

# Creating an Email Query

February 10, 2011

# What is a Query

A database table can contain thousands of records, so how do we get our information quickly. We do this by arranging the records in a manner to search efficiently. Another way is to ask the database table or queries questions. The first query we will learn is how to display the records in alphabetical order.



# Open the Address Book Database

We need to open the address book database and we select the Create tab on the Ribbon menu. Then we pick the Query wizard.

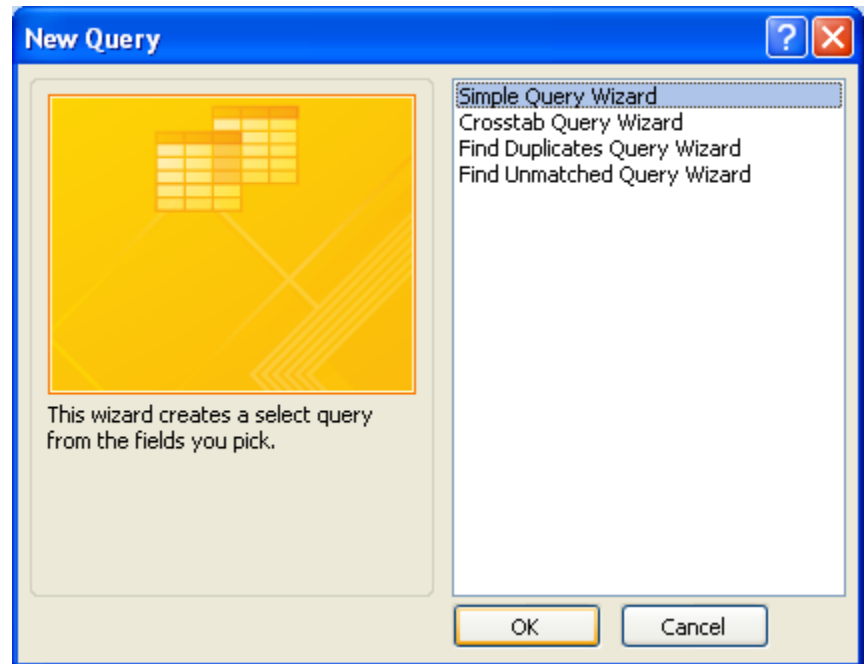
The screenshot shows the Microsoft Access 2007 interface. The title bar reads "Address Book : Database (Access 2007) - Microsoft Acc...". The ribbon is set to "Table Tools" with the "Create" tab selected. The "Query Wizard" icon in the "Other" group is highlighted with a red dashed box. The main window displays a table with the following data:

ID	Last Name	First Name	Middle Initial	Street Address	Apt No.	City	State
2	Smith	John	A	3273 Main St.		Cleveland	OH
3	Smith	Tom		10 Buckeye Lane		Columbus	OH
4	Rose	Phillip		123 Fields Ave		Cincinnati	OH
5	Wayne	Joe		16 Ranchera Lane		San Antonio	TX
6	Jobs	Stan		868 Bits Ave		Seattle	WA
7	Cossner	Keith		34 Hollywood St		Los Angeles	CA
8	Stewart	Marsha		13 Broad St.		New York	NY
9	Fonda	June		34 Tree Bark Rd		Portland	OR
10	Turner	Theresa		15 Bayside Lane		Chicago	IL
11	Gibbs	Jill		12 Keen Ave		Washington	DC
12	Obama Jr.	Bob		15 Smith St.		Chicago	IL
13	Flintstone	Flip		123 Bedrock Rd		El Paso	TX
14	Meyers	Dana		1345 High St.		Cape Cod	MA
*	(New)						OH

The status bar at the bottom shows "Record: 3 of 13" and "No Filter". The bottom-left corner contains the text "Please type your first name".

