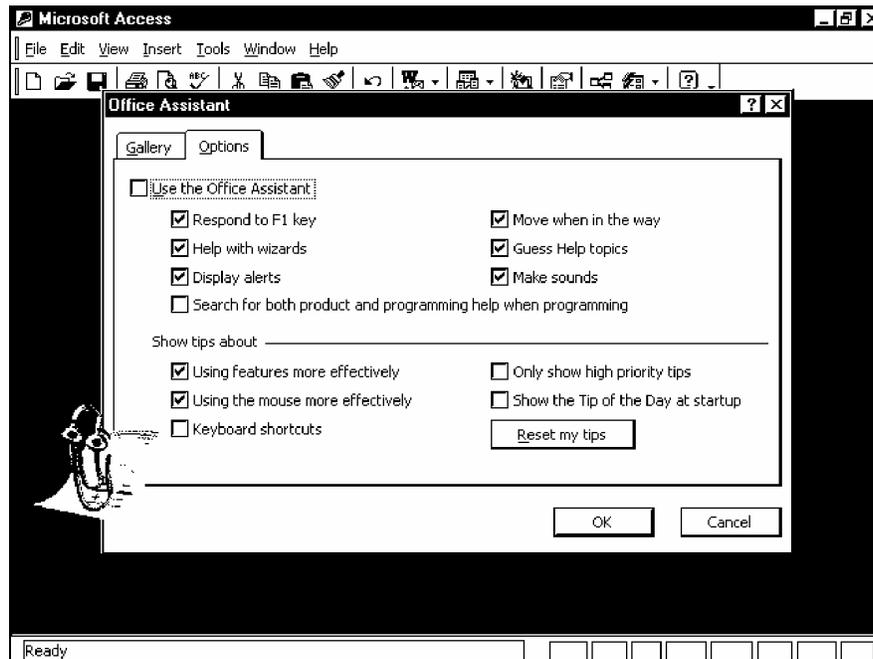
about **Using features more effectively**, **Using the mouse more effectively**, and **Keyboard shortcuts**.

In addition, you can select the following options: **Only show high priority tips**, which shows only important tips (such as time-saving tips); and **Show the Tip of the Day at startup**, which opens an Office Assistant tip each time Access starts.

You can also reset your tips. This option allows you to review previous tips in the current Access session. This option does not affect other Office programs.

Other Office programs, such as PowerPoint and Word, share the Office Assistant. Therefore, changes you make to the Office Assistant in Access affect all other Office programs.

The **Gallery** page in the Office Assistant dialog box allows you to preview and select other Office Assistants. Additional Office Assistants can be downloaded from Microsoft's Web page on the World Wide Web.



The Options page

- You can right-click the Office Assistant and select the **Options** command to open the Office Assistant with the **Options** page displayed, or you can select the **Choose Assistant** command to open the Office Assistant dialog box with the **Gallery** page displayed.

- If you have Internet access to the World Wide Web, you can select additional Office Assistants from Microsoft's Web page. These Office Assistants are found by selecting the **Help** menu and then selecting the **Office on the Web** command.

- If you disable the Office Assistant, you can enable it by selecting the **Help** menu and then selecting the **Show the Office Assistant** command.

→ Steps

1. Open the Office Assistant.
2. Click the Office Assistant.
3. Select **Options**.
4. Select the **Options** tab.
5. Select or deselect the desired options.
6. Select **OK**.

LESSON 8 - USING ONLINE HELP

In this lesson, you will learn how to:

- Work with online Help
- View ScreenTips
- Use Help Contents
- Show and hide the help tabs
- Use the Help Answer Wizard
- Use the Help Index

WORKING WITH ONLINE HELP

Discussion

If you need assistance on any Access topic or task, you can use Access' extensive Help facility. There are several ways in which you can get help, all of which are available from the **Help** menu. One way is using the **Microsoft Access Help** command, which launches the Office Assistant if it is enabled. If the Office Assistant is disabled, you can directly access the Help window, which includes the Contents, Index, or Answer Wizard components. These components allow you to scroll through a table of contents, search for a specific word or phrase based on a keyword, or search based on a question you type.

The **What's This?** command can be used to display a ScreenTip. Pressing the **[F1]** key invokes context-sensitive Help.

If you have World Wide Web access on the Internet, you can use the **Office on the Web** submenu to connect to web sites directly from Access. You can download free programs, access on-line support, and get the latest Microsoft product information from a web site—all without leaving Access.

