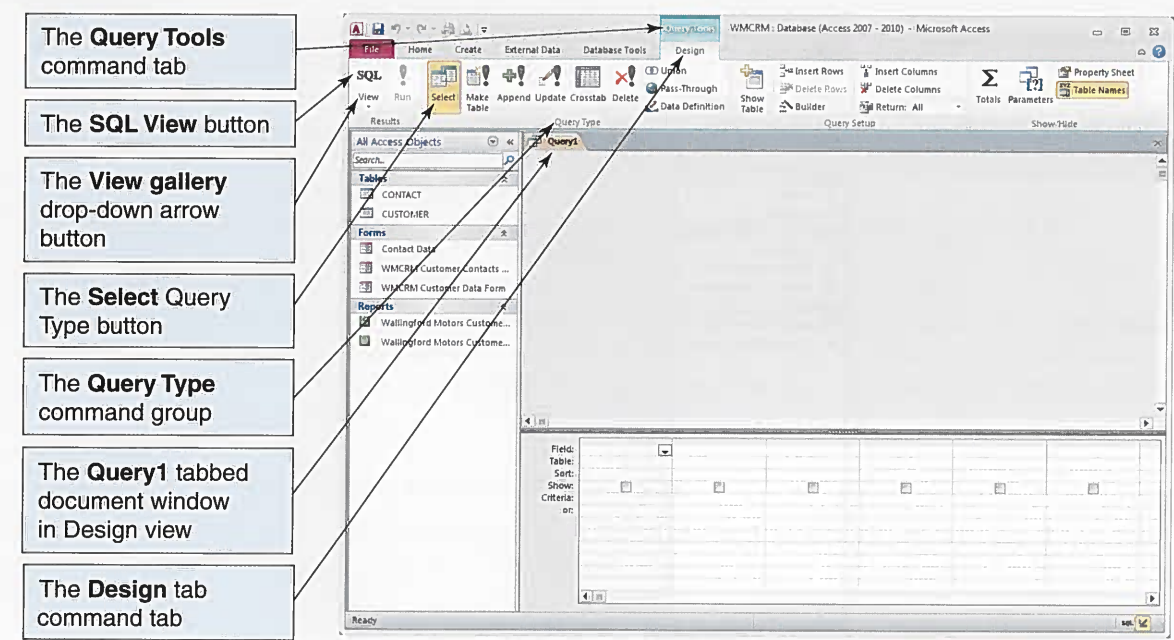


FIGURE AW-3-3
The Query Tools Contextual Command Tab



Opening an Access SQL Query Window and Running an Access SQL Query

1. Click the **SQL View** button in the Results group on the Design tab. The Query1 window switches to the SQL view, as shown in Figure AW-3-4. Note the basic SQL command **SELECT**; that's shown in the window. This is an incomplete command, and running it will not produce any results.
2. Edit the SQL **SELECT** command to read **SELECT * FROM CUSTOMER**; as shown in Figure AW-3-5.
3. Click the **Run** button on the Design tab.

FIGURE AW-3-4
The Query1 Window in SQL View

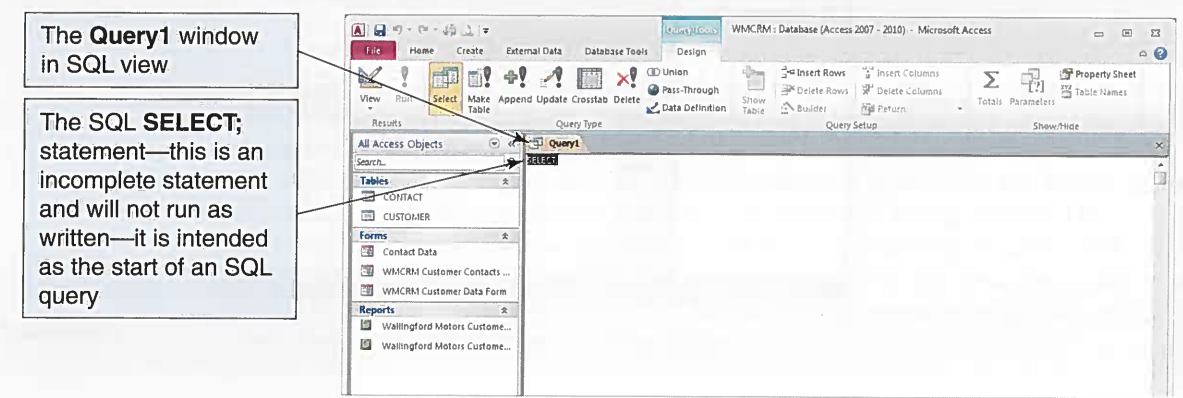
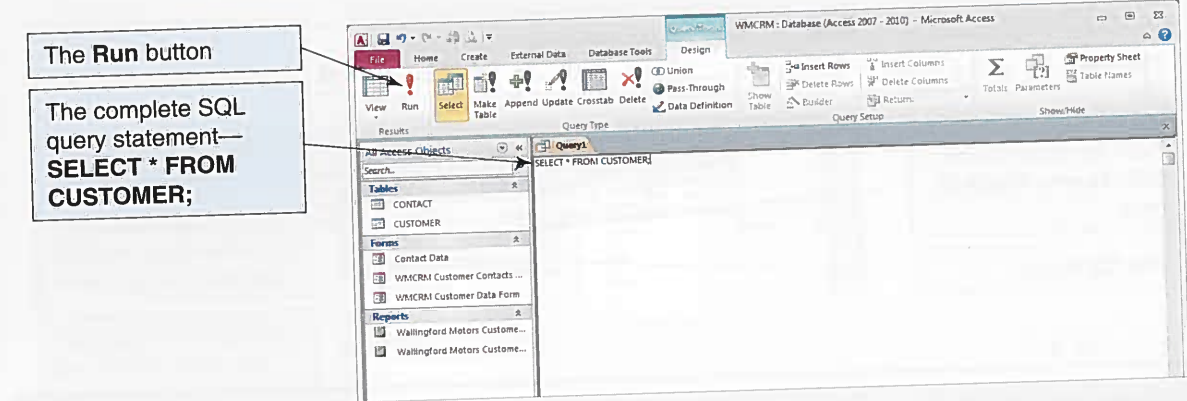


