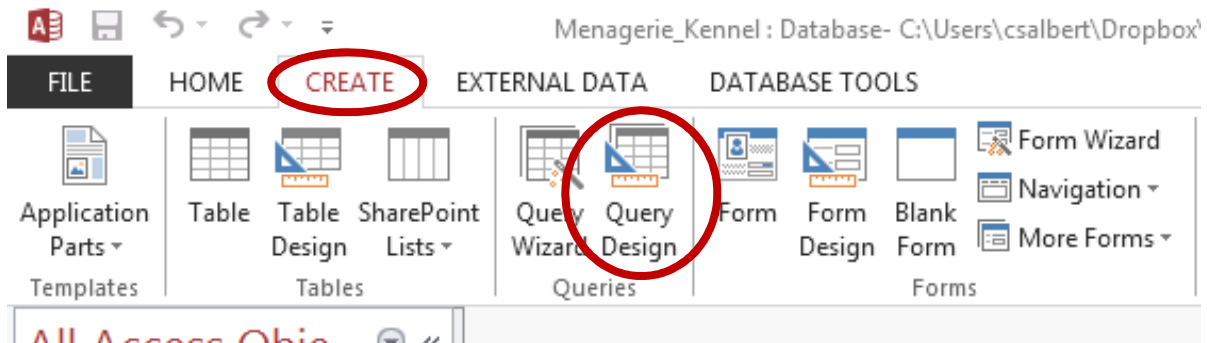
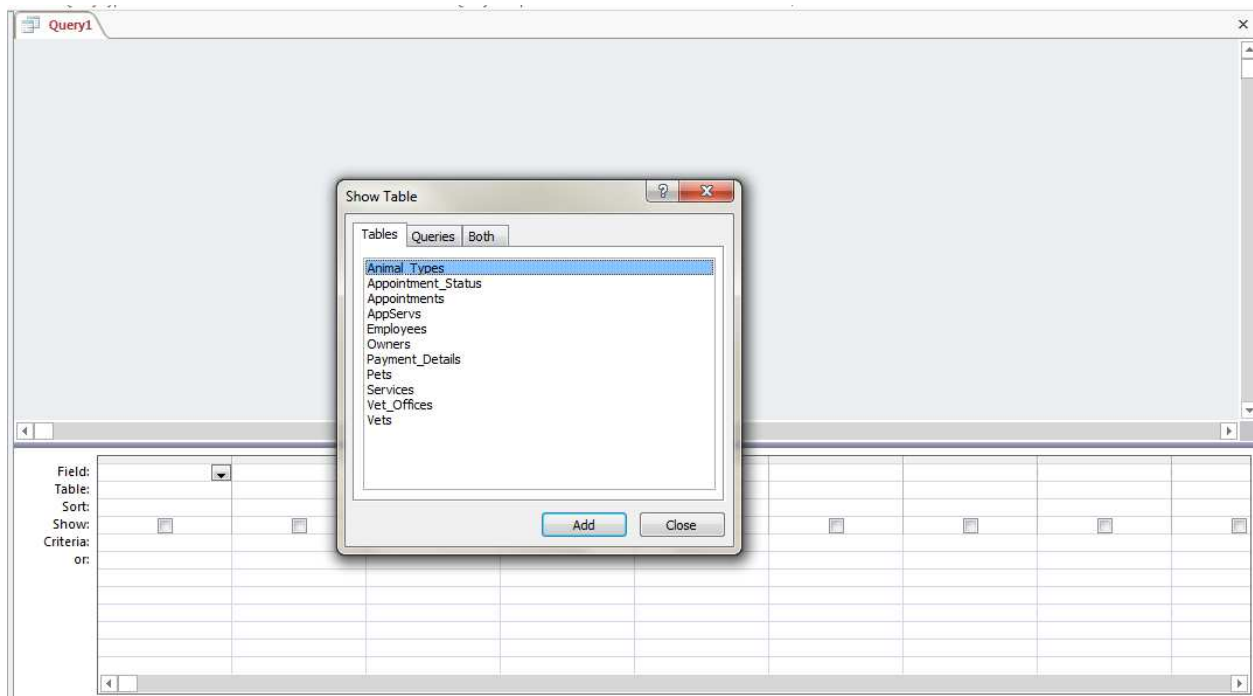


