

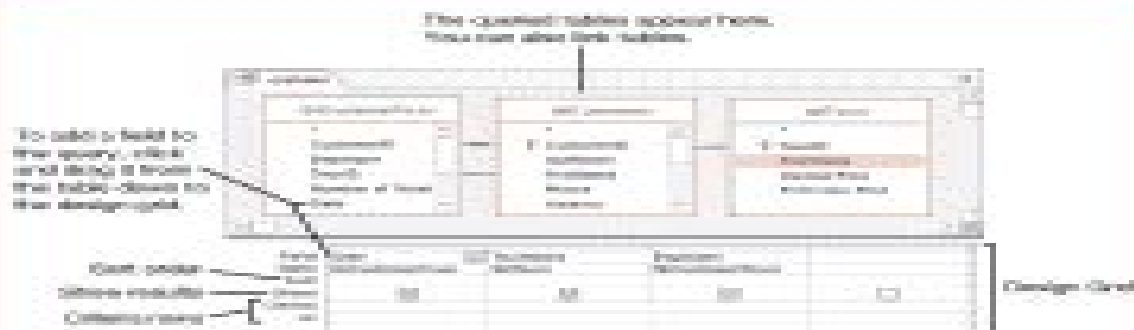


Microsoft

Access 2016 Intermediate Quick Reference Card



Overview of Queries



Query Examples

Expression	Result
"London"	Displays records where the field equals "London."
"London" Or "New York"	Displays records where the field equals "London" or "New York."
Between 1/1/2010 And 12/31/2010	Displays records where the date is between 1/1/2010 and 12/31/2010.
Year([Order Date])=2010	Displays records where the OrderDate field equals 2010.
Is Null	Displays records where the field is null.
Is Not Null	Displays records where the field is not null.
Not "USA" Or ""	Displays records where the field does not contain the text "USA" and is not blank.
Like "B"	Displays records where the field starts with an "B."
Not Like "B"	Displays records where the field does not start with an "B."
<"B"	Displays records where the field sort starts with letters "B" through "Z."
>100	Displays records where field values greater than 100.
-(Sum([Sales]))	Displays the sum of the values in the Sales field.
-Avg([Sales])	Displays the average of the values in the Sales field.
-Count([Sales])	Displays the number of records in the Sales field.

Queries

Create a Query: Click the **Create** tab on the ribbon and click the **Query Design** button. Select the tables you want to add to the query, click the **Add** button, and press the closing box. Double-click each field you want to include in the query. Click the **Save** button on the Quick Access Toolbar, type a name for the query, and click **OK**.

Run a Query: Double-click a query in the Navigation Pane.

Hide Fields from Queries: Click the **Show/Hide Fields** button in the design grid for the table you want to hide.

Sort Fields: Click on the **Sort** button for the field you want to sort. Click the sort arrow for the field, and select sort order.

Create a Multiple Table Query: Click the **Create** tab on the ribbon, click the **Query Design** button, double-click the tables you want to include in the query, and click **Close**. Double-click each field you want to include in the query, and save the query.

Work with the Expression Builder: In Design view, click in the **Field** row of a blank column in the design grid, and click the **Builder** button on the Design ribbon. Select a field to use in the calculation, specify an operation for the calculation, click or type any other fields or values you want to use, and click **OK**.

Field-Switched Recordset: Click the **Create** tab on the ribbon and click the **Query Wizard** button. Select **Field-Switched Query Wizard** and click **OK**. Use the wizard to complete the first Field-Switched query, enter a name for the query in the final step of the wizard, and click **Finish**.

Criteria Query: Click the **Create** tab on the ribbon and click the **Query Wizard** button. Select **Criteria Query Wizard** and click **OK**. Use the wizard to complete the criteria query, enter a name for the query in the final step of the wizard, and click **Finish**.

Create a Select Query: Click the **Create** tab on the ribbon and click the **Query Design** button. Select the tables and queries you want to add, click **Add**, and close the closing box. Connect any unrelated tables and click the **Select** button on the Design ribbon. Double-click the **asterisk** (*) in the table list for the table containing information you want to select. Drag the field you want to use as the sorting criteria onto the design grid. Then, click in the field's **Criteria** row and type the specific data you want to select.

Create an Append Query: Click the **Create** tab on the ribbon and click the **Query Design** button. Select the table and queries you want to add, click **Add**, and close the closing box. Click the **Append** button on the Design ribbon, specify the append settings, and click **OK**. Double-click any of the fields you want to append.

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portable reference for the frequent traveler or office staffer seeking quick answers about the relational database's tools terms and techniques Topics are arranged alphabetically and include step by step instructions and numerous illustrations

Learning to Use Office 2000 for New CLAIT & CLAIT Plus Angela Bessant, 2002 This text contains a range of instructions and exercises to assist the reader in learning Office 2000 to the standard required for CLAIT and IBT II including skills such as databases word processing and spreadsheets Includes a CD ROM containing all the material needed for the work in the book *Microsoft Access 2000 at a Glance* Perspection, Inc, 1999 Microsoft Access 2000 At a Glance gives readers a fast

easy visual way to solve problems and get work done with the latest version of Microsoft's powerful relational database management system This reference title delivers concise answers and is an ideal desk side companion for users who need quick problem solving information **Microsoft Access 2000 Step by Step** Catapult, Inc, 1999 With this book and

Microsoft Access 2000 you'll learn to enter and view data create and expand databases turn data into meaningful information refine your database and take your database to the world Book Jacket **E-Equals Level 1 Office XP Databases** Susan

Ward, 2004 Written in Microsoft Office XP this book is divided into five sections Each section contains information and

practical tasks At the end of each section you will have a chance to practise your skills check your knowledge or both

InfoWorld ,1995-03-20 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Microsoft Access 2016 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide** TeachUcomp Inc.,2017-10-23 Designed with the busy professional in mind this 2 page laminated quick reference guide provides step by step instructions in Access 2016 When you need an answer fast you will find it right at your fingertips with this Microsoft Access 2016 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials

Databases for Office 2000 Susan Ward,2002 Endorsed by City and Guilds for use with The Certificate for IT Users Level 1 part of the City Guilds e Quals suite Practice assignments at the end of each unit are based on City Guilds specifications

Microsoft Access 97/Visual Basic Evan Callahan,1997 This book offers a personal procedural training system that gets users up and running as quickly as possible on applications in Visual Basic for Applications in Access Modular lessons let users start wherever they want and learn at their convenience and their own pace Readers don t have to worry about getting bogged down they get just the information they need to get the job done **MS-DOS 6.2 Quick Reference** Sally

Neuman,1993 This reference aims to answer command questions concerning DOS 6 0 or 6 2 and so enable users to complete any DOS command more quickly *DDC Learning Computer Concepts* Shelley O'Hara,2001 For courses in Computer

Concepts Focusing throughout is on essential information clearly explained and rooted in a practical context this text helps students become well versed in all the main computer concepts hardware software communication and issues that affect every area of life today and a knowledge of which is mandatory for success in today s job market **Microsoft Access**

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Office Professional, Version 4.3 Don Gosselin,Rebecca Fiala,1995 Simple Press this Type that instructions put your fingers on the correct keys fast No narration or exposition just illustrated keystrokes along with two or three words give you the

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1. The book is structured into several chapters, namely:
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 - Chapter 4: Microsoft Access Quick Reference Guide in Specific Contexts
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