FIGURE AW-3-5
The SQL Query



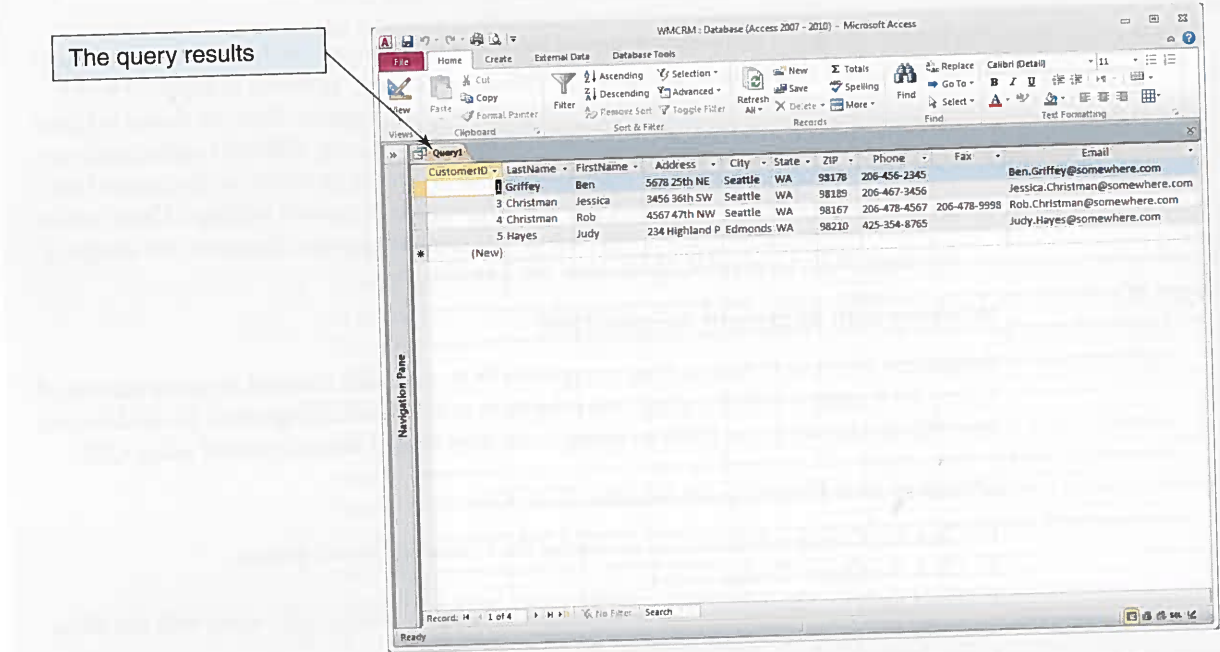
4. Click the **Shutter Bar Open/Close** button to minimize the Navigation Pane and then click the **Query1** document tab to select the Query1 window. The query results appear, as shown in Figure AW-3-6.

Just as we can save Access objects such as tables, forms, and reports, we can save Access queries for future use.

Saving an Access SQL Query

1. To save the query, click the **Save** button on the Quick Access Toolbar. The Save As dialog box appears, as shown in Figure AW-3-7.

FIGURE AW-3-6
The SQL Query Results



(Continued)