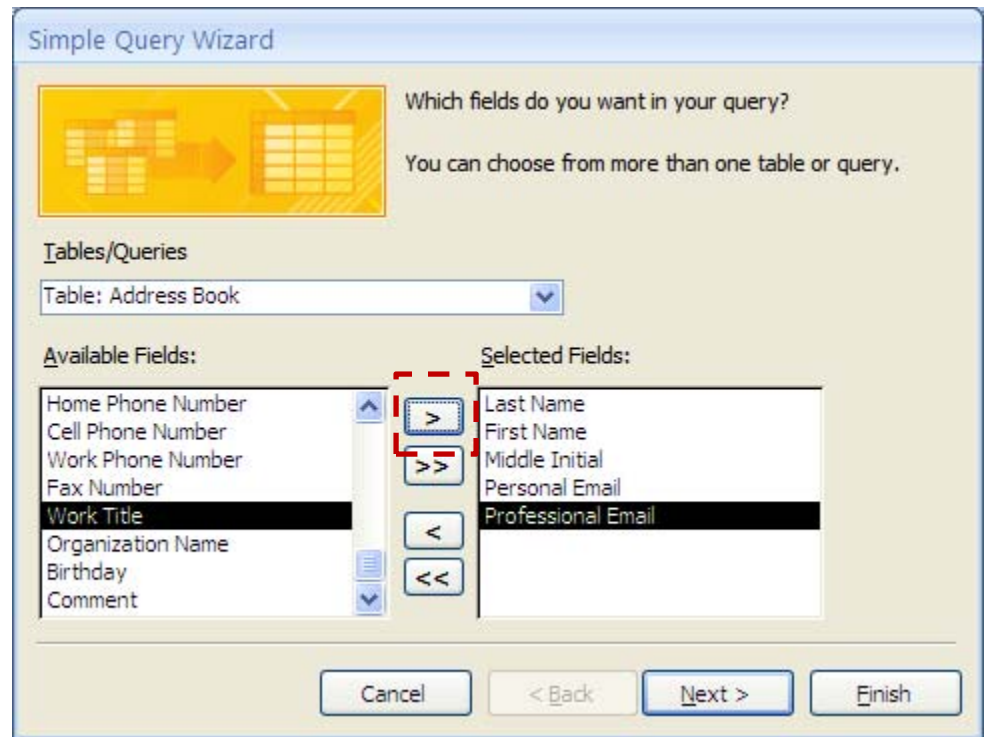
# New Query Wizard

The New Query wizard window will appear and we will select the Simple Query Wizard at the top of the list. We push the OK button to continue.



# Select Fields for the Query

In the Simple Query Wizard, we will choose the table or query we wish to use from the Table/Queries list. For this query, we opt for the Address Book table. Then, we select the fields we want to see in the query. We will pick the Last Name, First Name, Middle Initial, Personal Email and Professional Email fields by highlighting the field name and we use the single arrow button to send the selection to the list on the right side. After the five field names are listed in the Selected fields list, we push the Next button to proceed.



# Naming the Query

We want to give each query we make a good description, so people working in our database can pick the correct query. We name this query “Email query” and we press the Finish button to continue.

Simple Query Wizard

What title do you want for your query?

Email query

That's all the information the wizard needs to create your query.

Do you want to open the query or modify the query's design?

