

1 Queries

Objective 5.02 Understand queries, forms, and reports used in business.

2 Database Objects

- ▶ Objective 5.01 discussed and explained how tables are the building blocks for all databases.
- ▶ This objective will use tables to create three types of database objects:
 - Queries
 - Forms
 - Reports

3 Query

- ▶ A query takes a database filter to the next level
- ▶ It is created by placing filters and selecting multiple criteria (comparison operators) to extract information from one or more tables
- ▶ The resulting data becomes an object and can be saved, recalled, and used to perform other operations

4 Advantages of a Query

- ▶ A query can be saved and used to perform other operations.
- ▶ One table can be associated with multiple queries.
- ▶ A query can perform specialized operations, such as performing calculations on field values, and place the results in a new column of a datasheet.

5 The Difference Between Queries and Filters

- ▶ **A filter is a one-time deal.** It allows application of a set of selection criteria and/or sorting instructions to the records in a table. It is a quick and temporary tool that is created for one-time use in the context of a particular table.
- ▶ **A query is reusable.** It allows the selection criteria and/or sorting instructions to be saved and reused.

6 Comparison Operators for Queries and Filters

7 Conditional Operators for Queries and Filters

- ▶ The **AND** condition **reduces** the number of records because both conditions must be met.
- ▶ The **OR** condition **increases** the number of records because records are selected if either condition is met.

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