



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 click the **Design** button. Double-click each field you want to include in the query, and 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 desired arrow 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 **Design**. Double-click each field you want to include in the query, and click the **Save** button.

**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-Summary (Pivoted):** Click the **Create** tab on the ribbon and click the **Query Wizard** button. Select **Field-Summary Query Wizard** and click **OK**. Use the wizard to complete the first 4 steps of the wizard, enter a name for the query in the 5th 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 creation 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 grid. 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. Drag the field you want to use as the linking 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 tables and queries you want to add, click **Add**, and close the design grid. 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 #0/0/0 Or ""</code>	Displays records where the field does not contain the text "0/0/0" and is not blank.
<code>Like "0"</code>	Displays records where the field does not start with an "0."
<code>Not Like "0"</code>	Displays records where the field does not start with an "0."
<code>&lt;"0"</code>	Displays records where the field does not start with letters "0" through "9."
<code>&gt;100</code>	Displays records where field values greater than 100.
<code>Count(*)</code>	Displays the count of the values in the table field.
<code>Max(*)</code>	Displays the maximum of the values in the table field.
<code>Count(*)/2</code>	Displays the number of records in the table field.

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# Microsoft Access Quick Reference Guide

**Michael Seilmaier**



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

## **Microsoft Access Quick Reference Guide** Book Review: Unveiling the Power of Words

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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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