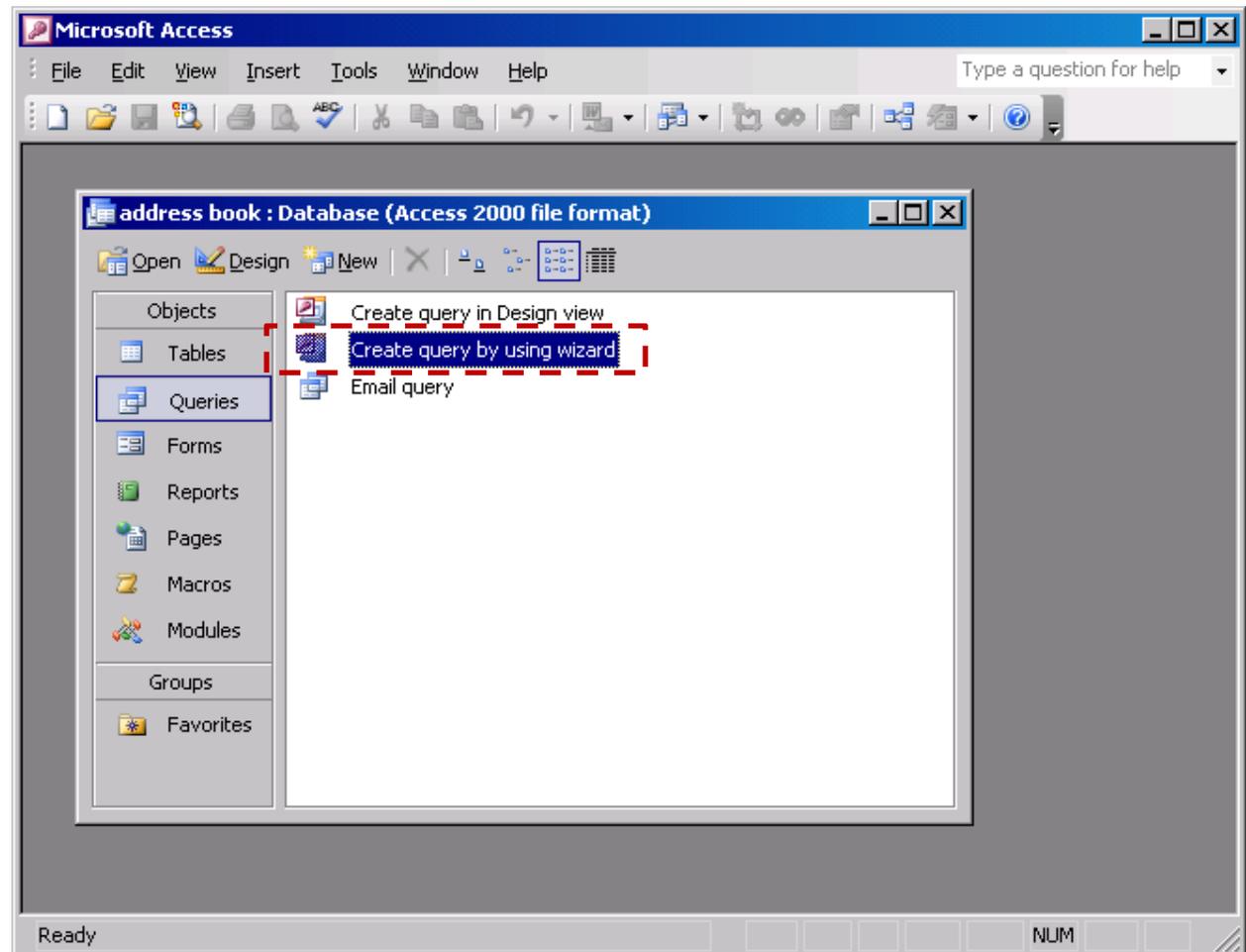# Creating an Telephone Query

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.
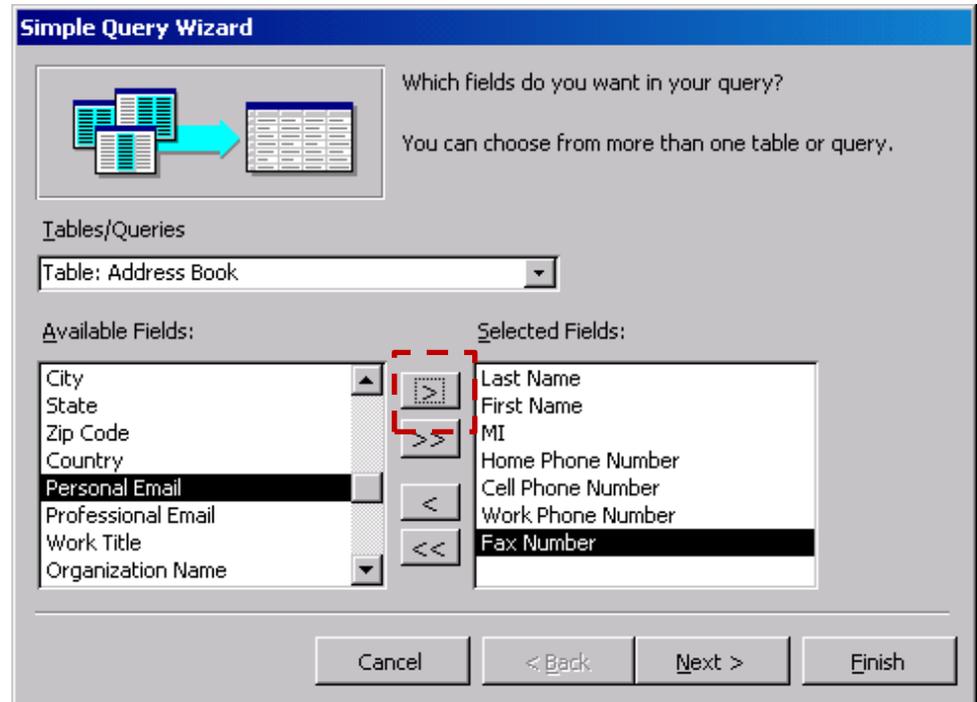
Open the Address Book Database

