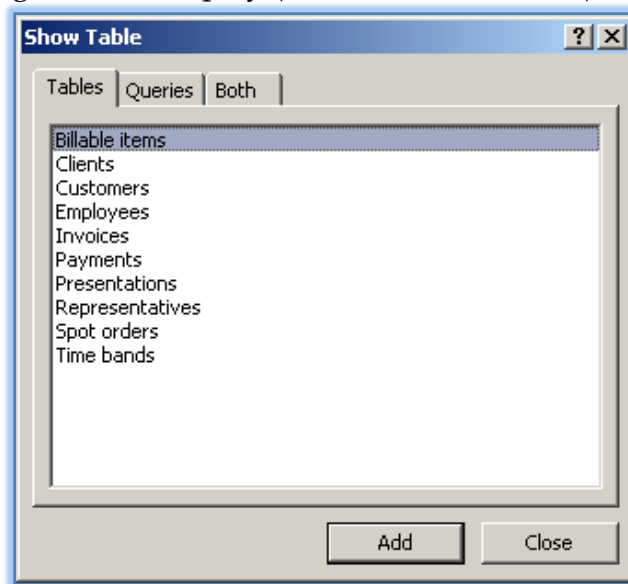
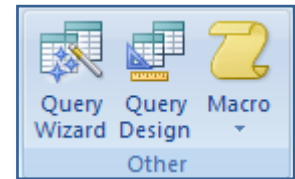


CREATING A PARAMETER QUERY

This type of query is used to extract data from a table that meets the criteria input by the operator. It is a good query to use when looking for data that meets very precise criteria. We will be using the **Access Training** database. This database is located in the folder that was downloaded from the **Access 2007 Training Web Page**.

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



- ❖ From the **Show Tables** list choose **Clients**.
- ❖ Click the **Add** button to add this table to the **Design** grid.
- ❖ Click the **Close** button to exit from the **Show Tables** dialog box.
- ❖ The **Query Design** window will display (see illustration top of next page).
- ❖ Select the following fields from the **Clients** table box in the order specified.
 - Zip/postal
 - Company name
 - Address 1
 - Address 2
 - City
 - State/province
 - Phone 1
 - Phone 2
- ❖ EmailIn the column for **Zip/postal**, click the **Criteria** cell.
- ❖ Type **[Enter ZIP code:]**.
- ❖ Save the query using one of the following methods:
 - Click the **Office Button** and then click **Save**.
 - Click the **Save** button on the **Quick Access** toolbar.
- ❖ The name for the query is **Show clients by ZIP code**.
- ❖ Click **OK** to save the query.
- ❖ View the query in **Datasheet View** to test it.
- ❖ In the dialog box that appears type **64120**.

- ❖ Click **OK** to view the results of the query.
- ❖ The **Datasheet** should show two clients.
- ❖ Select **Close** to close the query.

