

- e. Create a query with fields ServiceDate, City, NoInParty, ServiceName, FirstName, and LastName. Set the criteria to limit the output to **denver**. Use the Between command to only show services from 7/1/2012 to 6/30/2013. Set the Number in Party criterion to 3. Sort the results in ascending order by the Service Date.
- f. Run the query, and then examine the number of records in the status bar at the bottom of the query. It should display 154. If your number of records is different, examine the criteria.
- g. Change the order of the query fields so that they display as FirstName, LastName, ServiceDate, City, NoInParty, and ServiceName. Compare your results to Figure 2.57.
- h. Save the query as **Denver Rooms 3 Guests**. Close the query, and then copy it and rename the new query **Chicago Rooms 3 Guests**. One of your colleagues in Chicago asked for your help in analyzing the guest data.
- i. Open the Chicago Rooms 3 Guests query in Design view, and then change the criterion for denver to **chicago**. Run and save the changes.
- j. Combine the two previous queries into a third query named **Denver and Chicago Rooms 3 Guests**. Use the criteria from the two individual queries to create a combination AND – OR condition. The records in the combined query should equal the sum of the records in the two individual queries.
- k. Compact, repair, and back up the database file. Close the database.
- l. Submit based on your instructor's directions.

DISCOVER

