

# Creating an Telephone Query

February 11, 2011

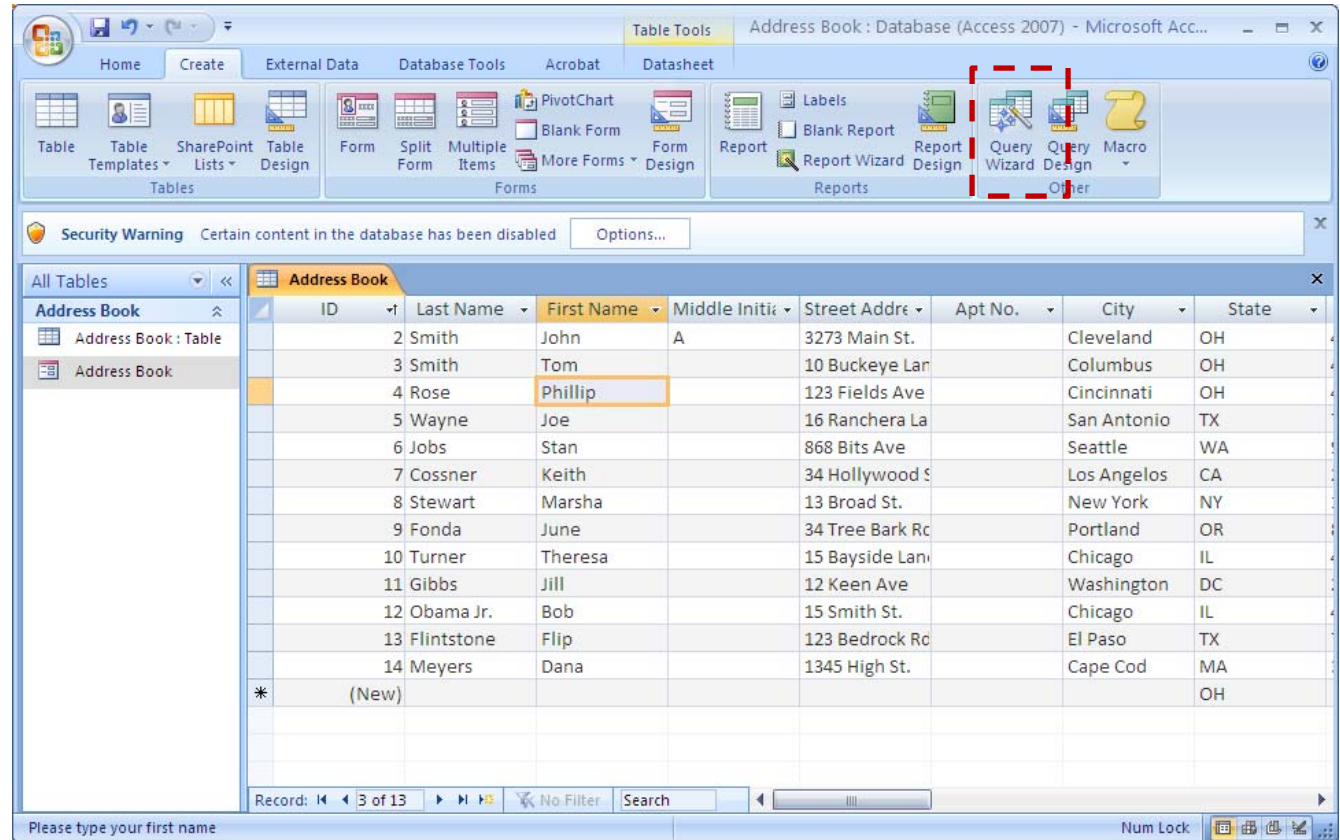
# What is a Query

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.



