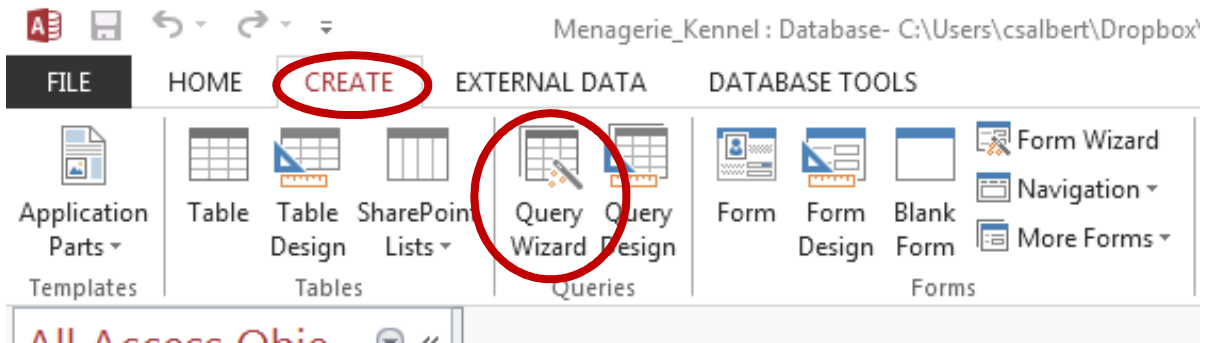
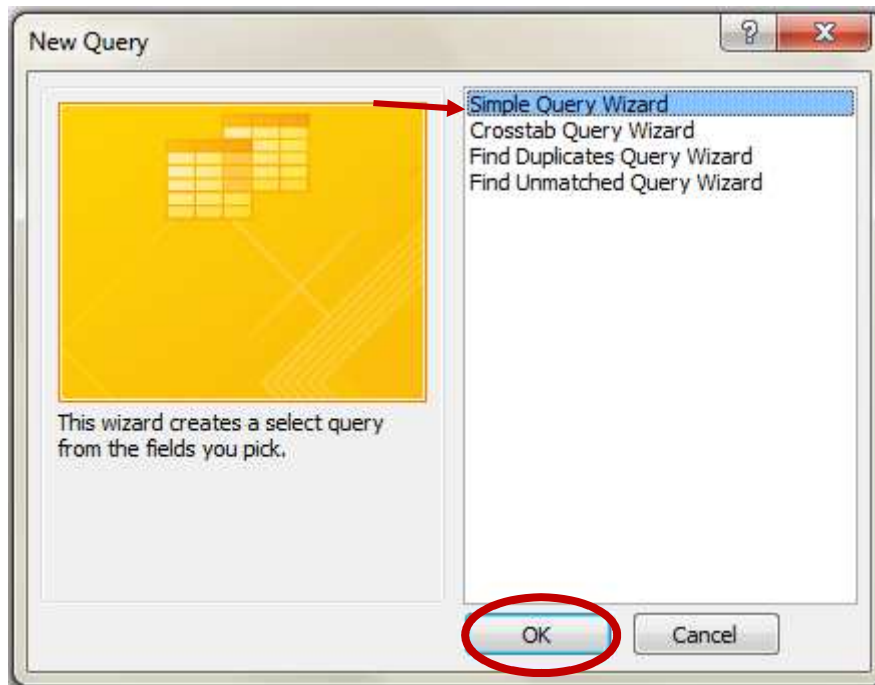