Creating queries in the Menagerie_Kennel database using Design View

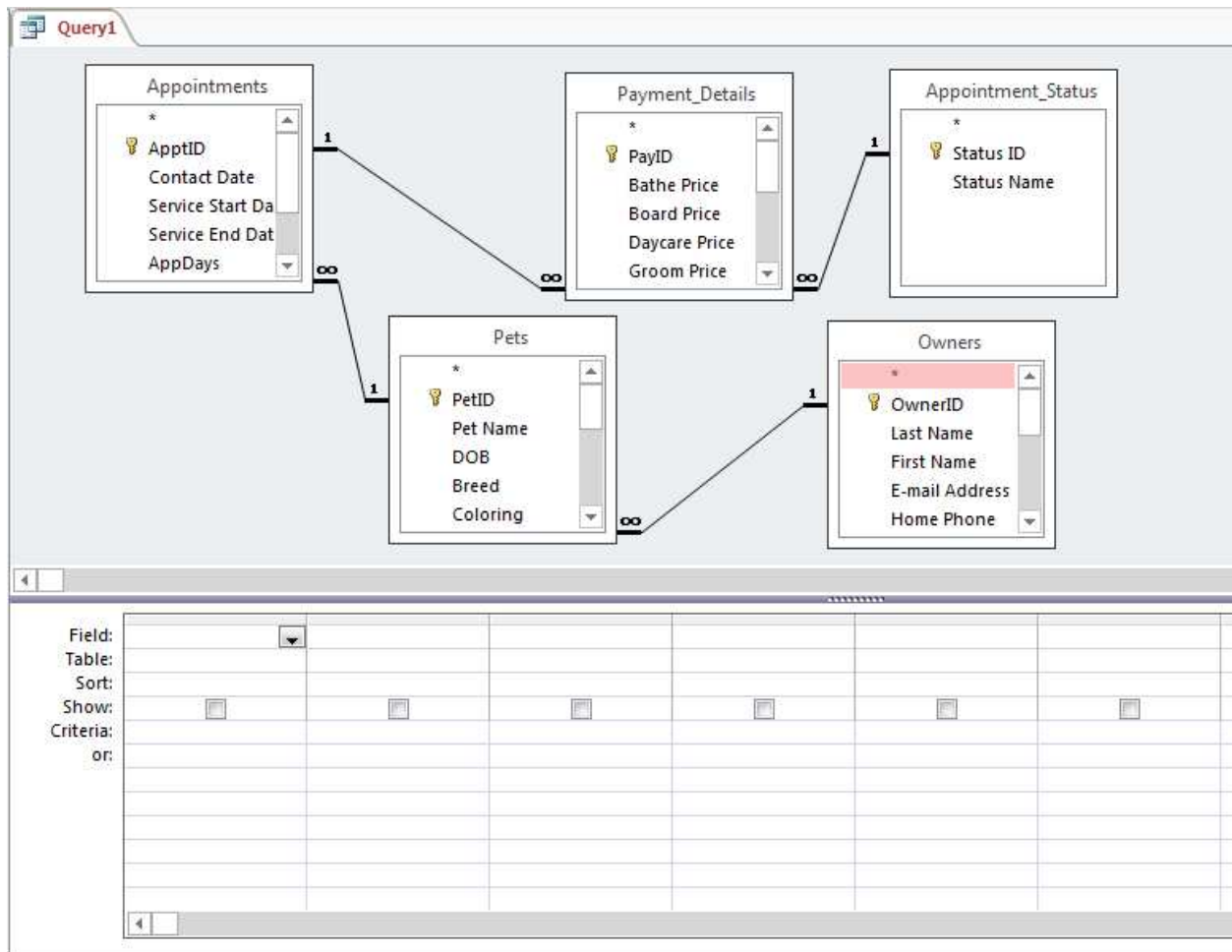
1. Click on the 'Create' tab above the ribbon and then click on 'Query Design'.



