

Microsoft Access Query Design View: Accounts from Campus Branch

**Tables:** Accounts, Branch, Customers

**Queries:** Accounts from Campus Branch

**Relationship Diagram:** Accounts (AccountID, CustomerID, BranchID, Balance, OpenDate) is linked to Branch (BranchID, Manager, Location, StartDate) via a one-to-many relationship on BranchID.

Field:	AccountID	CustomerID	BranchID	Balance		
Table:	Accounts	Accounts	Accounts	Accounts		
Sort:				Ascending		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:			"B50"			
or:						

Ready

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Field:	AccountID	CustomerID	BranchID	Balance	Location	
Table:	Accounts	Accounts	Accounts	Accounts	Branch	
Sort:				Ascending		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			"B50"			
or:						

Form View

Microsoft Access - a02h4bank\_LastnameFirstname : Database (Access 2007) - Query Tools

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Table Names Property Sheet

Results Query Type Query Setup Show/Hide

All Access Objects

Tables: Accounts, Branch, Customers

Queries: Accounts from Campus Branch, Balance 1000 or Less, OpenDate 2007 or Later

Accounts from Campus Branch

Accounts: AccountID, CustomerID, BranchID, Balance, OpenDate

Customers: CustomerID, FirstName, LastName, Street, City, State

Branch: BranchID, Manager, Location, StartDate

Field: AccountID, Table: Accounts, Sort: Ascending, Show: , Criteria: on

Field:	AccountID	LastName	Balance	Location		
Table:	Accounts	Customers	Accounts	Branch		
Sort:	Ascending					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:				"Campus"		
or:						

Form View

Microsoft Access - a02h4bank\_LastnameFirstname : Database (Access 2007) - Microsoft Access

File Home Create External Data Database Tools

View Paste Copy Cut Copy Paste Format Painter Clipboard

Filter: Ascending, Descending, Advanced, Remove Sort, Toggle Filter

Sort & Filter

Records: Refresh All, Save, Delete, More

Find: Find, Go To, Select

Text Formatting: Replace, Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbering, Indentation, Paragraph Spacing, Font Color, Font Size, Font Style, Font Weight, Font Color, Background Color, Bullets, Numbering, Indentation, Paragraph Spacing, Font Color, Font Size, Font Style, Font Weight

