

Create a Query in Access 2007

A query in Microsoft Access is a request to display database information in a window format. The window, also called a data sheet view, shows any data from a table or form in a row-and-column format. A query can be created by using a wizard tool or by using the Design view in Access.

1. Open a saved table filled with data. Go to the "Create" tab on the Access screen, click "Other" - Select "Query Wizard."
2. Allow the "New Query" dialog box to open. Choose "Simple Query Wizard" and "OK."
3. Pick the "Tables/Queries" option under the query wizard. Choose the table that contains the data for your query.
4. Select the "Available Fields" tab to create your query. Add the fields that you want in your "Selected Fields" list. Choose fields such as "Contact," "Address," "Phone Number" and "City." Hit "Next" when you've chosen your fields.
5. Give your query list a name, then select "Finish" to complete the project. Access shows all of the contact records in row-and-column view. The fields that you've specified in Step 4 will be displayed.
6. Close the query when you're finished. The query automatically saves in Access so that you can reopen it later.