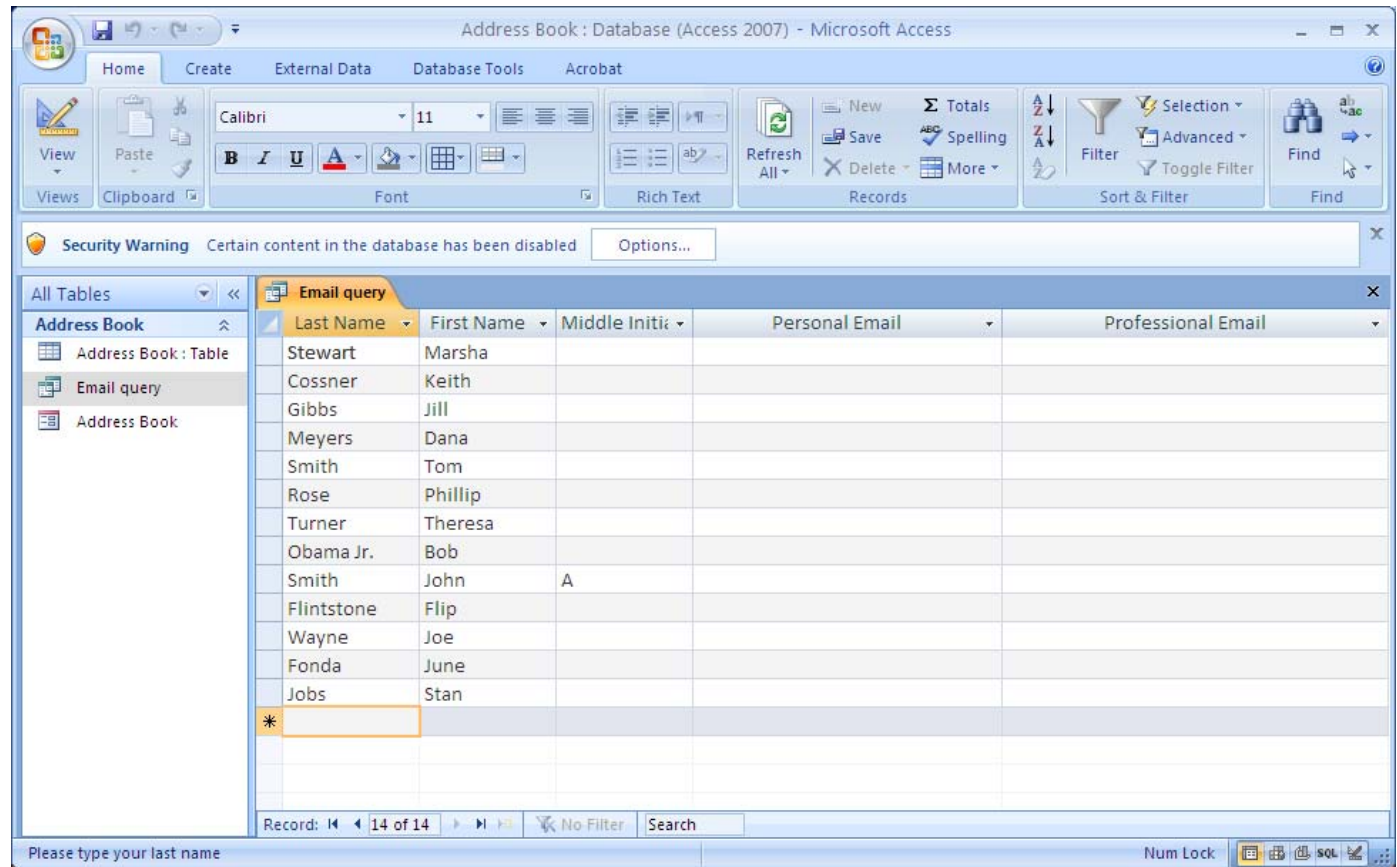
Open the query to view information.

Modify the query design.

