

FIGURE AW-3-7

The Save As Dialog Box

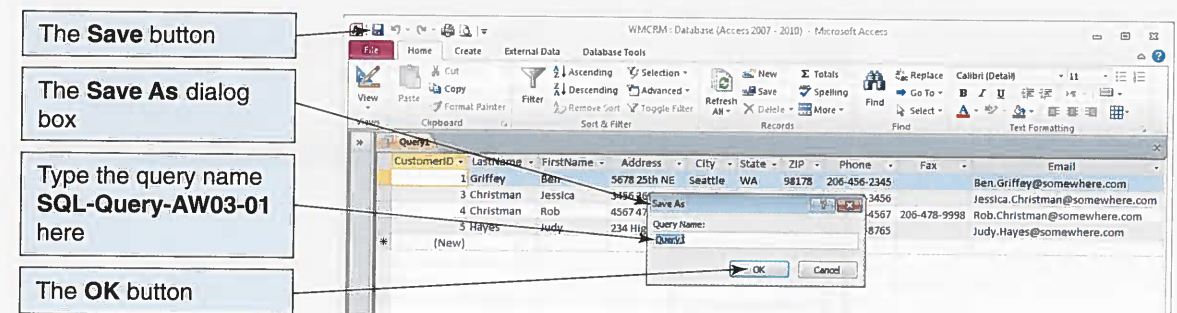
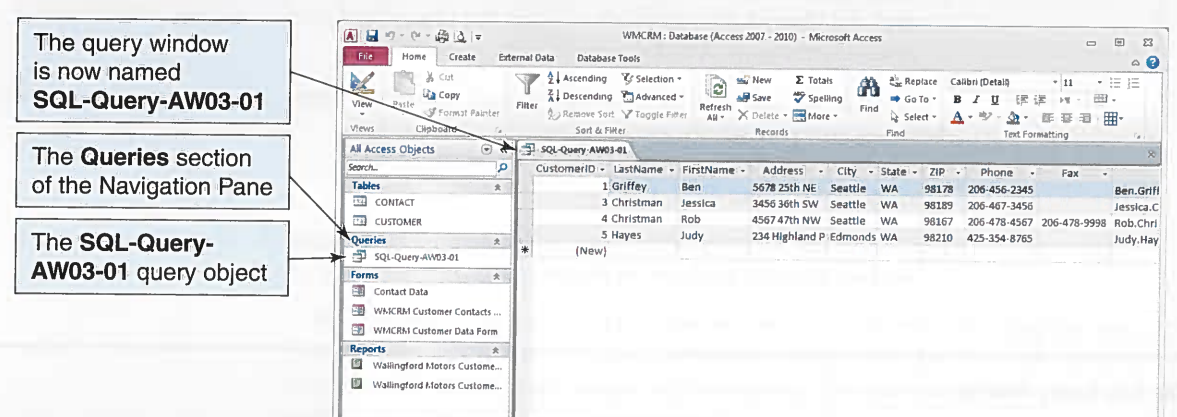


FIGURE AW-3-8

The Named and Saved Query



2. Type in the query name **SQL-Query-AW03-01** and then click the **OK** button. The query is saved, and the window is renamed with the query name, as shown in Figure AW-3-8.
3. Click the **Shutter Bar Open/Close** button to expand the Navigation Pane. As shown in Figure AW-3-8, the query document window is now named SQL-Query-AW03-01, and a newly created SQL-Query-AW03-01 query object appears in a Queries section of the Navigation Pane.
4. Close the SQL-Query-AW03-01 window by clicking the document window's **Close** button.
5. If Access displays a dialog box asking whether you want to save changes to the design of the query SQL-Query-AW03-01, click the **Yes** button.

