

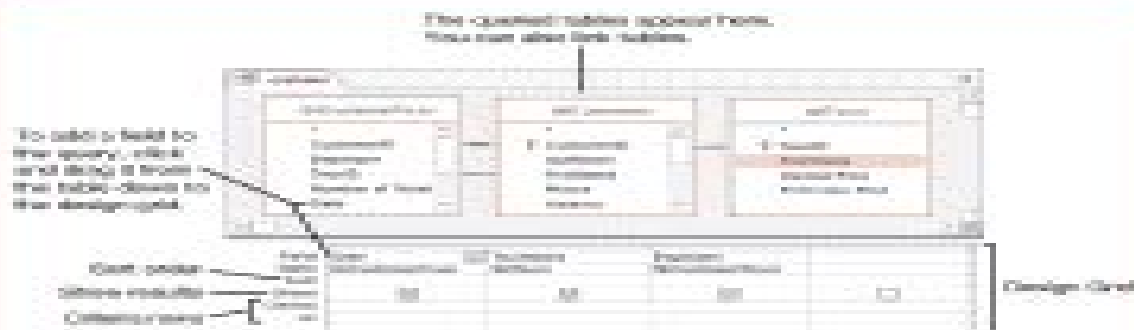


Microsoft

Access 2016 Intermediate Quick Reference Card



Overview of Queries



Query Examples

Expression	Result
"London"	Displays records where the City equals "London."
"London" Or "New York"	Displays records where the City 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 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 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 field 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

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

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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

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Table of Contents Microsoft Access Quick Reference Guide

1. Understanding the eBook Microsoft Access Quick Reference Guide
 - The Rise of Digital Reading Microsoft Access Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Access Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Quick Reference Guide
 - Personalized Recommendations
 - Microsoft Access Quick Reference Guide User Reviews and Ratings

- Microsoft Access Quick Reference Guide and Bestseller Lists
- 5. Accessing Microsoft Access Quick Reference Guide Free and Paid eBooks
 - Microsoft Access Quick Reference Guide Public Domain eBooks
 - Microsoft Access Quick Reference Guide eBook Subscription Services
 - Microsoft Access Quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Access Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Access Quick Reference Guide Compatibility with Devices
 - Microsoft Access Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Access Quick Reference Guide
 - Interactive Elements Microsoft Access Quick Reference Guide
- 8. Staying Engaged with Microsoft Access Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Access Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Quick Reference Guide
 - Setting Reading Goals Microsoft Access Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Access Quick Reference Guide
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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