## Creating queries in the Menagerie\_Kennel database using the wizard

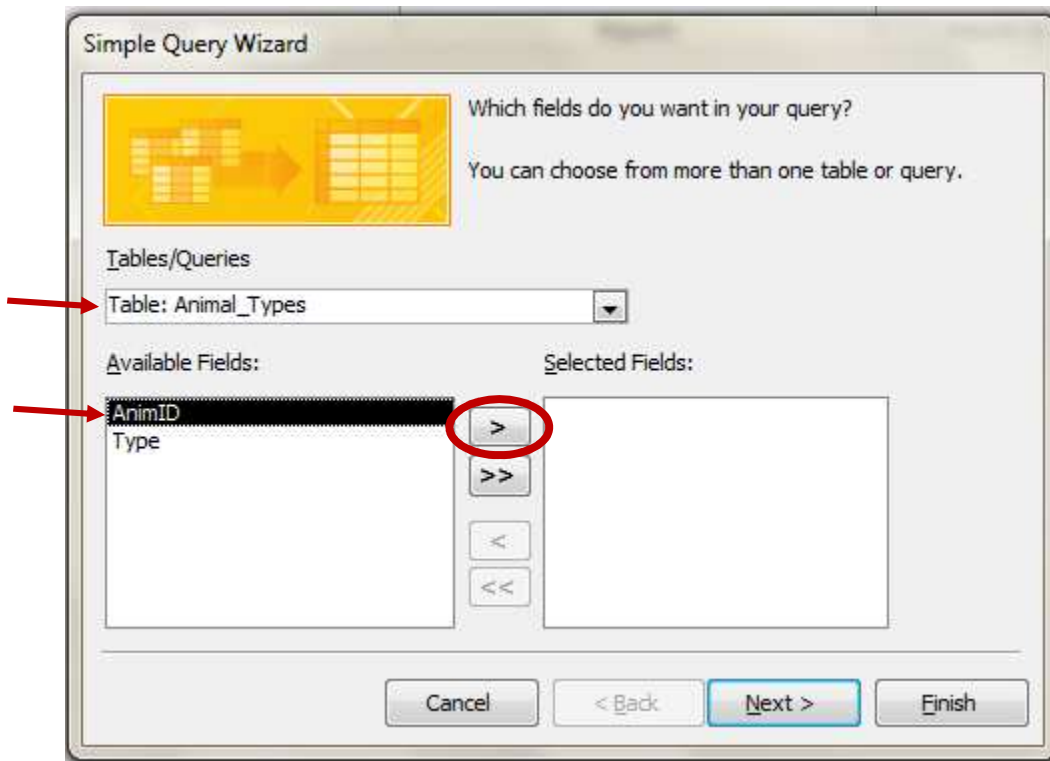
1. Click on the 'Create' tab above the ribbon and then click on 'Query Wizard'.



2. In the 'New Query' box, be sure that 'Simple Query Wizard' is selected and click 'Ok'.



3. In the 'Simple Query' wizard box, select the fields from each table needed to create the chosen query.
  - a. Select the table using the dropdown box
  - b. Select the fields by highlighting them in the 'Available Fields' box and using the single caret (>) to move them to the 'Selected Fields' box.



So, for example, when creating the first query in the Query building information for wizard document (Pet to Owner call list) you would complete the following steps:

4. Select the Pets table in the dropdown list
  - Highlight the field Pet Name in the Available Fields list
  - Click the single caret to send the field to the Selected Fields list
5. Select the Owners table in the dropdown list
  - Highlight First Name in the Available Fields list
  - Click the single caret to send the field to the Selected Fields list
  - Highlight Last Name in the Available Fields list
  - Click the single caret to send the field to the Selected Fields list
  - Highlight Home Phone in the Available Fields list
  - Click the single caret to send the field to the Selected Fields list
  - Highlight Mobile Phone in the Available Fields list
  - Click the single caret to send the field to the Selected Fields list
6. Select the Vets table in the dropdown list
  - Highlight First Name in the Available Fields list
  - Click the single caret to send the field to the Selected Fields list

