

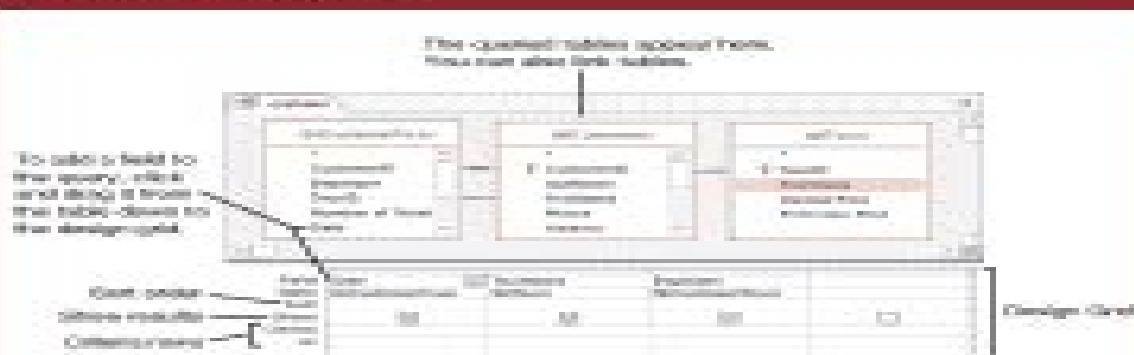


Microsoft

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 whose 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** 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 include in the query, and click **Close**. Double-click each field you want to include in the query, and click **OK**.

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 on type and 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 Delete 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 **Delete** button on the Design ribbon. Double-click the **asterisk** (*) in the table field for the table containing information you want to delete. Drag the field you want to use as the sorting criteria into 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 table and queries you want to add, click **Add**, and close the design 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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Microsoft Access Quick Reference Guide

Susan Ward



Microsoft Access Quick Reference Guide:

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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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