

# Creating an Telephone Query

February 10, 2011

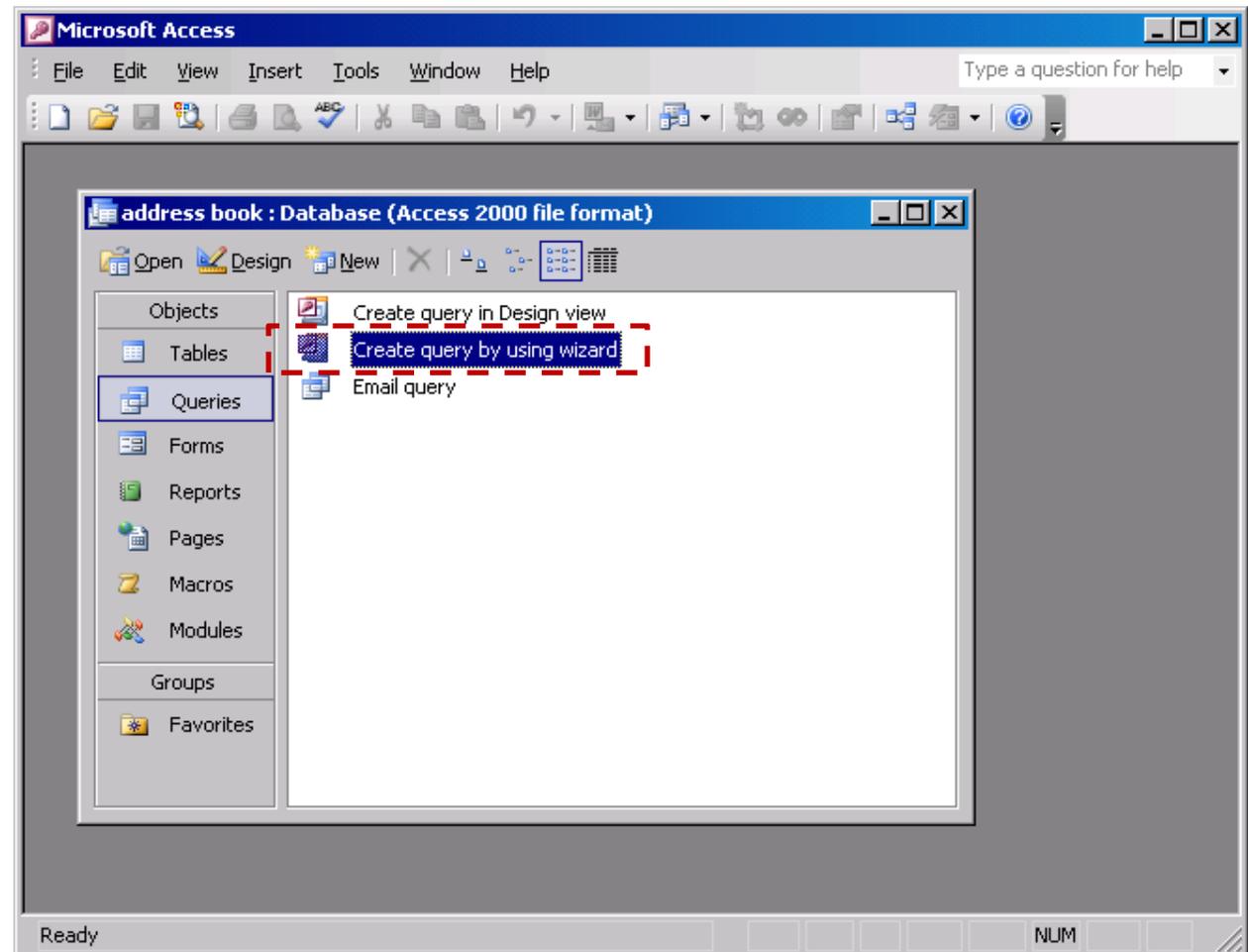
# What is a Query

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.