The **Detect and Repair** command reviews the previous install process and finds and fixes problems that may have developed during or since the initial software installation. The **Detect and Repair** feature cannot repair corrupted data files.

You can use the **About Microsoft Access** command to view copyright and licensing information about the program. The About Microsoft Access window contains a **System Info** button that displays information about your computer and a **Tech Support** button that provides help on getting product support.

- You can disable the Office Assistant by deselecting the **Use the Office Assistant** option on the **Options** page in the Office Assistant dialog box.

VIEWING SCREENTIPS

Discussion

If you are unsure of the name and function of a menu command or any other item in a window, you can use a ScreenTip to view either the item name or a description of the item. You can access ScreenTips by selecting the **What's This?** command from the **Help** menu.

ScreenTips for toolbars are activated by default, as long as you have enabled the option in the Customize dialog box. To view a ScreenTip for a toolbar button, you point to the desired toolbar button and the button name appears.

When ScreenTips are activated, the mouse pointer appears with a question mark.

- You can also access ScreenTips by pressing the [**Shift+F1**] key combination and then pointing to and/or clicking the item for which you want help.

→ Steps

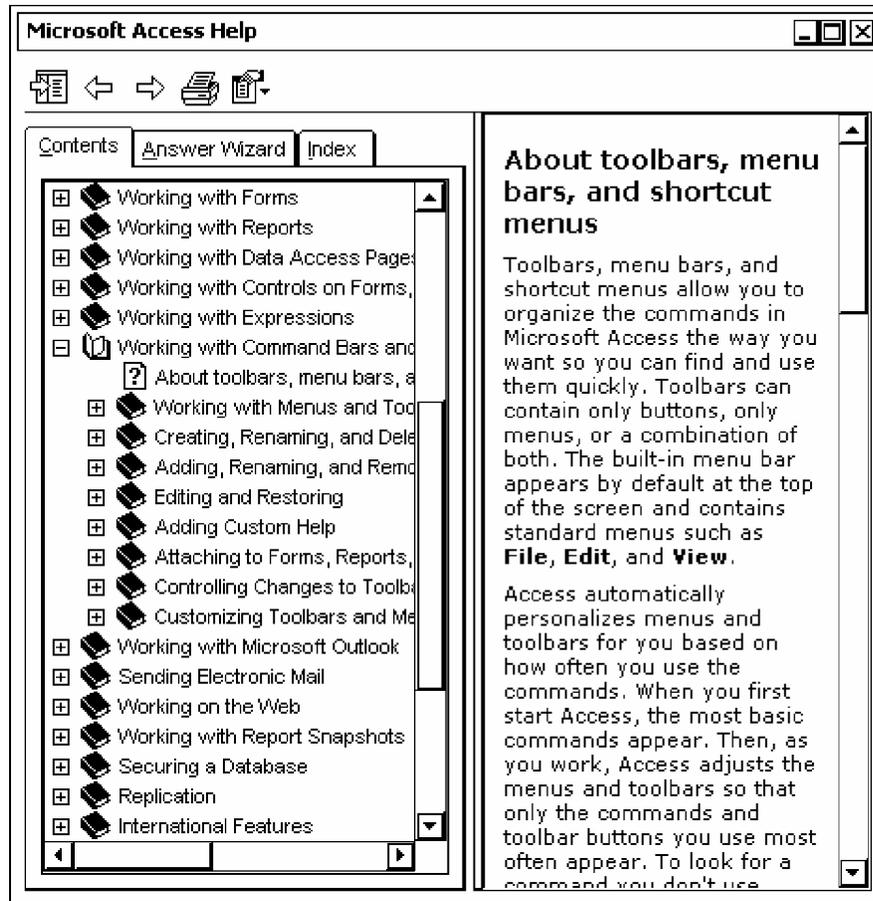
1. Select the **Help** menu.
2. Select the **What's This?** command.
3. Point to the button or item with which you want help.
4. Click the button or item with which you want help.

USING HELP CONTENTS

✎ Discussion

The Microsoft Access Help window, accessible from the **Microsoft Access Help** command on the **Help** menu when the Office Assistant is disabled, is comprised of two panes. The pane on the left contains the three help tabs: **Contents**, **Answer Wizard**, and **Index**. The pane on the right contains the information pertaining to the selected help topic.