Working with Microsoft Access QBE

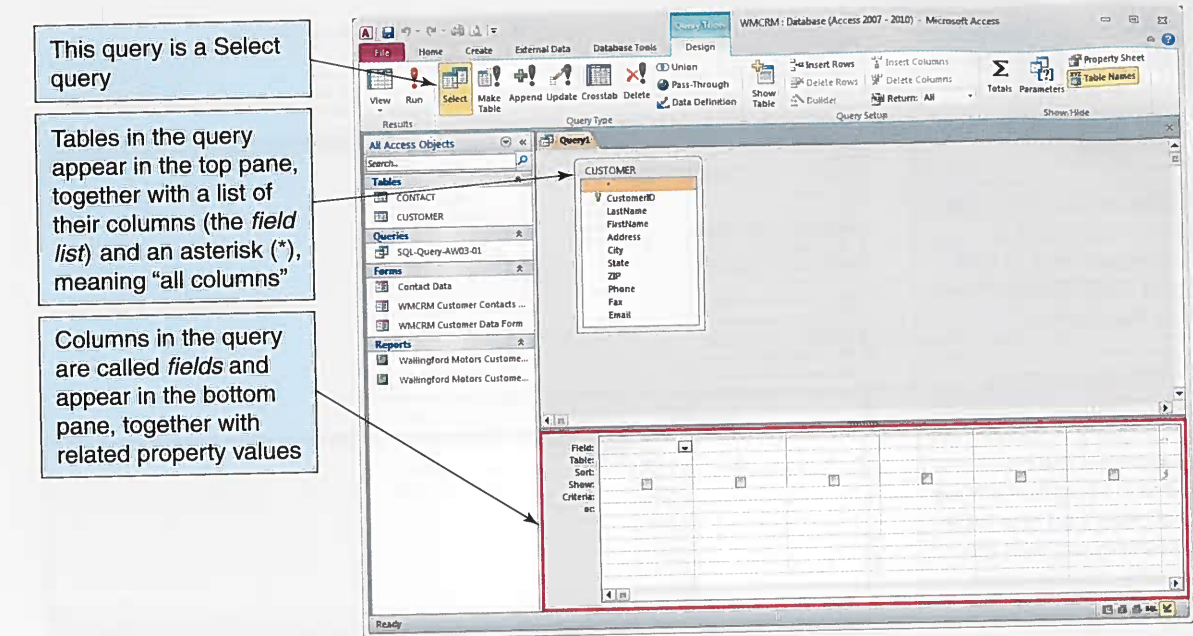
By default, Microsoft Access does not use the SQL interface. Instead, it uses a version of Query by Example (QBE), which uses the Access GUI to build queries. To understand how this works, we'll use QBE to recreate the SQL query we just created using QBE.

Creating and Running an Access QBE Query

1. Click the **Create** command tab to display the Create command groups.
2. Click the **Query Design** button.
3. The Query1 tabbed document window is displayed in Design view, along with the Show Table dialog box, as shown in Figure AW-3-2.
4. Click **CUSTOMER** to select the CUSTOMER table. Click the **Add** button to add the CUSTOMER table to the query.

FIGURE AW-3-9

The QBE Query1 Query Window



5. Click the **Close** button to close the Show Table dialog box.
6. Rearrange and resize the query window objects in the Query1 query document window, using standard Windows drag-and-drop techniques. Rearrange the window elements until they look as shown in Figure AW-3-9.
7. Note the elements of the Query1 window shown in Figure AW-3-9: Tables and their associated set of columns—called a *field list*—that are included in the query are shown in the upper pane, and the columns (fields) actually included in the query are shown in the lower pane. For each included column (field), you can set whether this column's data appear in the results, how the data are sorted, and the criteria for selecting which rows of data will be shown. Note that the first entry in the table's field list is the asterisk (*), which has its standard SQL meaning of "all columns in the table."
8. Include columns in the query by dragging them from the table's field list to a field column in the lower pane. Click and drag the * in CUSTOMER to the first field column, as shown in Figure AW-3-10. Note that the column is entered as **CUSTOMER.*** from the table CUSTOMER.
9. To save the QBE query, click the **Save** button on the Quick Access Toolbar to display the Save As dialog box. Type in the query name **QBE-Query-AW03-02**, and then click the **OK** button. The query is saved, the window is renamed QBE-Query-AW03-02, and a newly created QBE-Query-AW03-02 query object appears in a Queries section of the Navigation Pane.
10. Click the **Run** button on the Query Design toolbar.
11. Click the **Shutter Bar Open/Close** button to minimize the Navigation Pane. You may need to resize column widths to see all the data. The query results appear, as shown in Figure AW-3-11. Note that these results are identical to the results shown in Figure AW-3-6.
12. Click the **Shutter Bar Open/Close** button to expand the Navigation Pane and then click the query document tab to select it.
13. Close the QBE-Query-AW03-02 query.
14. If Access displays a dialog box asking whether you want to save changes to the layout of the query QBE-Query-AW03-02, click the **Yes** button.

(Continued)