

- c. Double-click the following fields to add them to the design grid: **LastName**, **FirstName**, **Balance**, and **Location**.
- d. Type **<=1000** in the **Criteria row** of the **Balance** column.
- e. Click **Run** in the Results group to see the query results.
Six records that have a balance of \$1,000 or less display.
- f. Click **Save** on the Quick Access Toolbar and type **Balance 1000 or Less** as the Query Name in the **Save As** dialog box. Click **OK**.

STEP 3 >> MODIFY A MULTITABLE QUERY

The auditor requests additional changes to the *Balance 1000 or Less* query you just created. You will modify the criteria to display the accounts that were opened after January 1, 2011, with balances of \$2,000 or less. Refer to Figure 2.49 as you complete Step 3.

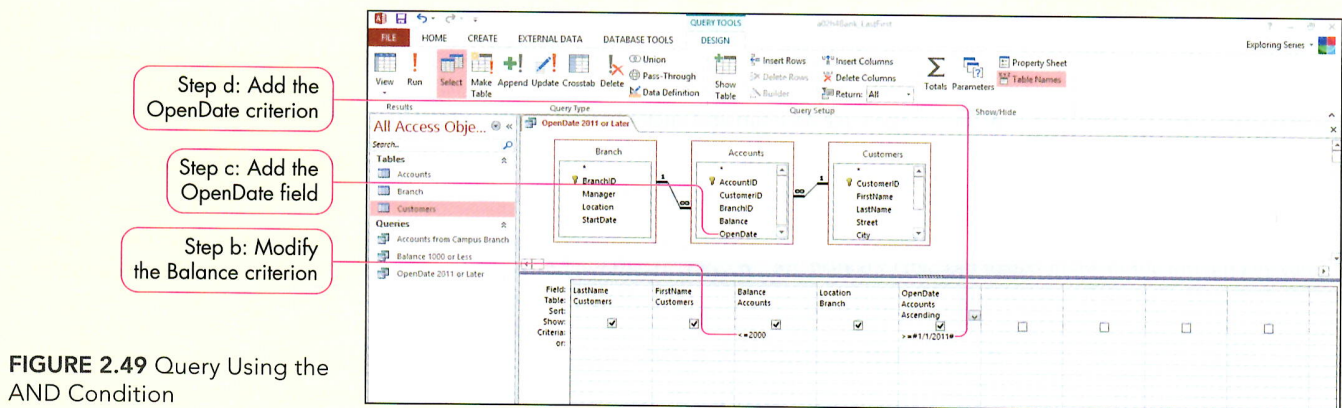


FIGURE 2.49 Query Using the AND Condition

- a. Click **View** in the Views group to switch the *Balance 1000 or Less* query to Design view.
- b. Type **<=2000** in place of **<=1000** in the **Criteria row** of the **Balance** field.
- c. Double-click the **OpenDate** field in the Accounts table in the top section of the Query Design view to add it to the first blank column in the design grid.
- d. Type **>=1/1/2011** in the **Criteria row** of the **OpenDate** field to extract only accounts that have been opened since January 2011.
After you type the expression and then move to a different column, Access will add the # symbols around the date automatically.
- e. Click **Run** in the Results group to display the results of the query.
Five records display in the query results.
- f. Click the **FILE** tab, click **Save As**, click **Save Object As**, and then click **Save As**. Type **OpenDate 2011 or Later** as the query name. Click **OK**.
- g. Click **View** in the Views group to return to the Design view of the query.
- h. Click in the **Sort row** of the **OpenDate** field and select **Ascending**.
- i. Click **Run** in the Results group.
The records are sorted from the earliest open date after January 1, 2011, to the most recent open date.
- j. Save and close the query.