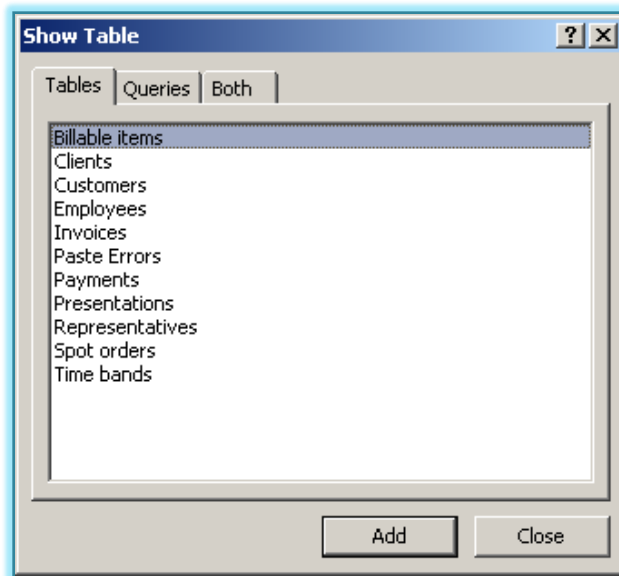
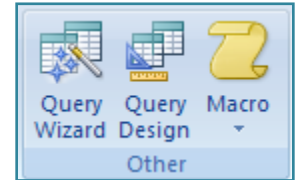


CREATING A MULTIPLE TABLE QUERY WITH SORT PRECEDENT

This query will be used to list the names of all the clients, along with the names of their representatives. The order of the fields will be changed in the query to set the sort precedent. In a query the data is sorted by the left most fields. So, it is important to make sure the fields order is set properly.

- ❖ Open the **Access Training** database, if necessary.
- ❖ Click the **Create Tab**.
- ❖ In the **Other Group**, click the **Query Design** button (see illustration at right).
- ❖ Select the **Clients** and **Representatives** tables from the **Show Tables** list (see illustration below).



- ❖ If a Join Line does not appear between the two tables, do the following:
 - In the **Representatives** box, click the **IDContact** field.
 - Drag this field onto the **RepresentativeID** field in the **Clients** table.
 - A **Join Line** should appear between the two tables.
- ❖ In the **Clients** box, double-click the following field names:
 - Company name
 - Phone 1
 - Phone 2
 - Email
- ❖ In the **Representatives** box, double-click the following field names:
 - Firm name
 - Surname
 - Given name
 - Middle
 - Phone 1
 - Phone 2
 - Email
- ❖ Click the **column selector** for **Surname**.
- ❖ Hold down the **Shift** key and then click the **column selector** for **Middle**.
 - Holding down the Shift key will select three fields: Surname, Given name, and Middle.

- When fields are selected using the Shift key, any fields between the first selected field and the last selected field will also be selected.
- ❖ Move the mouse pointer over the **Surname** field name until it turns to a white arrow that is pointing to the left (see illustration at right).
- ❖ Click and hold the column selector for **Surname** and drag it to the far left of the grid. This will move the three selected columns to the left side of the lower pane.
- ❖ Use the click and drag process to move the **Company name** field to the far left.
- ❖ Using the same method, move the **Firm name** field to the far left.
- ❖ To test the new query, click the **Run Query** button (see illustration at right).
- ❖ Click the **View** button to return to **Design View**.
- ❖ Click **Sort** under the **Company Name** field.
- ❖ Change the **Sort Order** to **Ascending**.
- ❖ Do the same thing for **Firm Name**.
- ❖ Run the query by clicking either the **View** or **Run** button in the **Results Group**.
- ❖ To save and close the query, click the **Close** button.
- ❖ The **Save** dialog box will display.
- ❖ Name this query as **Show client list**.