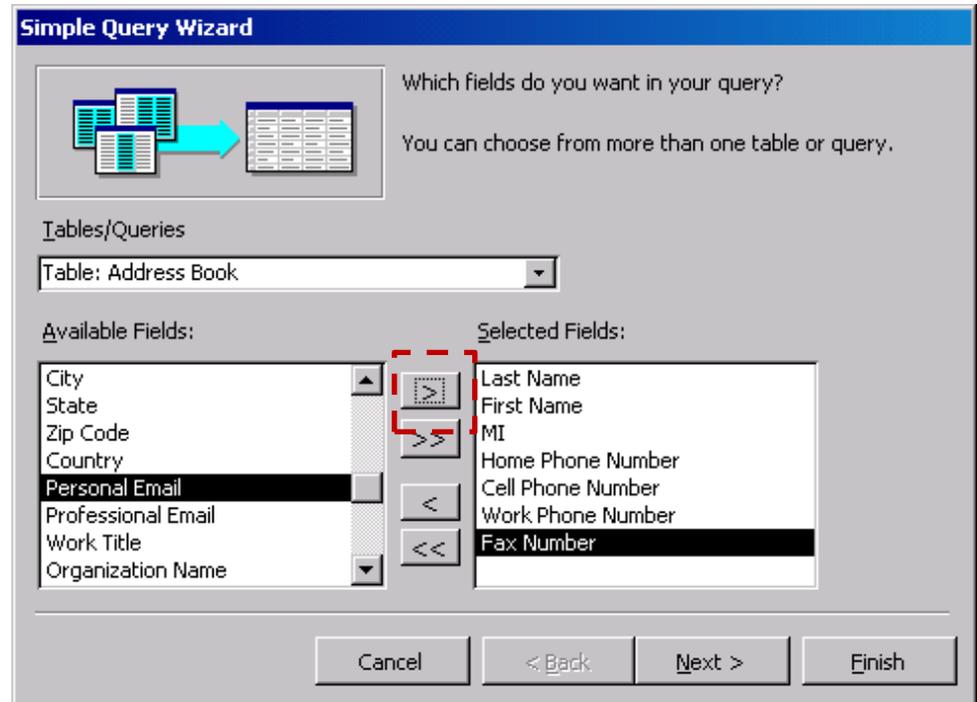
# Open the Address Book Database

We need to open the address book database and we select Queries from the Object menu. To generate the telephone query, we pick Create Query by using wizard.



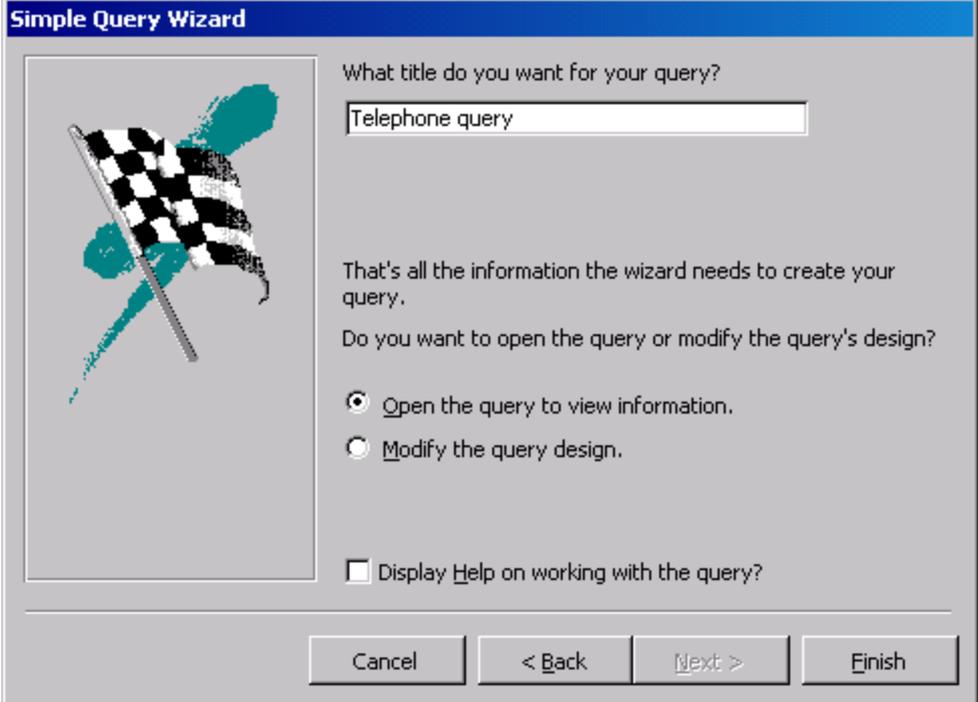
# Select Fields for the Query

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, Home Phone Number, Cell Phone Number, Work Phone Number and Fax Number 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 seven 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 “Telephone query” and we press the Finish button to continue.



The screenshot shows a dialog box titled "Simple Query Wizard". On the left side, there is a graphic of a checkered racing flag on a pole, with teal brushstrokes behind it. The main area of the dialog contains the following text and controls:

What title do you want for your query?  
Telephone 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.

