

- Double-click **LocationID** in the **Available Fields list** to move it to the Selected Fields list.
 - Click **Next**.
 - Select the **Detail (shows every field of every record)** option, if necessary, and click **Next**.
 - Type **Employees Location** as the query title and click **Finish**.
- j. Click the **CREATE tab** and click the **Query Wizard** in the Queries group. Follow these steps:
- Select **Simple Query Wizard** and click **OK**.
 - Select **Table: Location** in the Tables/Queries box.
 - Double-click **Location** in the **Available Fields list** to move it to the Selected Fields list.
 - Select **Table: Employees** in the Tables/Queries box.
 - Double-click **LastName**, **FirstName**, and **Salary**.
 - Select **Table: Titles** in the Tables/Queries box.
 - Double-click **MinimumSalary** and **MaximumSalary**. Click **Next**.
 - Select the **Detail (shows every field of every record)** option, if necessary, and click **Next**.
 - Type **Atlanta Salaries** as the query title and click **Finish**.
- k. Click the **HOME tab** and click **View** to switch to the Design view of the Atlanta Salaries Query. In the Criteria row of the Location field, type **Atlanta**. Click in the **Sort row** in the Salary field and select **Ascending**. Click **Run** in the Results group on the DESIGN tab. Visually inspect the data to see if any of the Atlanta employees have a salary less than the minimum or greater than the maximum when compared to the published salary range. These salaries will need to be updated later. Save and close the query.
- l. Right-click on the **Atlanta Salaries query** in the Navigation Pane and select **Copy**. Right-click a blank area in the Navigation Pane and select **Paste**. In the Paste As dialog box, type **Boston Salaries** for the query name. Click **OK**.
- m. Right-click on the **Boston Salaries query** in the Navigation Pane and select **Design View**. In the Criteria row of the Location field, replace *Atlanta* with **Boston**. Click **Run** in the Results group on the DESIGN tab. Visually inspect the data to see if any of the Boston employees have a salary less than the minimum or greater than the maximum when compared to the published salary range. Save and close the query.
- n. Click the **FILE tab** and click **Close** to exit Access.
- o. Submit based on your instructor's directions.