

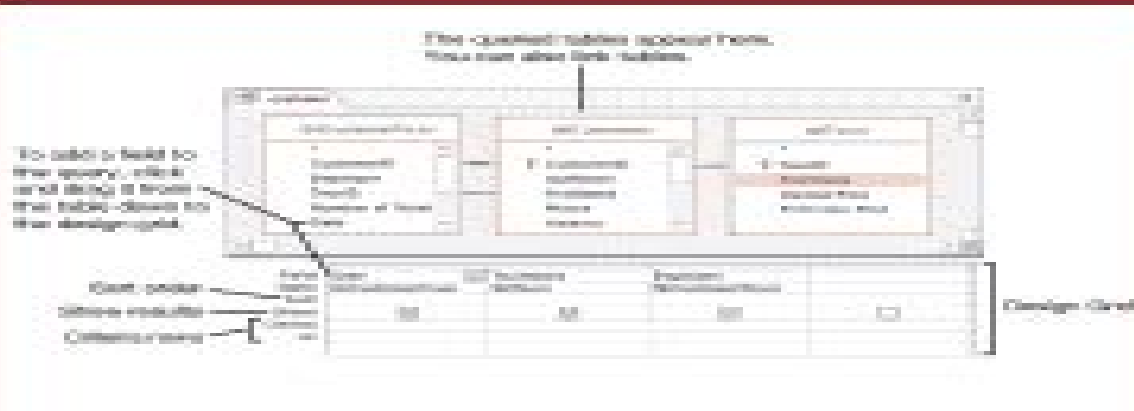


Microsoft

# Access 2016 Intermediate Quick Reference Card



## Overview of Queries



## 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 clear the design 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** check box in the design grid for the field you want to hide.

**Sort Fields:** Click on the **Sort** tab for the field you want to sort. Click the sort order for the field, and click **OK**.

**Create a Multiple Table Query:** Click the **Create** tab on the ribbon, click the **Query Design** button, double-click the tables you want to add to 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 tab. Select a field to add to the calculation, specify an operation for the calculation, click on type and other fields or values you want to use, and click **OK**.

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

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

**Create a Table 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 design box. Connect any unrelated tables and click the **Specify** button on the Design tab. Double-click the **asterisk** (\*) in the table field for the table containing information you want to delete. Change the query name to use as the linking criteria on the design grid. Then, click in the field's **Criteria** row and type the specific data you want to delete.

**Create an Append 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 design box. Click the **Append** button on the Design tab, specify the append options, and click **OK**. Double-click any of the fields you want to append.

## Query Examples

Expression	Result
<code>"London"</code>	Displays records where the field equals "London".
<code>"London" Or "New York"</code>	Displays records where the field equals "London" or "New York."
<code>Between 1/1/2010 and 12/31/2010</code>	Displays records where the date is between 1/1/2010 and 12/31/2010.
<code>Year(Order Date) &lt; 2010</code>	Displays records where the year of the field equals 2010.
<code>Is Null</code>	Displays records where the field is null.
<code>Is Not Null</code>	Displays records where the field is not null.
<code>Not #0.00 Or ""</code>	Displays records where the field does not contain the text "0.00" and is not blank.
<code>Like "B"</code>	Displays records where the field does start with an "B."
<code>Not Like "B"</code>	Displays records where the field does not start with an "B."
<code>&lt;"B"</code>	Displays records where the field does start with letters "B" through "Z."
<code>&gt;100</code>	Displays records where field values greater than 100.
<code>~Sum@Sales</code>	Displays the sum of the values in the Sales field.
<code>~Avg@Sales</code>	Displays the average of the values in the Sales field.
<code>~Count@Sales</code>	Displays the number of records in the Sales field.

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# Microsoft Access Quick Reference Guide

**Albert A Gayle**



## **Microsoft Access Quick Reference Guide:**

**Microsoft Access Quick Reference Guide**, 1985 Beezix, Inc Staff, 2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Access 2003 at an intermediate level The following topics are covered Enhancing Table Design Setting and Removing a Primary Key Setting Table Relationships Deleting Relationships Hiding a Table Setting a Single Field Index Setting Multiple Field Indices Validating Data and Creating Expressions with Functions Queries Creating Complex Select Queries Creating Parameter Queries Creating Queries Using Multiple Tables Creating Statistical Queries Creating Update Queries Customizing Forms Creating Forms Subforms Using Subdatasheets Inserting Expanding Collapsing Removing Smart Tags Merging Data with a Word Document Importing Data into Access Export Data to Excel Creating a Report Manually and Viewing Object Dependencies This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

**Microsoft Access 2003 Introduction Quick Reference Guide** Beezix, Inc Staff, 2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Access 2003 at the introductory level The following topics are covered Definitions of Access Objects Adding and Deleting Records Undoing Changes Navigating through Records Editing Fields and Records Searching for a Record Creating Tables Sorting Tables Optimizing Data Collection Using Masks Creating a Query Working with a Form Creating Forms with a Wizard Creating Reports Printing a Report Grouping Database Objects Compacting Database Files Customizing Access and Backing Up a Database Also includes a list of Movement Shortcuts and Data Field Types This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

*Microsoft Pocket Guide to Microsoft Access 2000* Stephen L. Nelson, 1999 A compact 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

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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 2010*

*Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2010-10-30 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Access 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Table Design Preventing Data Entry Errors Find and Sort More Quickly With Indexing Joining Tables to Create Relationships Deleting a Table Join Preventing Orphaned Data with Referential Integrity Query Design Performing Calculations Summarizing Selected Data Form Design Adding Form Controls Sorting Removing Automatic Labels Modifying Automatic Labels Modifying Form Controls Report Design Summarizing by Group Printing Options Table Relationships Complex Expressions Examples Form Control This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate El-Hi Textbooks and Serials in Print ,2006 Microsoft 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 answers you need in seconds instead or minutes Free color template on back cover Brilliant Access 2007 Steve Johnson,2007

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