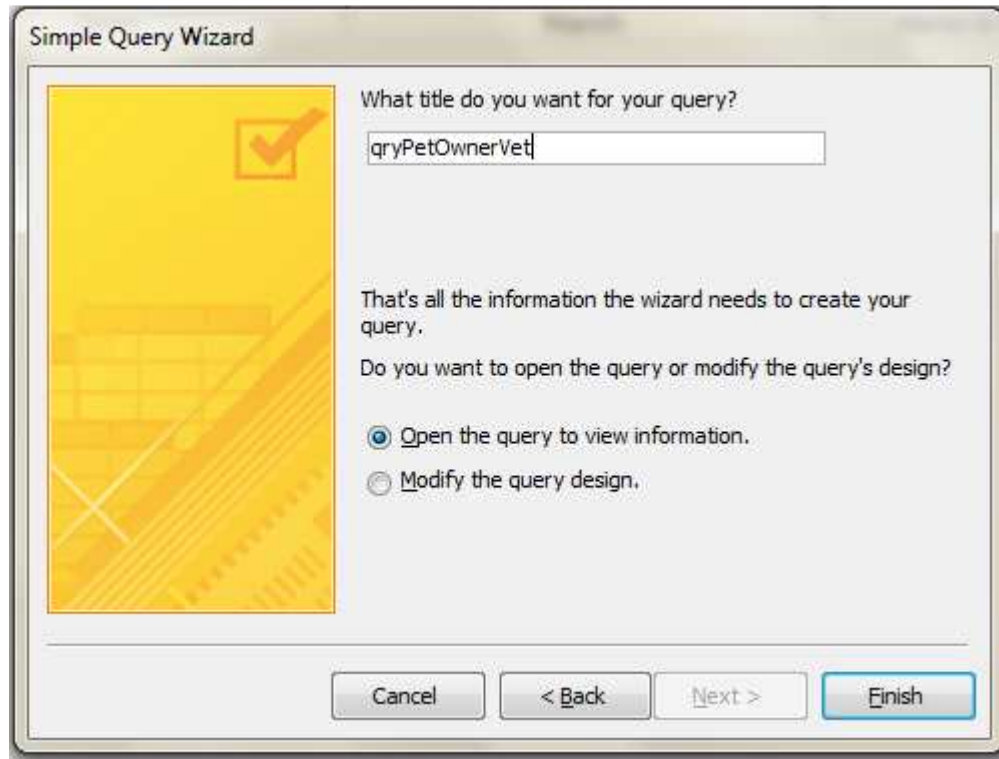
- Highlight Last Name in the Available Fields list
  - Click the single caret to send the field to the Selected Fields list
  - Highlight Mobile Phone in the Available Fields list
  - Click the single caret to send the field to the Selected Fields list
7. Select Vet Offices from the dropdown list
    - a. Highlight Business Phone in the Available Fields list
    - b. Click the single caret to send the field to the Selected Fields list

The wizard should now look like this:



8. Click 'Next'.

- Change the name of the query to that given in the Query building information for wizard document. Leave 'Open the query to view information' selected. Click 'Finish'.



- The query will then display in Datasheet view.

Pet Name	Owners_Firs	Owners_Las	Home Phone	Owners_Mo	Vets_First N	Vets_Last N	Vets_Mobile	Business Ph
Keira Marie	Anna	Bedecs	(123)555-0110	(123)555-0141	Amaya	Hernandez-Ech	(123)555-0164	(123)555-0180
HollyJo	Anna	Bedecs	(123)555-0110	(123)555-0141	Amaya	Hernandez-Ech	(123)555-0164	(123)555-0180
Fuzzy	Run	Liu	(123)555-0135	(123)555-0166	Amaya	Hernandez-Ech	(123)555-0164	(123)555-0180
Frank	Jean Philippe	Bagel	(123)555-0126	(123)555-0157	Bryn Paul	Dunton	(123)555-0167	(123)555-0185
LuLu	Helena	Kupkova	(123)555-0124	(123)555-0155	Bryn Paul	Dunton	(123)555-0167	(123)555-0185
Isis	Bernard	Tham	(123)555-0130	(123)555-0161	Cornelia	Weiler	(123)555-0161	(123)555-0182
Willow	Bernard	Tham	(123)555-0130	(123)555-0161	Cornelia	Weiler	(123)555-0161	(123)555-0182
Hyperbole	Daniel	Goldschmidt	(123)555-0125	(123)555-0156	Cornelia	Weiler	(123)555-0161	(123)555-0182
Sammy	Martin	O'Donnell	(123)555-0114	(123)555-0145	Elizabeth A.	Andersen	(123)555-0160	(123)555-0183
Powerhouse	Roland	Wacker	(123)555-0119	(123)555-0150	Elizabeth A.	Andersen	(123)555-0160	(123)555-0183
Chewy	Amritansh	Raghav	(123)555-0137	(123)555-0168	Elizabeth A.	Andersen	(123)555-0160	(123)555-0183
Chunky	Karen	Toh	(123)555-0136	(123)555-0167	Elizabeth A.	Andersen	(123)555-0160	(123)555-0183
Dude	Antonio	Gratacos Solso	(123)555-0111	(123)555-0142	Luis	Sousa	(123)555-0170	(123)555-0183
Spitty	Michael	Entin	(123)555-0132	(123)555-0163	Luis	Sousa	(123)555-0170	(123)555-0183
*								

- Repeat these steps to create the remaining queries in the Query building information for wizard document. **Note** for now, do not worry about the 'Criteria' listed in the instructions for the Animal queries. That will be discussed in Unit 7.4.