Display Help on working with the query?

At the bottom of the dialog, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

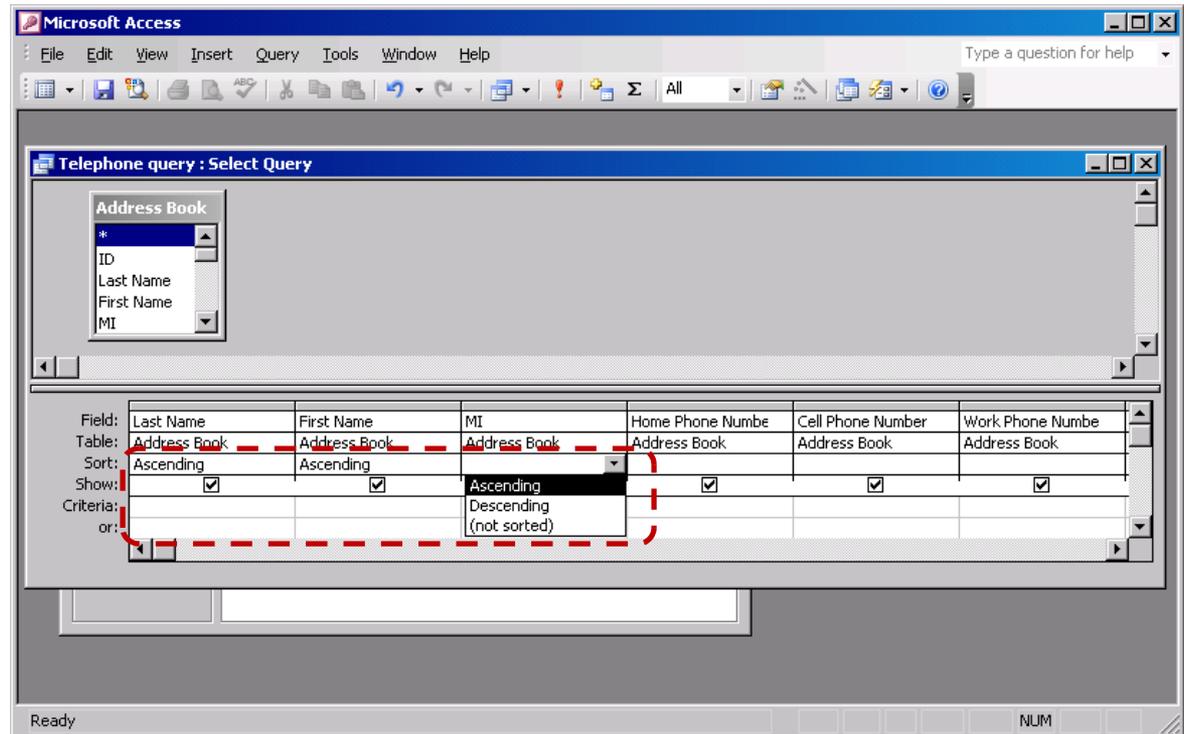
# Viewing the telephone Query

The telephone 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 Standard toolbar.

	Last Name	First Name	MI	Home Phone Number	Cell Phone Number	Work Phone Number	Fax Number
▶	Stewart	Marsha	A	(937) 266-9887			
	Cossner	Keith	S	(963) 266-9886			
	Gibbs	Jill	D	(937) 266-9890			
	Meyers	Dana	N	(937) 266-9893			
	Smith	Tom	E	(937) 266-9882			
	Rose	Phillip	S	(937) 266-9883			
	Turner	Theresa	M	(937) 266-9889			
	Obama Jr.	Bob	M	(937) 266-9891			
	Smith	John	A	(937) 266-9881			
	Flintstone	Flip	D	(937) 266-9892			
	Wayne	Joe	T	(937) 266-9884			
	Fonda	June	F	(937) 266-9888			
	Jobs	Stan	A	(937) 266-9885			