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.
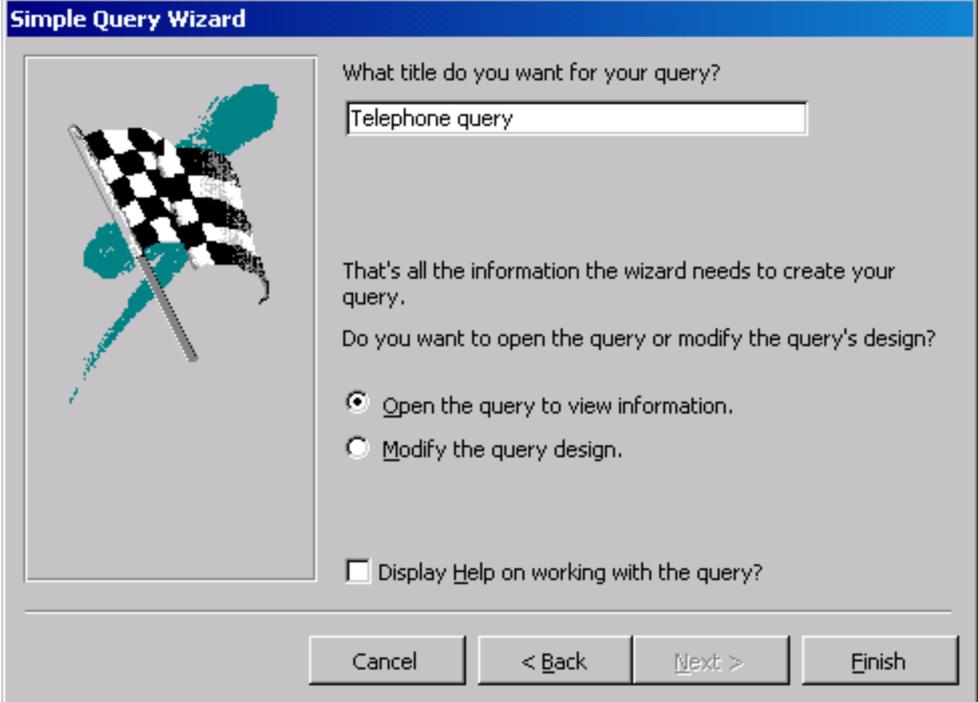
Select Fields for the Query

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.

