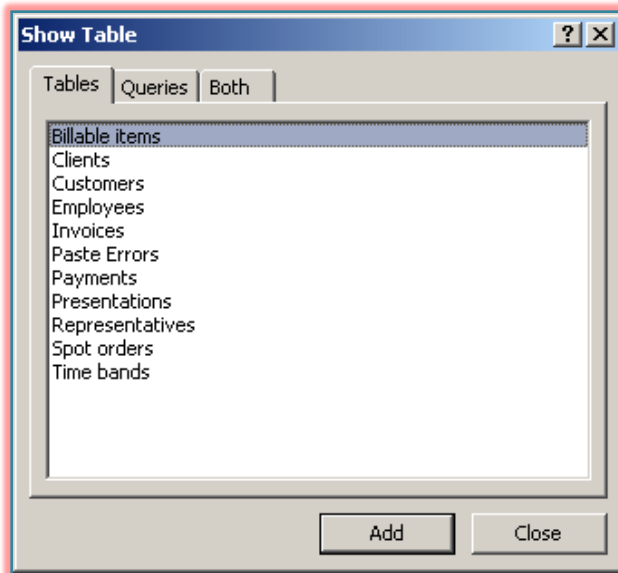
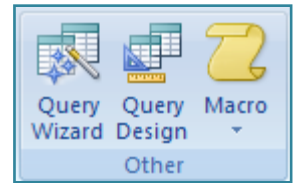


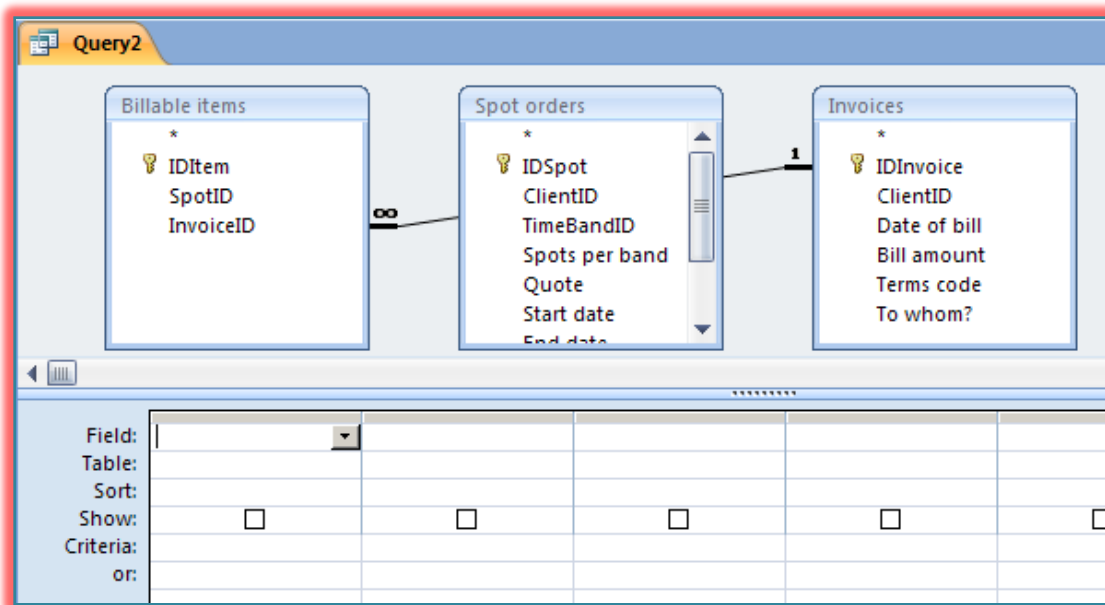
## CREATING MULTIPLE-TABLE QUERIES

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

- ❖ Click the **Create Tab**.
- ❖ In the **Other Group**, click the **Query Design** button (see illustration at right).
- ❖ The **Show Table** dialog box will appear (see illustration below).



- ❖ 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 (see illustration below).



- ❖ 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** or the **Run** 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**.