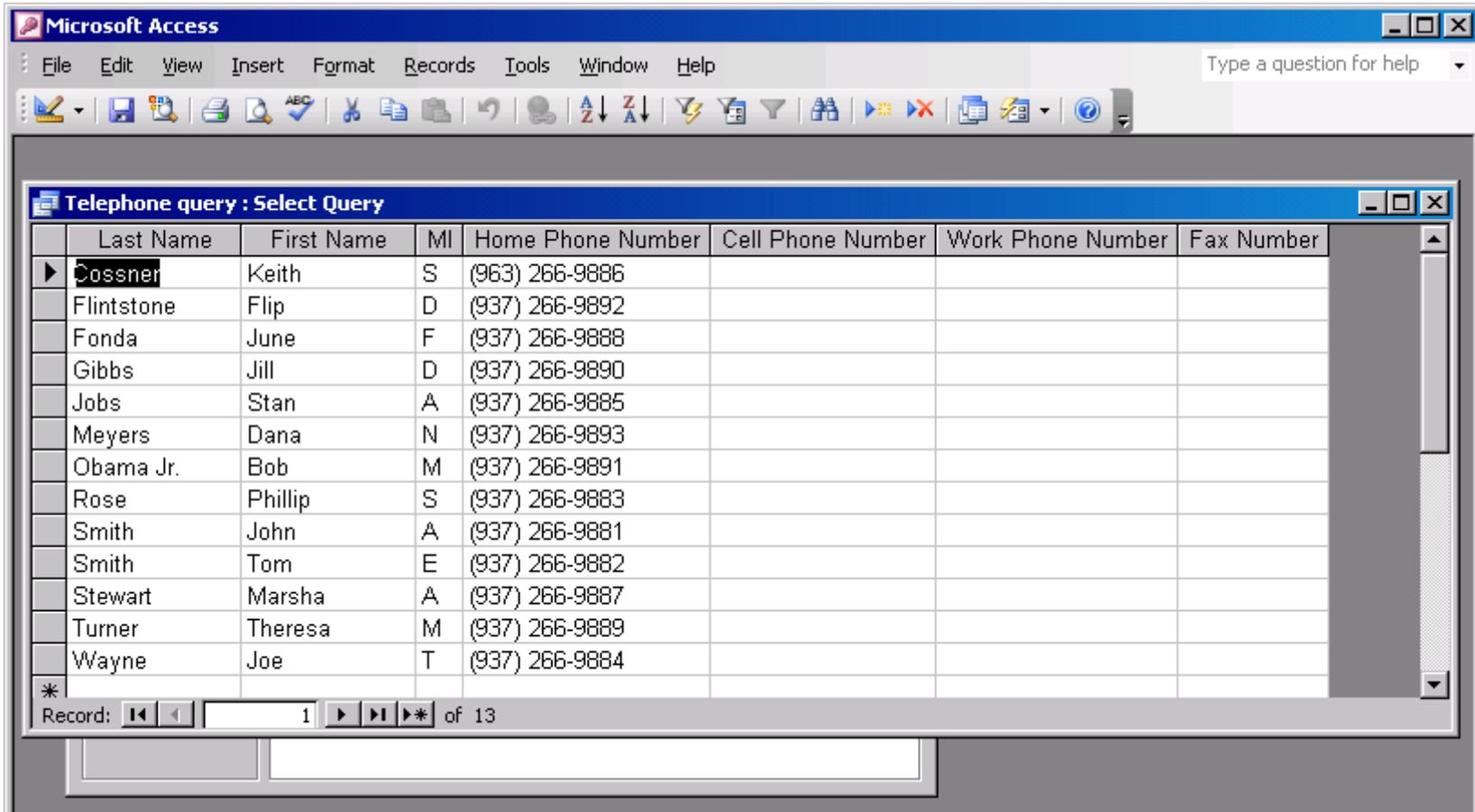
# Modifying the Query

In the design view, we see the seven 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 screenshot shows the Microsoft Access interface with a table titled "Telephone query : Select Query". The table contains 13 records, sorted alphabetically by last name. The columns are Last Name, First Name, MI, Home Phone Number, Cell Phone Number, Work Phone Number, and Fax Number. The first record is for "Cossner, Keith" and the last is for "Wayne, Joe". The status bar at the bottom indicates "Record: 1 of 13".

	Last Name	First Name	MI	Home Phone Number	Cell Phone Number	Work Phone Number	Fax Number
▶	Cossner	Keith	S	(963) 266-9886			
	Flintstone	Flip	D	(937) 266-9892			
	Fonda	June	F	(937) 266-9888			
	Gibbs	Jill	D	(937) 266-9890			
	Jobs	Stan	A	(937) 266-9885			
	Meyers	Dana	N	(937) 266-9893			
	Obama Jr.	Bob	M	(937) 266-9891			
	Rose	Phillip	S	(937) 266-9883			
	Smith	John	A	(937) 266-9881			
	Smith	Tom	E	(937) 266-9882			
	Stewart	Marsha	A	(937) 266-9887			
	Turner	Theresa	M	(937) 266-9889			
	Wayne	Joe	T	(937) 266-9884			

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