The **Contents** page displays a list of general help topics. From this list, you can select a help topic for a particular group of features or functions. This page is structured like a standard table of contents. The table is expandable; when you double-click a topic, related subtopics appear. When you select the help topic you want to view, it appears in the right pane of the help window. The underlined, colored text that appears in the right pane may be selected to display additional help topics.



Using Help Contents

- You can also expand help topics on the **Contents** page by clicking the plus sign (+) next to the desired topic.

→ Steps

1. Disable the Office Assistant on the **Options** page in the Office Assistant dialog box, if necessary.
2. Select the **Help** menu.
3. Select the **Microsoft Access Help** command.
4. Select the **Contents** tab.
5. Select the desired topic.
6. Select the desired subtopic.

SHOWING AND HIDING THE HELP TABS

Discussion

When the Microsoft Access Help window is opened from the **Help** menu, it displays two panes: the tabs for the help components appear in the left pane and the information about the selected help topic appears in the right pane.

You can hide the left pane or show both panes of the Microsoft Access Help window using the **Show** and **Hide** buttons at the top of the window. Hiding the help tabs in the left pane decreases the size of the help window. This option allows you to continue working in the Database window while you reference the selected help topic text in the right pane of the Microsoft Access Help window.

- When you select a help topic using the Office Assistant, only the right pane of the Microsoft Access Help window appears. You must use the **Show** button to access the **Contents**, **Answer Wizard**, and **Index** tabs.

- You can also show or hide the help tabs by selecting the **Show Tabs** or **Hide Tabs** commands from the **Options** button in the Microsoft Access Help window.

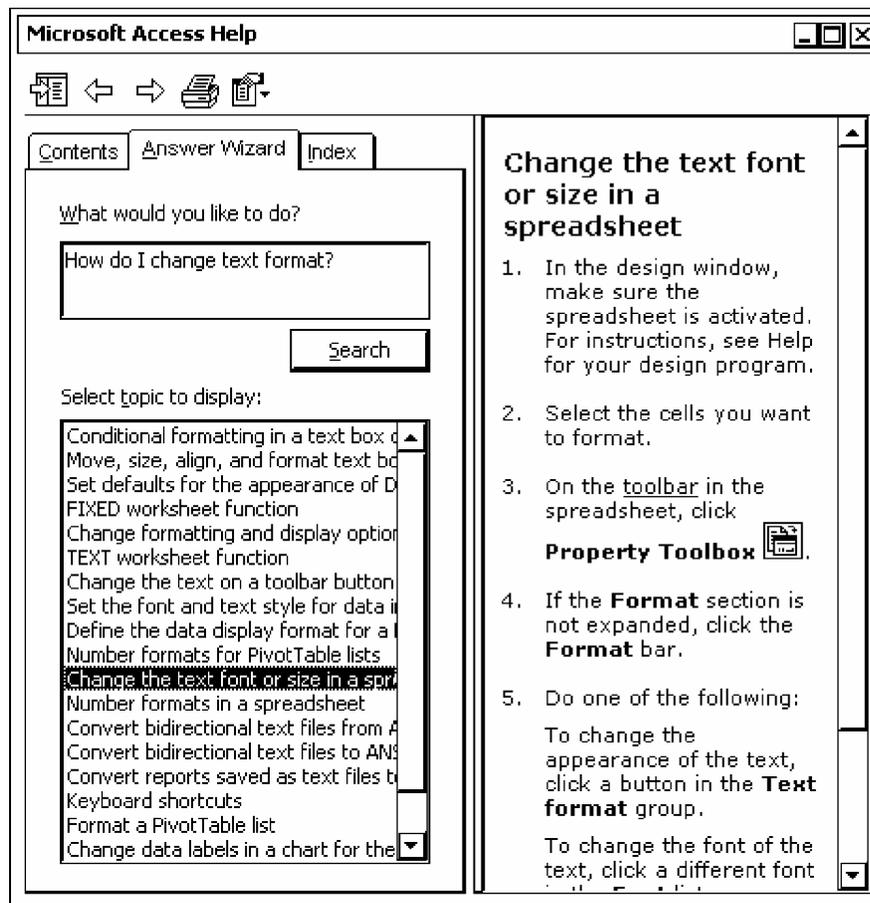
→ Steps

1. Open the Microsoft Access Help window.
2. Click the **Hide** button  at the top of the Microsoft Access Help window to hide the help tabs in the left pane.
3. Click the **Show** button  at the top of the Microsoft Access Help window to display the help tabs in the left pane.

