



Vidya Bhawan Balika Vidyapith

Shakti Utthan Ashram, Lakhisarai – 811311 (Bihar)

Chapter:- 3. ADVANCED FEATURES OF ACCESS 2013

CLASS- VIIITH

SUBJECT:- IT

SUB TEACHER :- VIKASH KR. RAJAK

DATE :- 25/05/2020

Topic :- Query and Creating a Query.

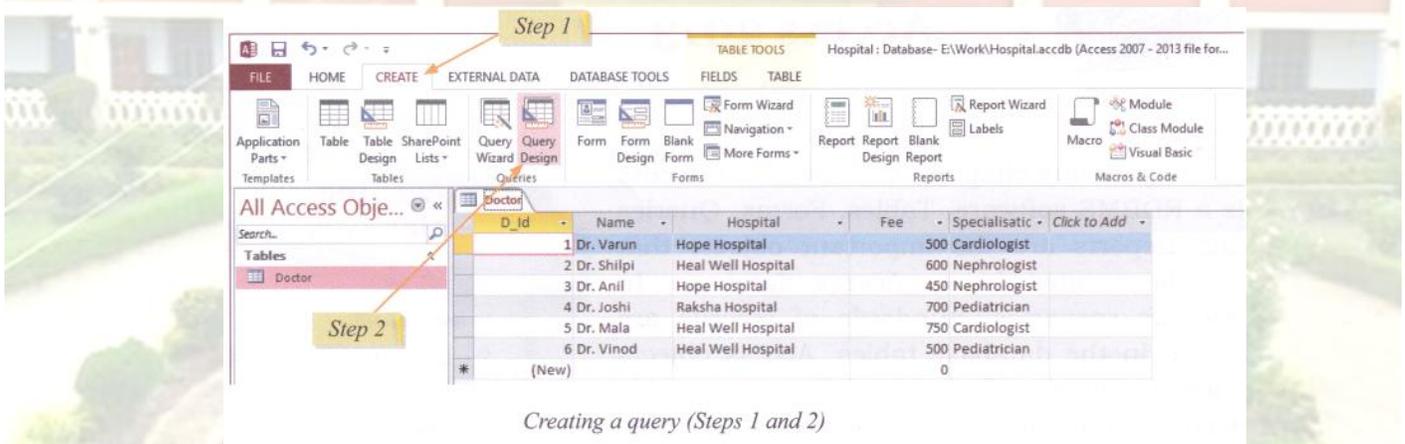
➤ **QUERY:-** A query is used to retrieve selective data based on specific criteria from one or more tables.

Creating a Query:-

To create a query based on table Student to filter the details of students whose percentage is more than 90. Follow the given steps:-

Step 1:- Click on the Create tab.

Step 2:- Click on the Query Design option in the Queries group. The Show Table dialog box appears.



Step 3:- Choose the table on which you want to base your query and click on the Add button. After adding the table, click on the Close button to close the Show Table dialog box. The selected table appears in a small window in the upper section of the Query Design View. The lower section of the Query Design View displays the Design Grid. In this example, click and add the Doctor table.

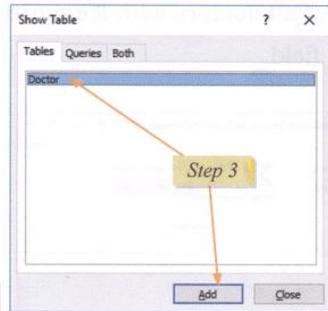
Step 4:- Add the fields to be used in the query in the Design Grid by following any one of the following.

Double-click on the field name in the small table window in the upper section of the Query Design View.

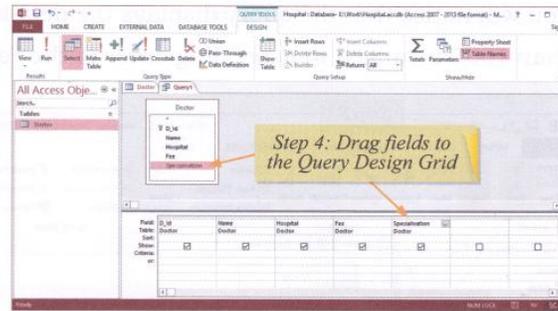
OR

Drag and drop fields from the small table window in the upper section to the Field column in the Design Grid.

Example: add the D_Id, Name, Hospital, Fee and Specialisation fields to the Design Grid.



