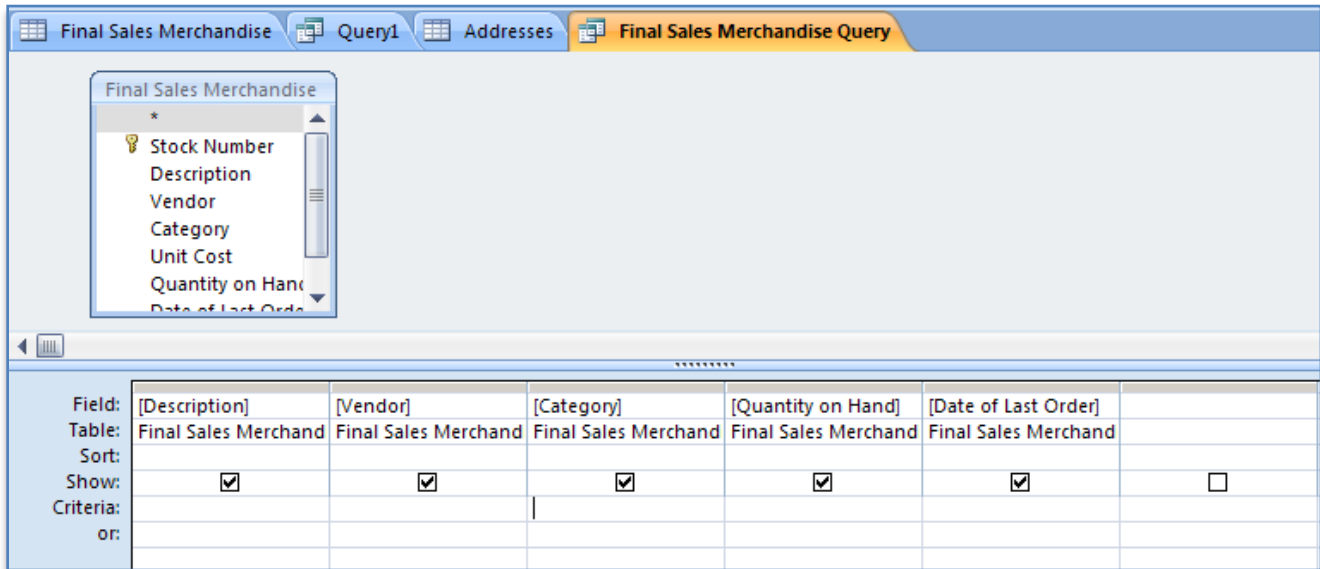


Modify a Query

The **Gaither Addresses** database created previously will be used for this lesson. For the lesson, you need to have the **Final Sales Merchandise Table** created. This table was created in the lesson on **Creating a Table in Design View and Change Table Design**. Also, the lesson on **Creating a Query Using a Wizard** will have to be completed.

- ✦ In the left frame, right-click the **Final Sales Merchandise Query**.
- ✦ Click **Design View**.
- ✦ The query will appear in **Design View** (see illustration below).



- ✦ The table on which the query is based will appear at the top of the window.
- ✦ The fields that were specified when the query was created will appear in the bottom portion of the window.
- ✦ The Criteria row is used to specify the conditions for the query.
- ✦ The Or row specifies additional conditions.
- ✦ In the **Criteria** row under **Category** input the word **Book**.
- ✦ Click the **Query Tools Design Tab**.
- ✦ In the **Results Group**, click the **Run** button (see illustration at right).
- ✦ One record with the **Category** of **Book** should appear in the query results.
- ✦ Click the **View** button in the **Views Group** to return to the **Query Design** window.
- ✦ Remove **Book** from the **Criteria** row.
- ✦ In the **Criteria** row for **Quantity on Hand**, input **>3**.
- ✦ This query should show all the items that have a **Quantity on Hand** of more than three items.
- ✦ Click the **Run** button in the **Results Group** to view the results of the query.
- ✦ Right-click the **Final Sales Merchandise Query** tab.
- ✦ Click **Close**.
- ✦ When the prompt comes up to save the query changes, click **No**.