2. In the 'Show Tables' box, select the tables needed for the query. You can do this by either double clicking the name of the table or single clicking the table name and then clicking 'Add'.



So, for example, when creating the first query in the *Query building information for design view* document (Payments) you need to select the tables: Appointments, Appointment Status, Owners, Payment Details, Pets. Once you do this, the relationship lines will appear between the tables. It is recommended to move the table around until the lines are visible, as shown here:



3. Select the fields from each table that are needed for the query. The easiest way to do this is to double click the field name in the table box list. For the query in the example you need the following fields:
 - a. ApptID from Appointments
 - b. First Name and Last Name from Owners
 - c. Service Start Date and Service End Date from Appointments
 - d. Total Cost from Payment Details
 - e. Status Name from Appointment Status

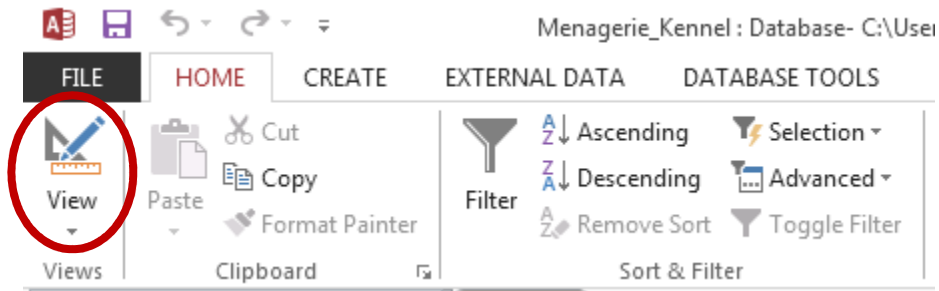
Once the fields are selected the screen should look like this:

Field:	ApptID	First Name	Last Name	Service Start Date	Service End Date	Total Cost	Status Name
Table:	Appointments	Owners	Owners	Appointments	Appointments	Payment_Details	Appointment_Status
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:							
or:							

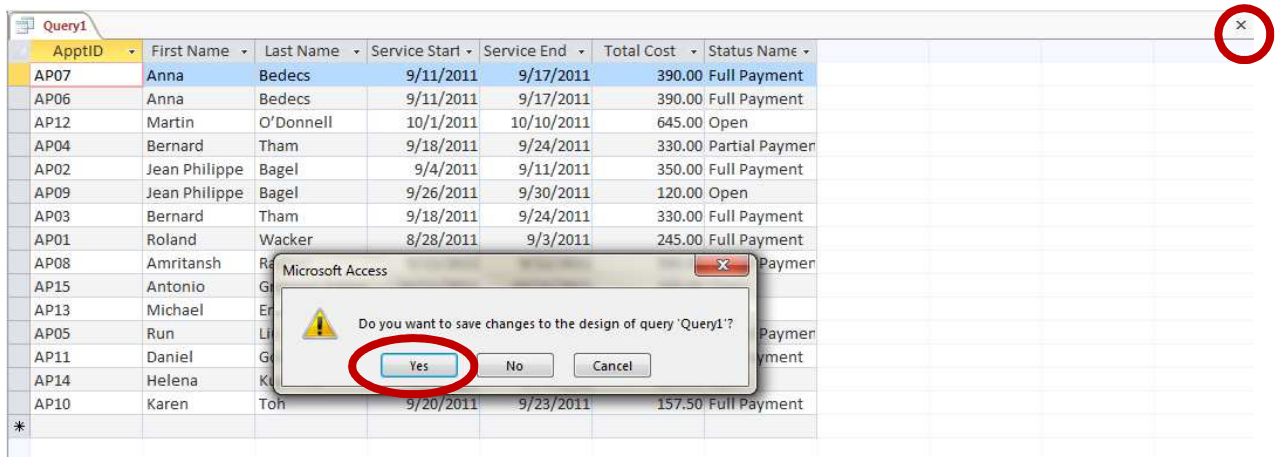
- Run the query by clicking on **! Run** on the Query Tools: Design ribbon. The query will then display in Datasheet view.