Cancel < Back Next > Finish

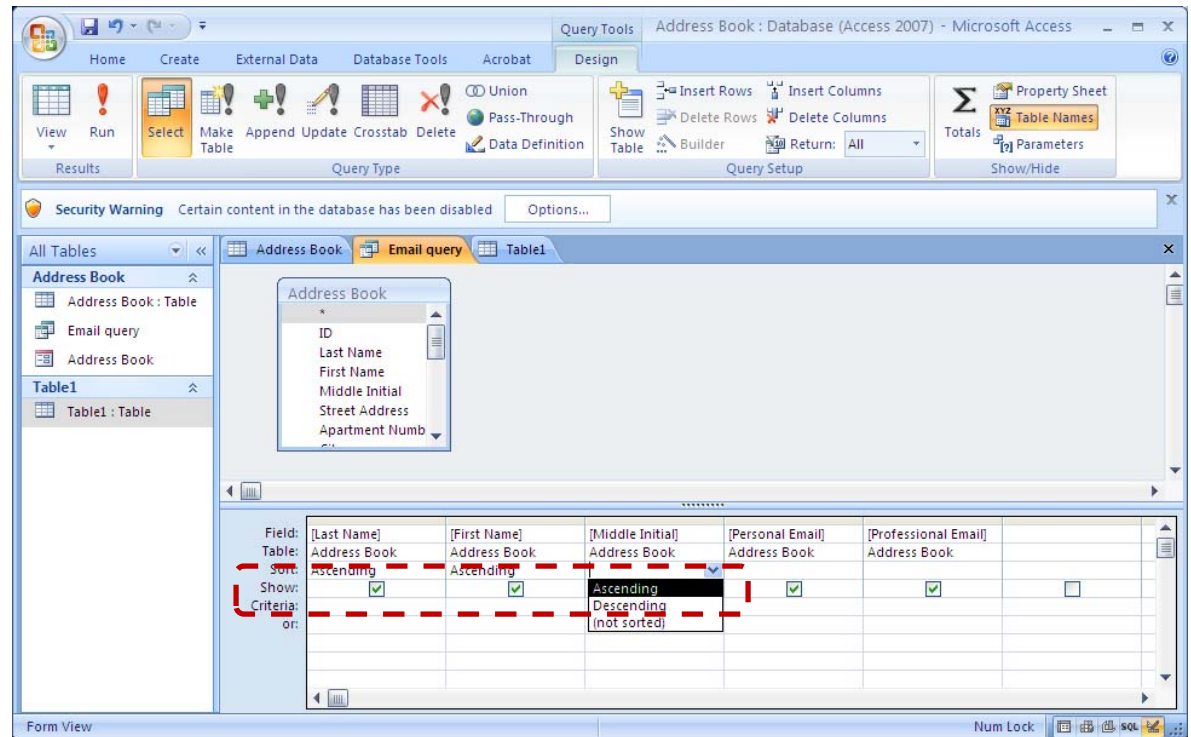
# Viewing the Email Query

The email query is made and we see our list of people. However, they are not in alphabetical order. To fix this, we select the Design view button on the Ribbon menu.



# Modifying the Query

In the design view, we see the five fields in column format. The sort option is the third row in the column. We pick in the sort cell under Last Name and we see a list with Ascending, Descending and Not sorted. We choose Ascending. We repeat this choice for First Name and Middle Initial.



Sorting is done from left to right, so first the last names are sorted from A to Z. Then first names are arranged from A to Z and if two first names are the same, they are sorted by middle initial. We can see this feature in every address book we use. We press the Run (red exclamation point) button to see the finished query.



# The Sorted Query

The email query is now in alphabetical order. We will design as many queries, so we can obtain information quickly from the Address Book table.

The screenshot shows the Microsoft Access interface for a database named "Address Book : Database (Access 2007)". The ribbon includes "Home", "Create", "External Data", "Database Tools", and "Acrobat". The "Sort & Filter" group is active, showing a filter icon and a dropdown menu. A security warning is displayed: "Security Warning Certain content in the database has been disabled Options...". The "All Tables" pane on the left shows "Address Book", "Email query", "Telephone Query", and "Address Book". The "Email query" is selected, and its data is displayed in a table view. The table has columns for "Last Name", "First Name", "Middle Initia", "Personal Email", and "Professional Email". The records are sorted alphabetically by last name. The status bar at the bottom shows "Record: 1 of 13" and "No Filter".

Last Name	First Name	Middle Initia	Personal Email	Professional Email
Cossner	Keith	S		kcossner@bigco.com
Flintstone	Flip	D		fflintstone@bigco.com
Fonda	June	F		jfonda@bigco.com
Gibbs	Jill	D		jjibbs@bigco.com
Jobs	Stan	A		sjobs@bigco.com
Meyers	Dana	N		dmeyers@bigco.com
Obama Jr.	Bob	M		bobama@bigco.com
Rose	Phillip	S		prose@bigco.com
Smith	John	A		jsmith@bigco.com
Smith	Tom	E		tsmith@bigco.com
Stewart	Marsha	A		mstewart@bigco.com
Turner	Theresa	M		tturner@bigco.com
Wayne	Joe	T		jwayne@bigco.com
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