h. Remove Ascending from the AccountID sort row. Click in the **Sort row** of the Balance field. Click the arrow and select **Descending**.

i. Click **Run** in the Results group.

   The BranchID field does not display in the Datasheet view because you hid the field in step e. Only Campus accounts should display in the datasheet (10 records). Next, you will add the Customer LastName and delete the CustomerID from the query.

j. Save the changes to the query design.

k. Click **View** in the Views group to return to the Design view.

   The BranchID field no longer displays on the field as it has been hidden.

l. Drag the **Customers table** from the Navigation Pane to the top section of the query design grid and reposition the tables so that the join lines are not blocked (see Figure 2.47).

   The one-to-many relationship lines automatically connect the Customers table to the Accounts table (similar to step c on the previous page).

m. Drag the **LastName field** in the Customers table to the second column in the design grid.

   The LastName field should be positioned to the right of the AccountID field.

n. Click the column selector in the CustomerID field to select it. Press **Delete**.

   The CustomerID field is no longer needed in the results because we added the LastName field.

o. Click **Run** in the Results group.

   The last names of the customers now display in the results.

p. Save and close the query.

STEP 2 » CREATE A MULTITABLE QUERY

After discussing the query results with the auditor, you realize that another query is needed to show those customers with account balances of $1,000 or less. You create the query and view the results in Datasheet view. Refer to Figure 2.48 as you complete Step 2.

Step d: Add the balance criterion

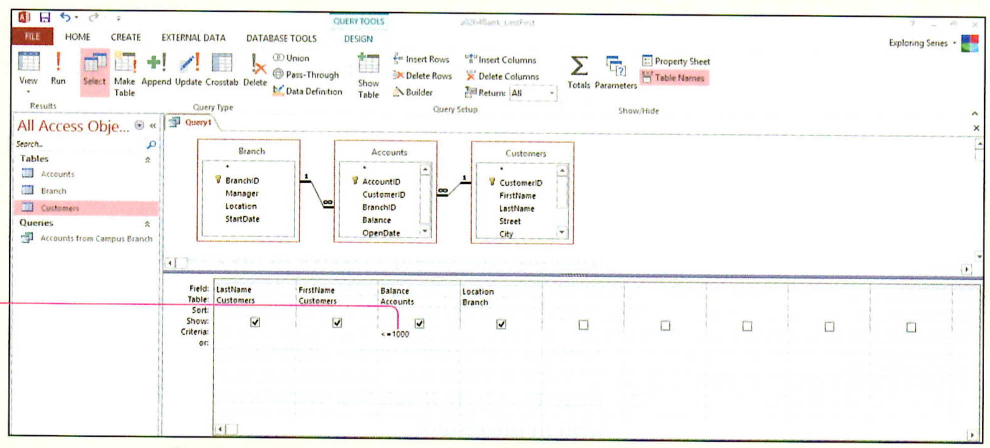

FIGURE 2.48 Create a Multitable Query

a. Click the **CREATE tab** and click **Query Design** in the Queries group.

b. Double-click the **Branch table name** in the Show Table dialog box and double-click **Accounts** and **Customers** to add all three to the Query Design view. Click **Close** in the Show Table dialog box.

   Three tables were added to the query.