

Hands-On Exercises



MyITLab®
HOE4 Training

4 Multitable Queries

Based on the auditor's request, you will need to evaluate the data further. This requires creating queries that are based on multiple tables rather than on a single table. You decide to open an existing query, add additional tables, and then save the query with a new name.

Skills covered: Add Additional Tables to a Query • Create a Multitable Query • Modify a Multitable Query • Get Answers Using a Multitable Query

STEP 1 » ADD ADDITIONAL TABLES TO A QUERY

The previous query was based on the Accounts table, but now you need to add information to the query that is in the Branch and Customers tables. You will need to add the Branch and Customers tables to the query. Refer to Figure 2.47 as you complete Step 1.

Steps c and f: Customers and Branch tables added

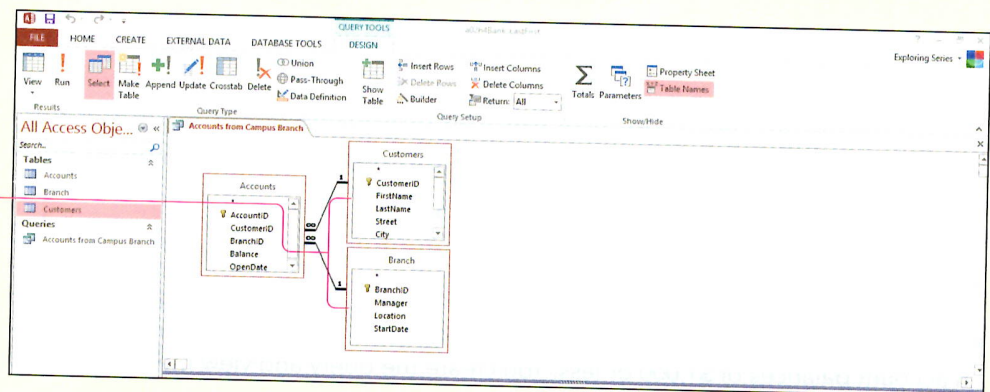


FIGURE 2.47 Add Tables to Query Design View

- Open *a02h3Bank_LastFirst* if you closed it at the end of Hands-On Exercise 3. Save the database as *a02h4Bank_LastFirst*, changing *h3* to *h4*.
- Right-click the **Accounts from Campus Branch** query in the Navigation Pane and select **Design View** from the shortcut menu.
- Drag the **Branch** table from the Navigation Pane to the top pane of the query design grid next to the Accounts table.

A join line connects the Branch table to the Accounts table. The query inherits the join lines from the relationships created in the Relationships window.

- Drag the **Location** field from the Branch table to the first empty column in the design grid. The Location field should be positioned to the right of the Balance column.

- Click the **Show check box** under the BranchID field to clear the check box and hide this field in the results.

The BranchID field is no longer needed because the Location field provides the same information. Because you unchecked the BranchID show check box, the BranchID field will not display the next time the query is opened.

- Delete the B50 criterion in the BranchID field.
- Type **Campus** as a criterion in the Location field and press **Enter**.

Access adds quotation marks around *Campus* for you; quotes are required for text criteria. You are substituting the Location criterion (*Campus*) in place of the BranchID criterion (B50).