

STEP 4 >> GET ANSWERS USING A MULTITABLE QUERY

The auditor wants to know the number of accounts each customer has opened. You create a query using a Totals row to obtain these data. Refer to Figure 2.50 as you complete Step 4.

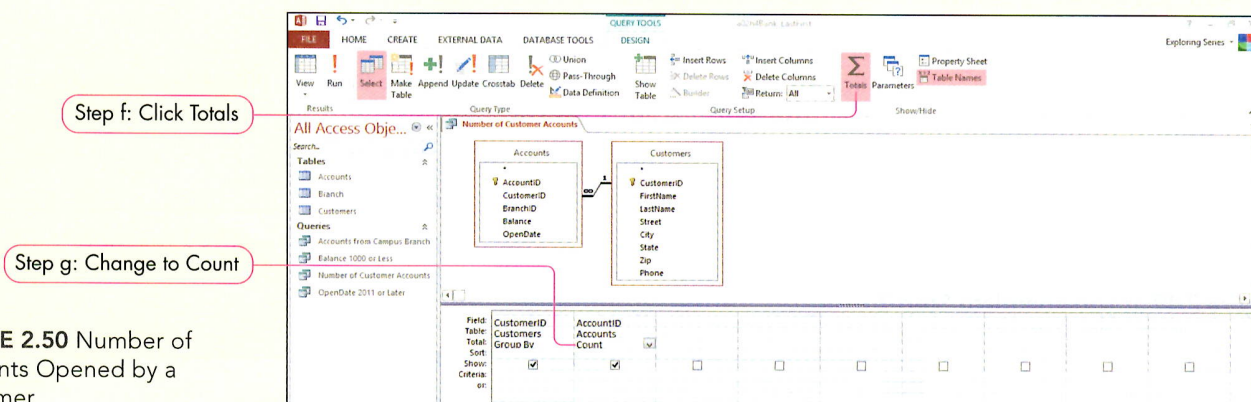


FIGURE 2.50 Number of Accounts Opened by a Customer

- Click the **CREATE** tab and click **Query Design** in the Queries group.
- Add the Accounts table and the Customers table to the top section of the Query Design view. Click **Close** in the Show Table dialog box.
- Double-click the **CustomerID** in the Customers table in the top section of the Query Design view to add it to the first blank column in the design grid and double-click the **AccountID** in the Accounts table to add it to the second column.
- Click **Run** in the Results group.
The results show there are 28 records. Every account a customer has opened is displayed. The auditor only wants the total number of accounts a customer has, so you need to modify the query.
- Click **View** in the Views group to return to the Design view of the query.
- Click **Totals** in the Show/Hide group.
Both columns show the Group By option in the Total row.
- Click **Group By** in the Total row of the AccountID field and select **Count**.
- Click **Run** in the Results group.
The results show one row for each customer and the number of accounts each customer has opened since the database was created.
- Click **Save** on the Quick Access Toolbar and type **Number of Customer Accounts** as the query name. Close the query.
- Submit based on your instructor's directions and close Access.