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.
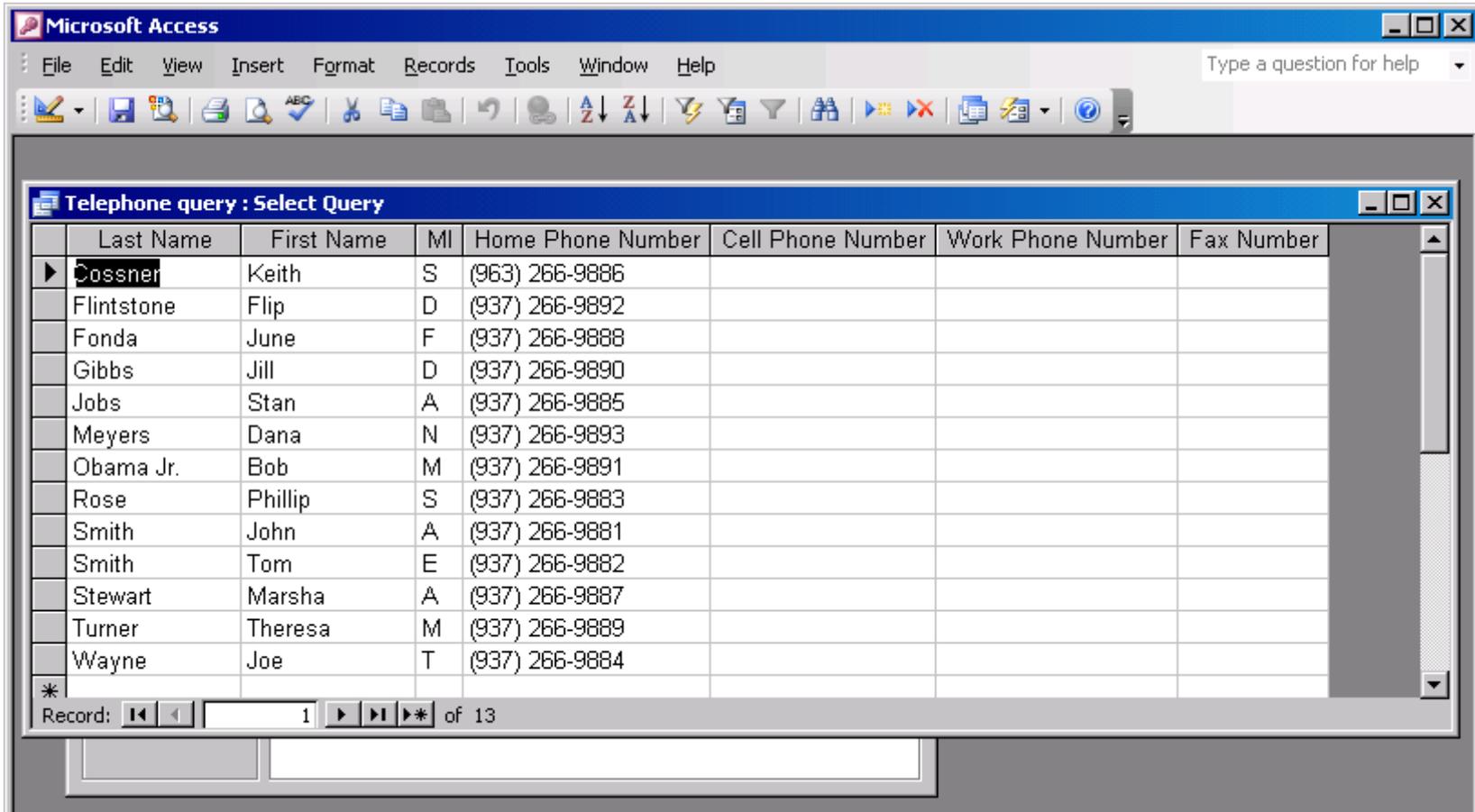
Modifying the Query

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