



THE ACCESS WORKBENCH

Section 3

Working with Queries in Microsoft Access

In the previous sections of “The Access Workbench,” you learned to create Microsoft Access databases, tables, forms, and reports in multiple-table databases. In this section, you’ll:

- Learn how to use Access SQL.
- Learn how to run queries in single and multiple tables, using both SQL and Query by Example (QBE).
- Learn how to manually set table and relationship properties that Access SQL does not support.

In this section, we will continue to use the WMCRM database you’ve been using. At this point, we’ve created and populated (that is, inserted the data into) the CUSTOMER and CONTACT tables and set the referential integrity constraint between them.

Working with Microsoft Access SQL

You work with Microsoft Access SQL in the SQL view of a query window. The following simple query shows how this works:

```
/* *** SQL-Query-AW03-01 *** */
SELECT * FROM CUSTOMER;
```

Opening an Access Query Window in Design View

1. Start Microsoft Access 2010.
2. Click the **File** command tab to display the File menu and then click the WMCRM.accdb database file name in the quick access list to open the database.
3. Click the **Create** command tab to display the Create command groups, as shown in Figure AW-3-1.
4. Click the **Query Design** button.
5. The Query1 tabbed document window is displayed in Design view, along with the Show Table dialog box, as shown in Figure AW-3-2.
6. Click the **Close** button on the Show Table dialog box. The Query1 document window now looks as shown in Figure AW-3-3. This window is used for creating and editing Access queries in Design view and is used with Access QBE, as discussed later in this section.

Note that in Figure AW-3-3 the Select button is selected in the Query Type group on the Design tab. You can tell this is so because active or selected buttons are always shown in color on the Ribbon. This indicates that we are creating a query that is the equivalent of an SQL SELECT statement.

Also note that in Figure AW-3-3 the View gallery is available in the Results group of the Design tab. We can use this gallery to switch between Design view and SQL view. However, we can also just use the displayed SQL View button to switch to SQL view, which is being displayed because Access considers that to be the view you would most likely choose in the gallery if you used it. Access always presents a “most likely needed” view choice as a button above the View gallery.

FIGURE AW-3-1

The Create Command Tab

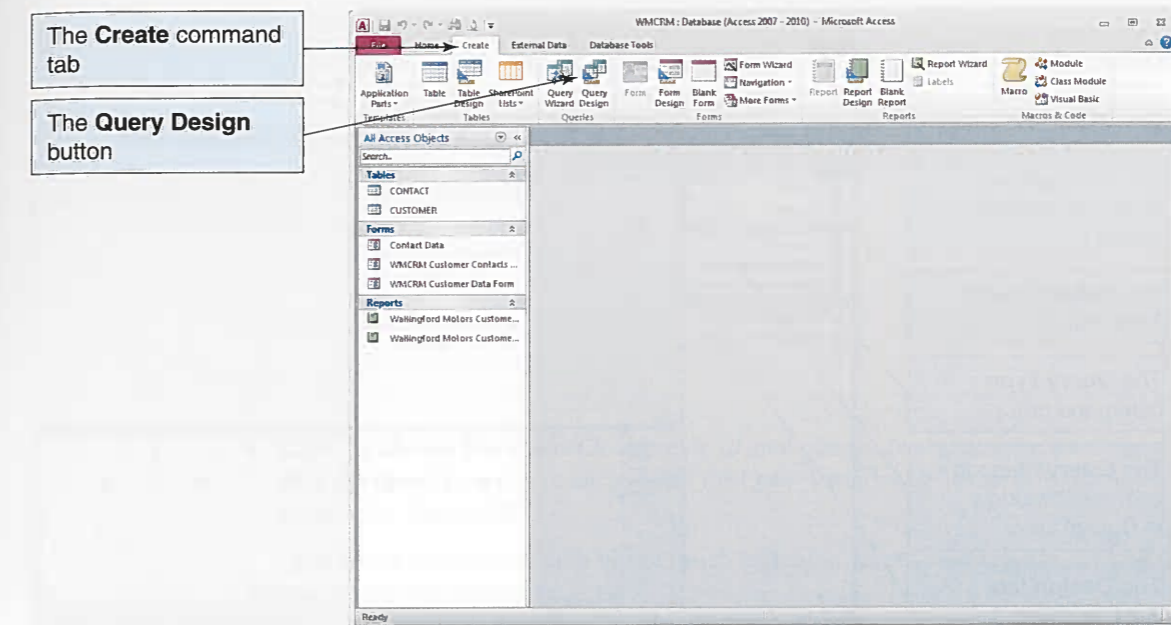
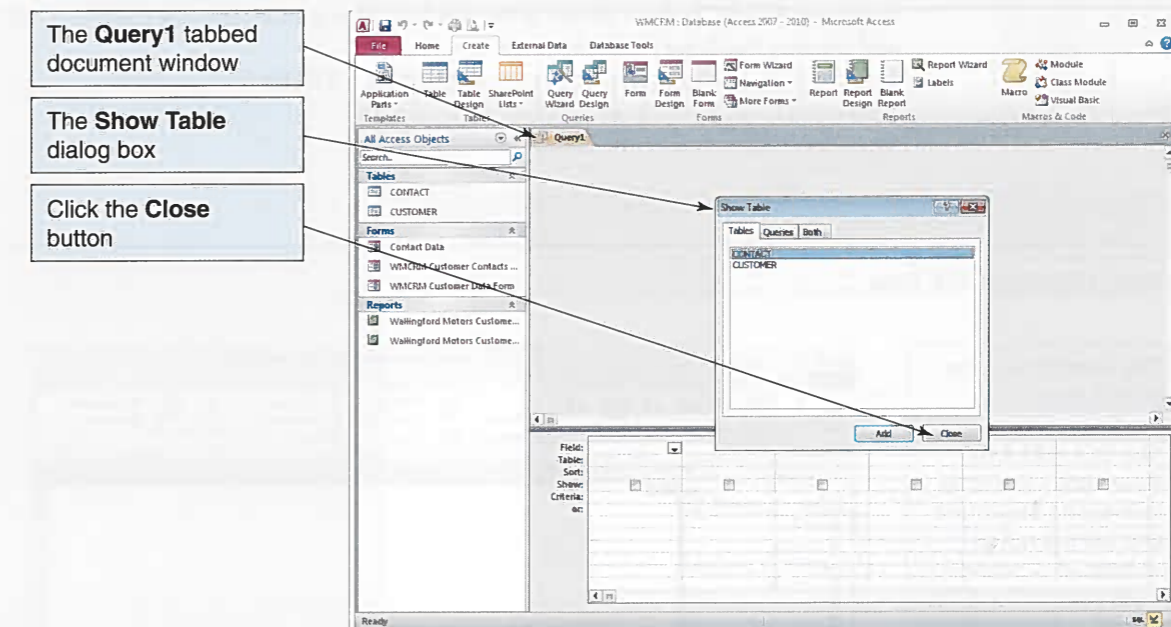


FIGURE AW-3-2

The Show Table Dialog Box



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