

## 14.6: What Are Queries?

### Learning Objectives

- Define queries in Microsoft Access
- Create a query

Having a database full of information is great, but it does not do the business any good if it cannot be used to make decisions. The ability to extract information from a database so that it is useful for decision-making starts with the “query.” Simply speaking, a query is a question being asked of the data to inform the business.

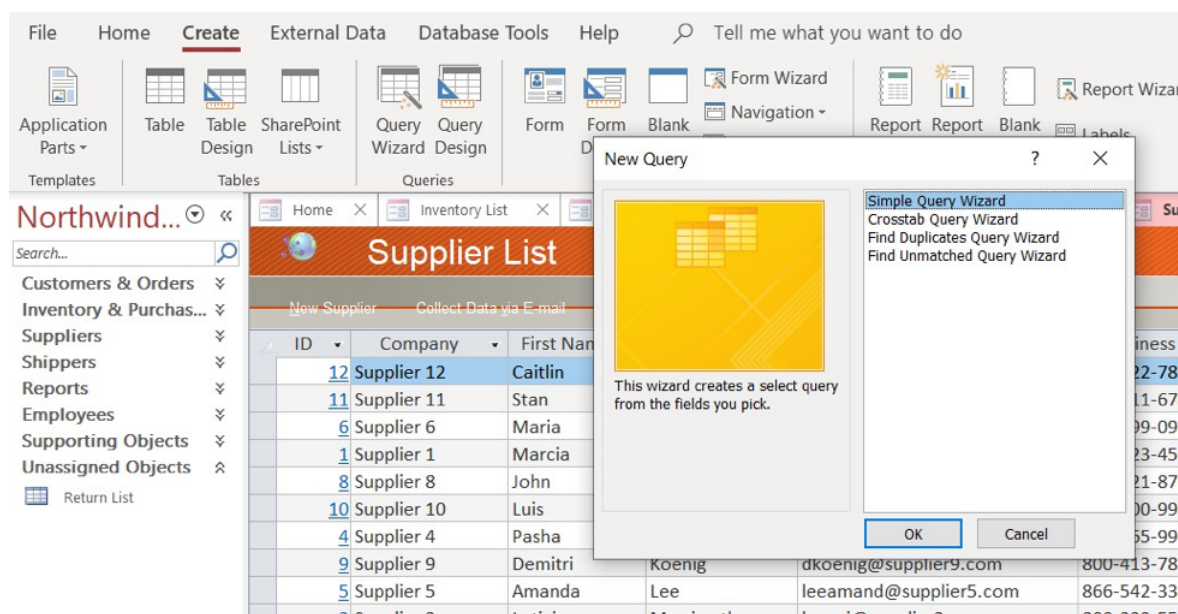
A query of a database like Access gives you the ability to bring data together in a coherent manner, whether it resides in one or multiple tables. The query is the heart of “Business Intelligence” (BI) and the foundation of the Search. For example, a business may wish to know where the sales of its new product are occurring by zip code; or, who the top 5 suppliers to the business are.

### Practice Question

<https://assessments.lumenlearning.co...essments/18781>

### Create a Query

Access provides query capability in the form of wizards to help create the query. To create a query, select “Create” from the tool bar and then “Query Wizard.” This will open the “New Query” window where you can choose among 4 wizards.



In our example, choose “Simple Query Wizard.” This wizard gives the option of choosing the table and the field for the query.

### Simple Query Wizard

Which fields do you want in your query?

You can choose from more than one table or query.

Tables/Queries  
Table: Customers

Available Fields:

- ID
- Company
- Last Name
- First Name
- E-mail Address
- Job Title
- Business Phone
- Home Phone
- Mobile Phone

Selected Fields:

Buttons: > >> < <<

Buttons: Cancel < Back Next > Finish

Let's say that we are interested in knowing the status of Purchase Orders. Since this data is distributed across 2 tables, a query is the ideal way to gather this information. For this query we will need to select the "Purchase Order" table and several fields contained there as the example below.

Simple Query Wizard

Which fields do you want in your query?

You can choose from more than one table or query.

Tables/Queries  
Table: Purchase Orders

Available Fields:

- Shipping Fee
- Taxes
- Payment Date
- Payment Amount
- Payment Method
- Notes
- Approved By
- Approved Date

Selected Fields:

- Purchase Order ID
- Supplier ID
- Status ID
- Submitted By

Buttons: > >> < <<

Buttons: Cancel < Back Next > Finish

We then need to add data from the "Purchase Orders Status" table, so we select that and the "Status" field as in the example below.

### Simple Query Wizard

Which fields do you want in your query?

You can choose from more than one table or query.

Tables/Queries  
Table: Purchase Order Status

Available Fields:

Selected Fields:

Cancel < Back Next > Finish

The completed query brings together the information we requested in datasheet format and from here can be sorted, edited, resized or otherwise revised.

Purchase Order ID	Supplier ID	Status ID	Submitted By	Status
146	Supplier 2	Submitted	Andrew Cencini	Submitted
147	Supplier 7	Submitted	Andrew Cencini	Submitted
148	Supplier 5	Submitted	Andrew Cencini	Submitted
90	Supplier 1	Approved	Andrew Cencini	Approved
91	Supplier 3	Approved	Andrew Cencini	Approved
92	Supplier 2	Approved	Andrew Cencini	Approved
93	Supplier 5	Approved	Andrew Cencini	Approved
94	Supplier 6	Approved	Andrew Cencini	Approved
95	Supplier 4	Approved	Andrew Cencini	Approved
96	Supplier 1	Approved	Steven Thorpe	Approved
97	Supplier 2	Approved	Robert Zare	Approved
98	Supplier 2	Approved	Mariya Sergienk	Approved
99	Supplier 1	Approved	Jan Kotas	Approved
100	Supplier 2	Approved	Anne Hellung-La	Approved
101	Supplier 1	Approved	Andrew Cencini	Approved
102	Supplier 1	Approved	Nancy Freehafe	Approved
103	Supplier 2	Approved	Nancy Freehafe	Approved
104	Supplier 2	Approved	Nancy Freehafe	Approved

#### Practice Question

<https://assessments.lumenlearning.co...essments/18782>

#### Contributors and Attributions

CC licensed content, Original

- What Are Queries?. **Authored by:** Robert Danielson. **Provided by:** Lumen Learning. **License:** [CC BY: Attribution](#)

14.6: What Are Queries? is shared under a [CC BY](#) license and was authored, remixed, and/or curated by LibreTexts.