All Access Objects

Tables: Accounts, Branch, Customers

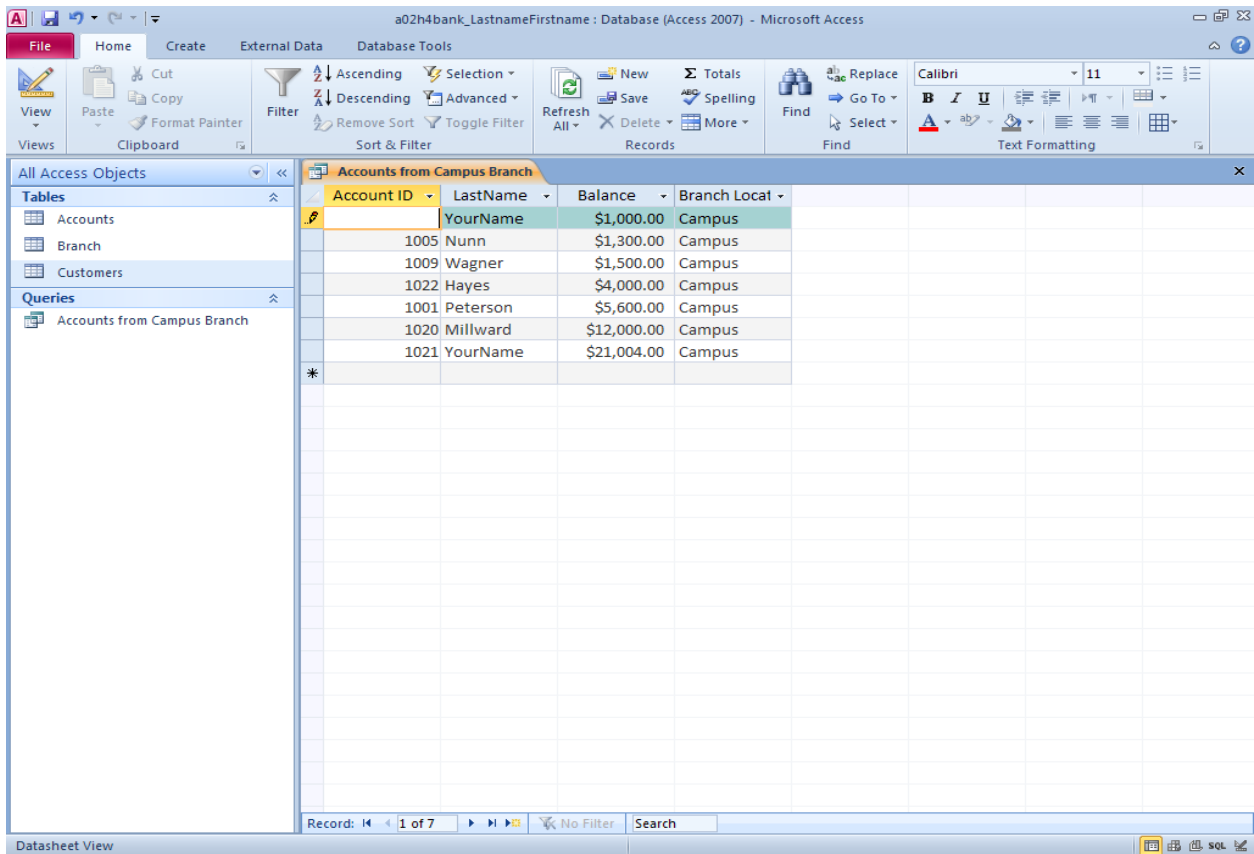
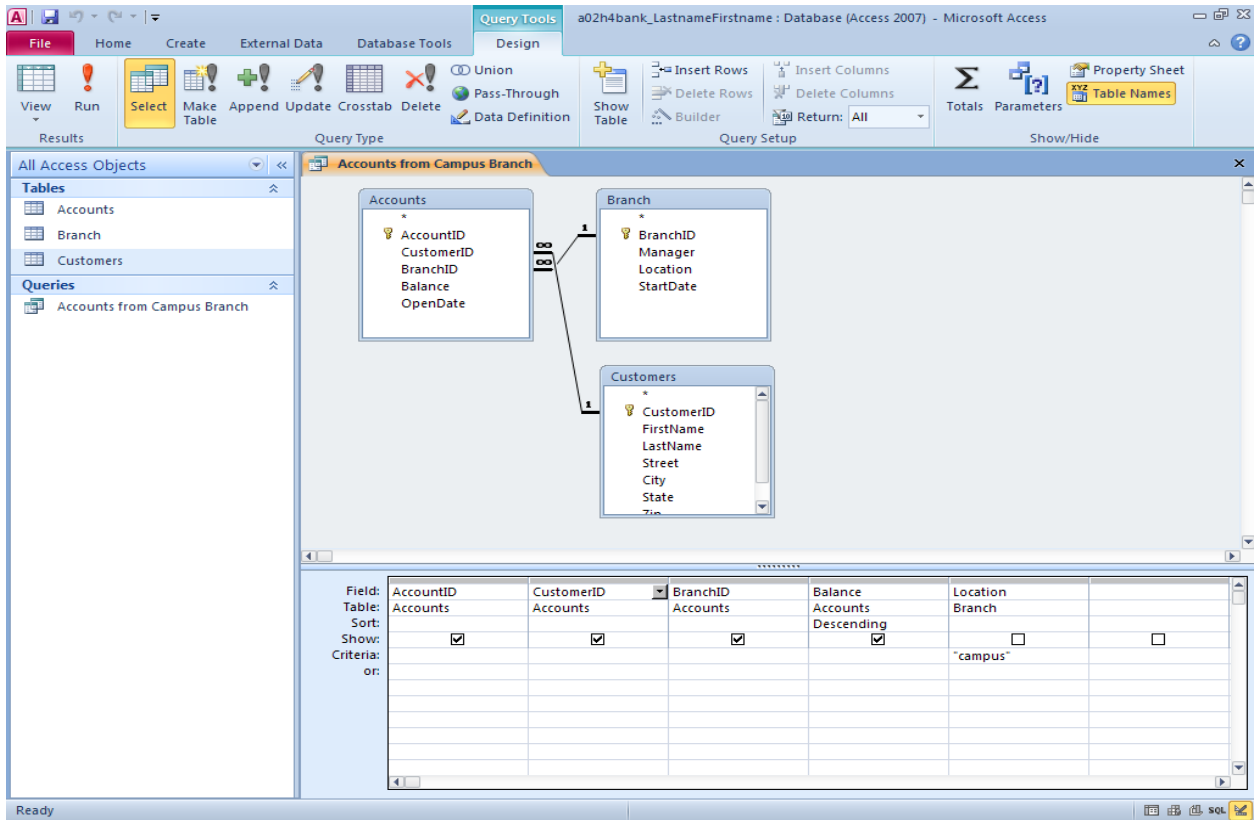
Queries: Accounts from Campus Branch, Balance 1000 or Less, OpenDate 2007 or Later