USING THE HELP ANSWER WIZARD

Discussion

You can use the **Answer Wizard** page in the Microsoft Access Help window to quickly locate help topics based on questions you ask. The **Answer Wizard** page functions in much the same way as the Office Assistant. Any help topics that satisfy the typed question appear when you search using the Answer Wizard.



Using the Help Answer Wizard

→ Steps

1. Disable the Office Assistant on the **Options** page in the Office Assistant dialog box, if necessary.
2. Select the **Help** menu.

3. Select the **Microsoft Access Help** command.
4. Select the **Answer Wizard** tab.
5. Type the question on which you want to base your search in the **What would you like to do?** text box.
6. Select **Search**.
7. Select the desired help topic in the **Select topic to display** list box.

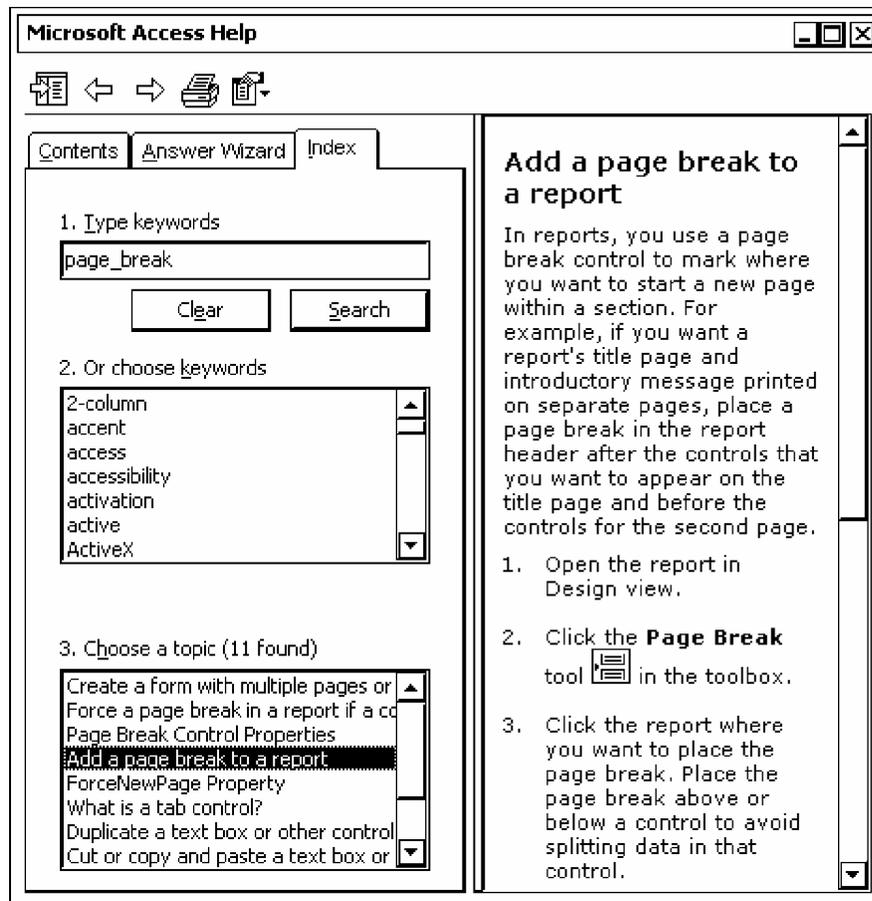
USING THE HELP INDEX

✎ Discussion

The Access Help system includes an alphabetical index of available help topics on the **Index** page in the Microsoft Access Help window.

The **Index** page enables you to search for a topic using a keyword. When the keyword is typed into the **Type keywords** text box, an alphabetical index of available help topics appears. You then select the desired topic which then displays an additional list of subtopics.

When entering search criteria containing more than one word, place an underline character between each word. For example, to search for a subject such as **page break**, you would type **page_break** in the **Type keywords** text box.



Using the Help Index

- If you want to perform another search on a different subject, select the **Clear** button to clear the previous search criteria and then enter the new search criteria.

→ Steps

1. Disable the Office Assistant on the **Options** page in the Office Assistant dialog box, if necessary.
2. Select the **Help** menu.
3. Select the **Microsoft Access Help** command.
4. Select the **Index** tab.
5. Type the topic for which you want to search.

6. Select **Search** to search for the keyword(s) or double-click a topic from the **Or choose keywords** list box.
7. Double-click the desired subtopic in the **Choose a topic** list box.

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