Creating a query (Step 3)



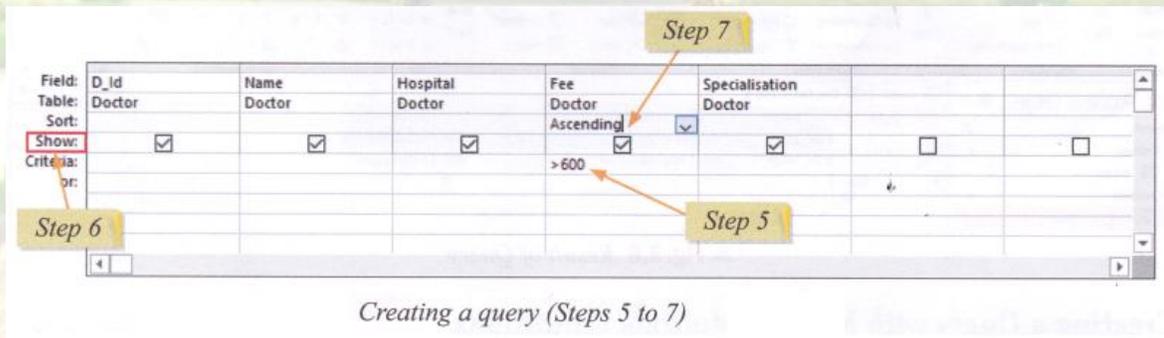
Creating a query (Step 4)

Step 5:- Type the search condition in the Criteria row of the field on the basis of which you want to choose or filter the records.

Example: Type the condition >600 in the Criteria row of the Fee field.

Step 6:- Clear the Show checkbox for fields that should not appear in the Query Result.

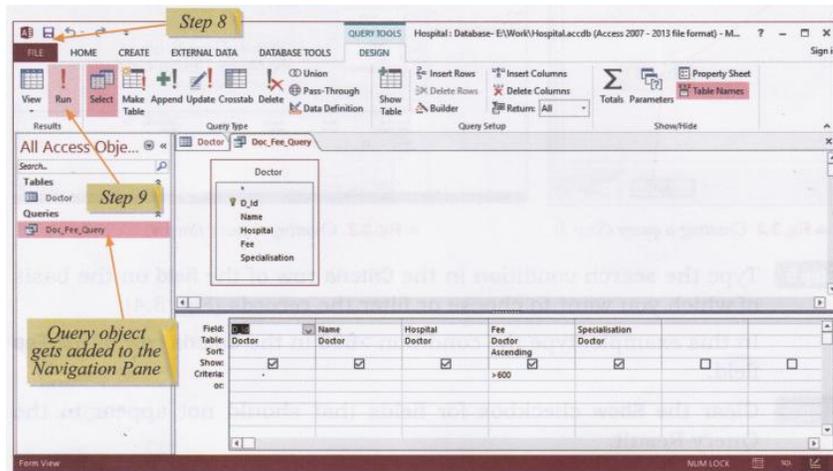
Step 7:- If you want the Query results to be sorted, then select Ascending or Descending order from the Sort box under that field. Example: select Ascending order in the Sort box under the Fee field.



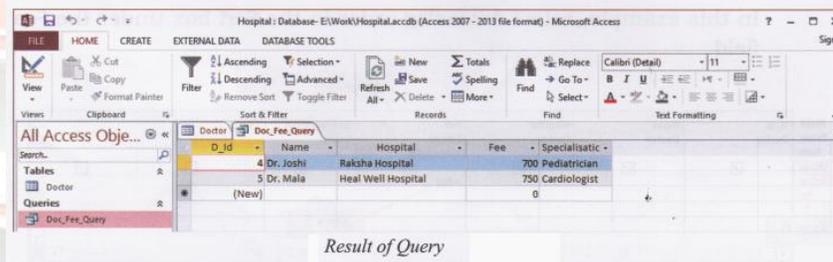
Creating a query (Steps 5 to 7)

Step 8:- Click on the Save option in the Quick Access Toolbar or the Save option on the File tab to save the Query. You will notice that the Query object gets added to the Navigation Pane.

Step 9:- Click on the Run option in the Results group on the Design tab to execute the query. The query results appear in the Datasheet View, which looks like a table. You will notice that the query displays the details of all doctors with fee more than? 600 arranged in ascending order of the Fee field.



Creating a query (Steps 8 and 9)



Result of Query

Homework (Based on study material of 24-05-20)

1. Write the steps for inserting a new field?
2. Write the steps for deleting a field?
3. How we modify the table design?
4. What is DBMS?