

## CREATING A QUERY USING THE TOTALS OPTION

The Totals option is used to Sum, Count, Average, and so forth a field of information. When the Total option is selected, an additional row is added to the Design grid of the query. 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 **Query Design**.
- ❖ Select the **Payments** table from the **Show Tables** dialog box.
- ❖ Select all the fields from the **Payments** box by clicking on the first field, holding down the **Shift** key and clicking on the last field.
- ❖ Drag the fields to the first box in the **Design** grid.
- ❖ Release the mouse button. All the fields should appear in the grid in separate columns.
- ❖ Click the **Query Tools Design Tab**.
- ❖ In the **Show/Hide Group**, click the **Totals** button (see illustration at right).
- ❖ Leave the **Total** cell settings for the **IDPayment**, **ClientID**, and **Date of payment** as **Group by**.
- ❖ Set the **Total** cell for the **Amount paid** field to **Last**.
  - This query will show the last payment for nine of the clients.
  - The field name for that field will appear as **Last of Amount Paid**.
- ❖ Save the query with the name **Show latest payment**.
- ❖ To see the results of the query, click the **Run** button in the **Results Group**.
- ❖ Close the query, saving the changes if prompted to do so.