ApptID	First Name	Last Name	Service Start	Service End	Total Cost	Status Name
AP07	Anna	Bedecs	9/11/2011	9/17/2011	390.00	Full Payment
AP06	Anna	Bedecs	9/11/2011	9/17/2011	390.00	Full Payment
AP12	Martin	O'Donnell	10/1/2011	10/10/2011	645.00	Open
AP04	Bernard	Tham	9/18/2011	9/24/2011	330.00	Partial Payment
AP02	Jean Philippe	Bagel	9/4/2011	9/11/2011	350.00	Full Payment
AP09	Jean Philippe	Bagel	9/26/2011	9/30/2011	120.00	Open
AP03	Bernard	Tham	9/18/2011	9/24/2011	330.00	Full Payment
AP01	Roland	Wacker	8/28/2011	9/3/2011	245.00	Full Payment
AP08	Amritansh	Raghav	9/15/2011	9/22/2011	500.00	Partial Payment
AP15	Antonio	Gratacos Solso	10/11/2011	10/15/2011	200.00	Open
AP13	Michael	Entin	10/4/2011	10/6/2011	120.00	Open
AP05	Run	Liu	9/5/2011	9/13/2011	420.00	Partial Payment
AP11	Daniel	Goldschmidt	9/20/2011	9/25/2011	207.50	Full Payment
AP14	Helena	Kupkova	10/5/2011	10/8/2011	160.00	Open
AP10	Karen	Toh	9/20/2011	9/23/2011	157.50	Full Payment
*						

- To toggle back to Design View, click on the 'Design View' icon on the Home tab ribbon.



- Click the 'X' in the upper right hand corner of the query to close it. You will be asked if you want to save the query. Click 'Yes'.



- Enter the name of the query provided in the *Query building information for design view* document and click 'OK'. For the example above it is: qryFullPaymentAppts.

ApptID	First Name	Last Name	Service Start	Service End	Total Cost	Status Name
AP07	Anna	Bedecs	9/11/2011	9/17/2011	390.00	Full Payment
AP06	Anna	Bedecs			0.00	Full Payment
AP12	Martin	O'Donnell			5.00	Open
AP04	Bernard	Tham			0.00	Partial Payment
AP02	Jean Philippe	Bagel			0.00	Full Payment
AP09	Jean Philippe	Bagel			0.00	Open
AP03	Bernard	Tham			0.00	Full Payment
AP01	Roland	Wacker	8/28/2011	9/3/2011	245.00	Full Payment
AP08	Amritansh	Raghav	9/15/2011	9/22/2011	500.00	Partial Payment
AP15	Antonio	Gratacos Solso	10/11/2011	10/15/2011	200.00	Open
AP13	Michael	Entin	10/4/2011	10/6/2011	120.00	Open
AP05	Run	Liu	9/5/2011	9/13/2011	420.00	Partial Payment
AP11	Daniel	Goldschmidt	9/20/2011	9/25/2011	207.50	Full Payment
AP14	Helena	Kupkova	10/5/2011	10/8/2011	160.00	Open
AP10	Karen	Toh	9/20/2011	9/23/2011	157.50	Full Payment
*						

Save As

Query Name:

qryFullPaymentAppts

OK Cancel

- Repeat the steps for the remaining queries in the *Query building information for design view* document. ****Note**** For now, do not worry about the Criteria or Calculated field information. Criteria will be covered in Unit 7.4. Calculated field will be covered in Unit 7.5.