

CREATING MULTIPLE-TABLE QUERIES

This query will use the tables **Spot orders** and **Invoices**, and the junction table **Billable items** from the **Access Training (Chamber)** database. This type of query is used to retrieve data from two or more tables.

- ❖ Make sure the **Queries** object button in the **Database** window is selected.
- ❖ Do one of the following:
 - Click the **New** button (see illustration at right) on the **Database** toolbar and then click **Design View** in the **New Query** dialog box (see illustration at right).
 - Click the **Create query in Design View** option.
- ❖ The **Show Table** dialog box will appear.
- ❖ Select the tables **Billable items**, **Spot Orders** and **Invoices** to use as the base for the query.
 - To select the tables, do one of the following:
 - Hold down the **CTRL** key while selecting the tables and then click **Add**.
 - Double-click each of the tables until all tables have been selected.
 - Select each table and then click **Add** to add each table to the Query Design grid one at a time.
- ❖ Click **Close** to close the **Show Table** dialog box.
- ❖ A **Select Query** design grid will be displayed.
- ❖ In the upper pane, double-click the asterisk (*) in the boxes for **Spot Orders** and **Invoices**.
 - When the asterisk is clicked, all the fields from the table will be added to the grid.
 - When the query is run, all the fields for both tables will appear in the grid.
- ❖ Click the **View** button to display the results of this query.
- ❖ Return to the design grid.
- ❖ Click in the first row of the third column of the Design grid and click the drop-down arrow.
- ❖ Choose the **Quote** field from the **Spot Orders** table.
- ❖ In the **Criteria** row, input greater than or equal to (**>=**) **5000**.
- ❖ View the query in **Datasheet View**. Scroll through the query to see the results.
- ❖ Close the query and name it **Receivables**.

