



Microsoft

Access 2016 Intermediate Quick Reference Card



Overview of Queries



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) < 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 #0/0/00 Or ""</code>	Displays records where the field does not contain the text "0/0/00" and is not blank.
<code>Like "0*"</code>	Displays records where the field does start with an "0."
<code>Not Like "0*"</code>	Displays records where the field does not start with an "0."
<code><"0"</code>	Displays records where the field does start with letters "0" through "9."
<code>>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.

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 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 field name for the field, and click **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 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-Driven Record: Click the **Create** tab on the ribbon and click the **Query Wizard** button. Select **Field-Driven Record Query Wizard** and click **OK**. Use the wizard to complete the first field-driven query, enter a name for the query in the dialog box 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 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 list for the table containing information you want to delete. Check the box you want 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.

Microsoft Access Quick Reference Guide

David Kirk



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