Create a select query

If you want to review data from only certain fields in a table, or review data from multiple tables simultaneously or maybe just see the data based on certain criteria, a select query type would be your choice. For more information see, create a select query.

Review data from select fields

For example, if your database has a table with a lot of information about products and you want to review a list of products and their prices, here’s how you’d create a select query to return just the product names and the respective price:

1. Open the database and on the Create tab, click Query Design.
2. In the Show Table box, on the Tables tab, double-click the Products table and then close the dialog box.
3. In the Products table, let’s say that you have Product Name and List Price fields. Double-click the Product Name and List Price to add these fields to the query design grid.
4. On the Design tab, click Run. The query runs, and displays a list of products and their prices.

Review data from multiple related tables simultaneously

For example, if you have a database for a store that sells food items and you want to review orders for customers who live in a particular city. Say that the data about orders and data about customers are stored in two tables named Customers and Orders respectively. If each table has a Customer ID field, which forms the basis of a one-to-many relationship between the two tables. You can create a query that returns orders for customers in a particular city, for example, Las Vegas, by using the following procedure:

1. Open the database. On the Create tab, in the Query group, click Query Design.
2. In the Show Table dialog box, on the Tables tab, double-click Customers and Orders.
3. Close the Show Table dialog box. Note the line (called a join) that connects the ID field in the Customers table and the Customer ID field in the Orders table. This line shows the relationship between the two tables.
4. In the Customers table, double-click Company and City to add these fields to the query design grid.
5. In the query design grid, in the City column, clear the check box in the Show row.
6. In the Criteria row of the City column, type **Las Vegas**.

Clearing the Show check box prevents the query from displaying the city in its results, and typing Las Vegas in the Criteria row specifies that you want to see only records where the value of the City field is Las Vegas. In this case, the query returns only the customers that are located in Las Vegas. You don’t need to display a field to use it with a criterion.

1. In the Orders table, double-click Order ID and Order Date to add these fields to the next two columns of the query design grid.
2. On the Design tab, in the Results group, click Run. The query runs, and then displays a list of orders for customers in Las Vegas.
3. Press CTRL+S to save the query.