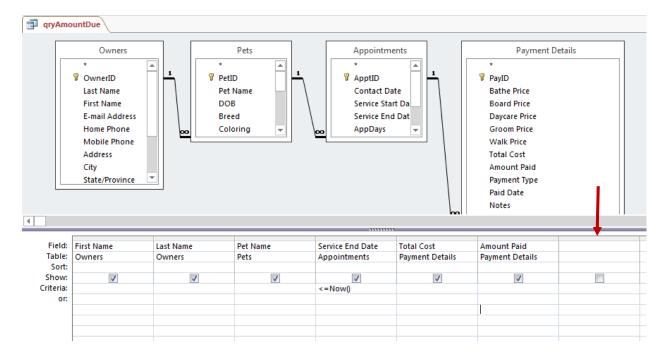
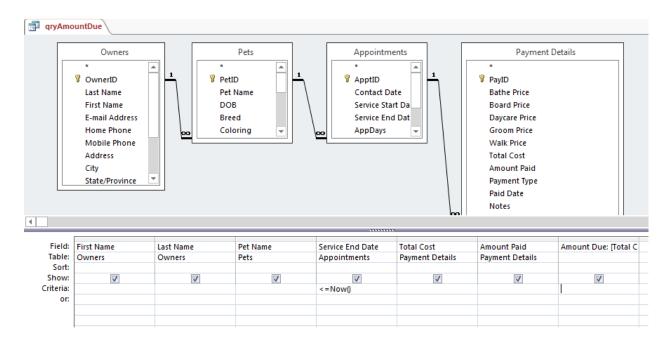
Creating calculated fields in queries in the Menagerie_Kennel database

- 1. Open the query in Design View
- 2. Locate the first empty column in the design grid



- 3. Type the expression for the calculated field into the first row of the empty column. In the above example, qryAmountDue, the expression is:
 - a. Amount Due: [Total Cost]-[Amount Paid]
- 4. The screen should then look like this:



- 5. Add criteria to the new field if necessary. In the qryAmountDue, the kennel wants to know who owes money. So, the criteria for the new field is >0.
- Add the criteria to the Service End Date as shown in the above image: <=Now(). In Access Now() returns the current date/time according to the computer system. So, <=Now() tells Access to find dates earlier than today.
- 7. Run the query.
- 8. Close the query.
- 9. When asked to save changes click 'Yes'.
- 10. Complete the steps for the other two queries using the following information:
 - a. qryCostMonth
 - i. Calculated field: Cost: [Standard Cost]*[AppMonth]
 - ii. Criteria: Not Like "BON" And Not Like "bdc" And Not Like "won" And Not Like "wdc" on the Service Code field (restricts it to only services offered monthly)
 - b. qryCostWeeks
 - i. Calculated field: Cost: [Standard Cost]*[AppDays]
 - ii. Criteria: "BON" Or "BDC" Or "WON" Or "WDC" on the Service Code field (restricts it to only services offered weekly)