Accounts from Campus Branch

Account ID	LastName	Balance	Branch Location
1021	Mast	\$21,004.00	Campus
1020	Millward	\$12,000.00	Campus
1001	Peterson	\$5,600.00	Campus
1022	Hayes	\$4,000.00	Campus
1009	Wagner	\$1,500.00	Campus
1005	Nunn	\$1,300.00	Campus
1023	Mast	\$1,000.00	Campus
*			

Record: 1 of 7 No Filter Search

Datasheet View



Microsoft Access Query Design View for 'Query1' in the 'a02h4bank\_LastnameFirstname' database. The design grid shows a join between the 'Accounts' and 'Customers' tables. The 'Accounts' table has fields: AccountID, CustomerID, BranchID, Balance, and OpenDate. The 'Customers' table has fields: CustomerID, FirstName, LastName, Street, City, State, and Zip. The 'Branch' table has fields: BranchID, Manager, Location, and StartDate. A relationship line connects 'Accounts' and 'Customers' with a '1' near 'Accounts' and an infinity symbol near 'Customers', indicating a one-to-many relationship. The design grid below shows the following configuration:

Field:	Table:	Sort:	Show:	Criteria:	or:
LastName	Customers		<input checked="" type="checkbox"/>		
FirstName	Customers		<input checked="" type="checkbox"/>		
Location	Branch		<input checked="" type="checkbox"/>		
Balance	Accounts		<input checked="" type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Microsoft Access Datasheet View for the 'Balance 1000 or Less' query. The data is displayed in a table with the following columns: LastName, FirstName, Balance, and Branch Locat. The data is as follows:

LastName	FirstName	Balance	Branch Locat
Hayes	Andrew	\$630.00	Western
Hayes	Andrew	\$550.00	Uptown
Wagner	Eaton	\$290.00	Uptown
Collins	Cordle	\$460.00	Western
Peterson	Laura	\$980.00	Western
YourName	YourName	\$1,000.00	Campus

The status bar at the bottom indicates 'Record: 1 of 6' and 'No Filter'.

Microsoft Access window: a02h4bank\_LastnameFirstname : Database (Access 2007) - Microsoft Access

Database Tools ribbon: Filter, Sort & Filter (Ascending, Descending, Selection, Advanced, Remove Sort, Toggle Filter), Records (New, Save, Delete, More), Find (Find, Replace, Go To, Select), Text Formatting (Font, Paragraph, Styles).

Navigation pane: All Access Objects, Tables (Accounts, Branch, Customers), Queries (Accounts from Campus Branch, Balance 1000 or Less, OpenDate 2007 or Later).

Table: OpenDate 2007 or Later

LastName	FirstName	Balance	Branch Local	OpenDate
Fox	Bernett	\$1,900.00	Western	3/14/2007
Mast	Keith	\$1,000.00	Campus	1/4/2012
Wagner	Eaton	\$290.00	Uptown	10/16/2012
*				

Status bar: Record: 1 of 3, No Filter, Search

Microsoft Access window: a02h4bank\_LastnameFirstname : Database (Access 2007) - Microsoft Access

Database Tools ribbon: Relationships, Compact & Repair Database, Analyze Database, Encrypt with Password.

Task pane: Information about a02h4bank\_LastnameFirstname

Path: C:\Documents and Settings\Toughbook\My Documents\...a02h4bank\_LastnameFirstname.a...

- Publish to Access Services**: Share your database in a Web browser. You can publish your Access application to a server, so that others can use your application from any standards-compliant Web browser. [View and edit database properties](#)
- Relationships**: Define Relationships. Define how the data in tables are related, such as ID fields or name fields in different tables that should match.
- Compact & Repair Database**: Compact & Repair. Help prevent and correct database file problems by using Compact and Repair.
- Analyze Database**: Analyze Database. View object dependencies and analyze performance and design of this database.
- Encrypt with Password**: Encrypt with Password. Use a password to restrict access to your database. Files that use the 2007 Microsoft Access file format or later are encrypted.

