




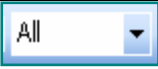






QUERY DESIGN VIEW TOOLBAR BUTTONS

There are several buttons in the Query Design toolbar that are available in all the other views. However, there are others that are only available in the Query Design Grid. These buttons are listed in the table below:

Button Name	Description
View	 This button is used to switch between the Datasheet View and the Design View. This is a toggle button that is used to check how the query is working. The list arrow can also be used to change from one view to another.
Query Type	 Use this button to display a drop-down list that makes it possible to change the query type among the select, crosstab, or various action queries.
Run	 Click this button to execute the query. If the query is a select or crosstab query, a message box is displayed showing what the results of the query are.
Show Table	 To display the Show Table dialog box which enables you to add tables to the Query-by-Example (QBE) Grid's table pane, click this button.
Totals	 This button is used to display the Totals row in the QBE Grid's field grid. This button is used for creating summations such as Sum, Average, Min, and Max.
Top Values	 This box provides a list that makes it possible to limit the query's results to only the top (or bottom) portion of a certain number of records. This can be set to an integer number of records or to a percentage of the total number of records. A drop-down list is available that displays the common choices for the Top Values.
Properties	 Use this button to display the Properties dialog box for the currently selected object. This dialog box can be used to edit the properties for the selected object.
Build	 Use this button to display the builder for an appropriate item or property that has been selected. The builder is used to create formulas within the query.
Database Window	 This button causes the Database window to become the active window. It provides for a quick way to return to the Database window.
New Object	 This button is used to display a drop-down menu that provides a quick way to create an AutoForm or AutoReport based on the current query or to create a new object in the database.