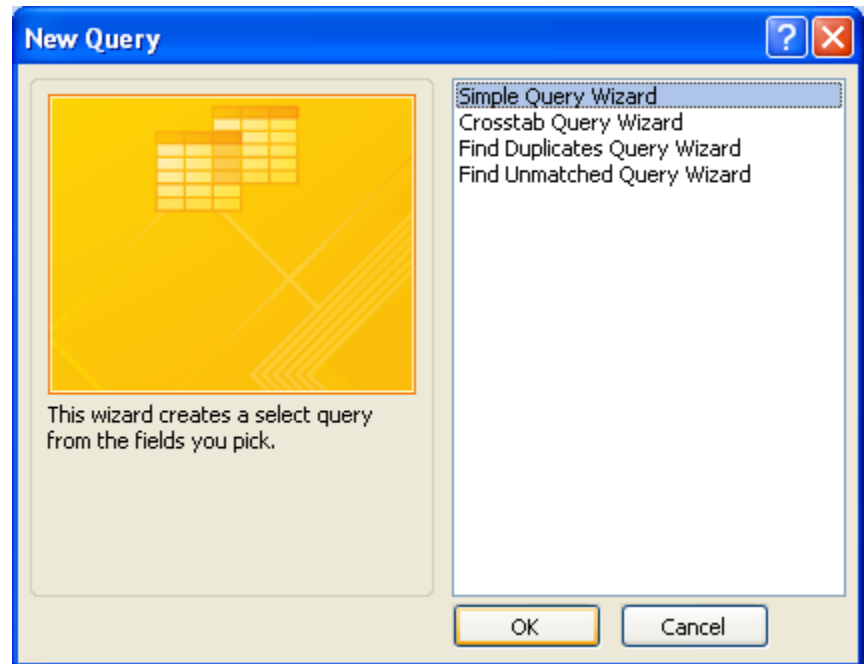
The screenshot shows the Microsoft Access 2007 interface. The title bar reads "Address Book : Database (Access 2007) - Microsoft Acc...". The ribbon is set to "Table Tools" with the "Create" tab selected. The "Other" group in the ribbon contains the "Query Wizard" button, which is highlighted with a 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 Road		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 Road		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".

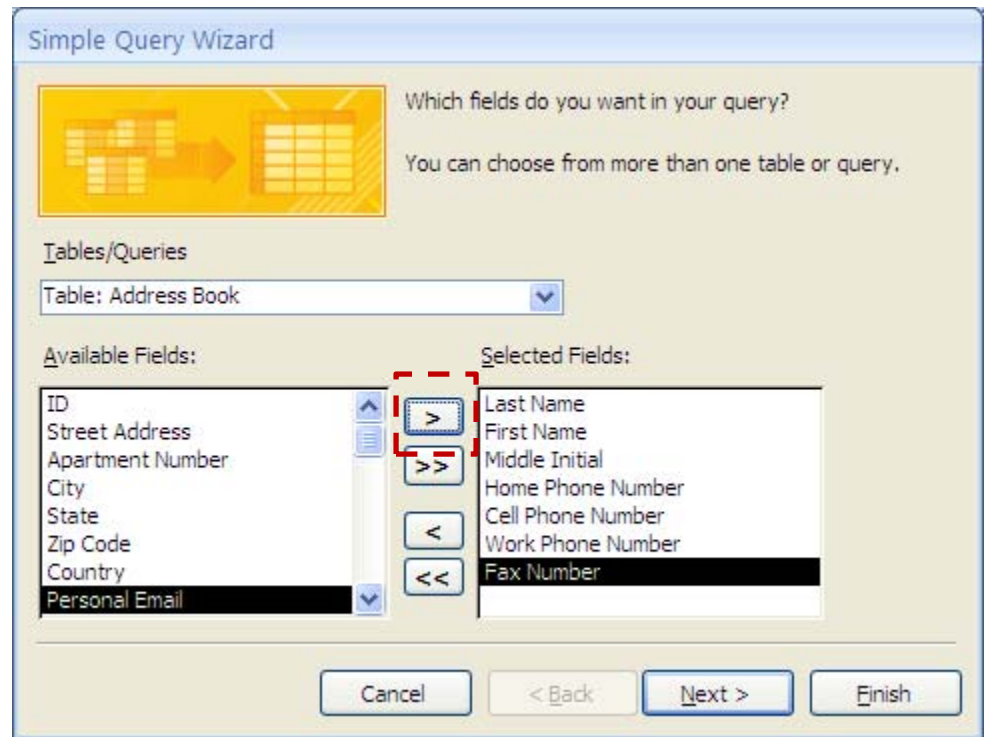
# New Query Wizard

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, Home Phone Number, Cell Phone Number, Work Phone Number, 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.

Simple Query Wizard

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?

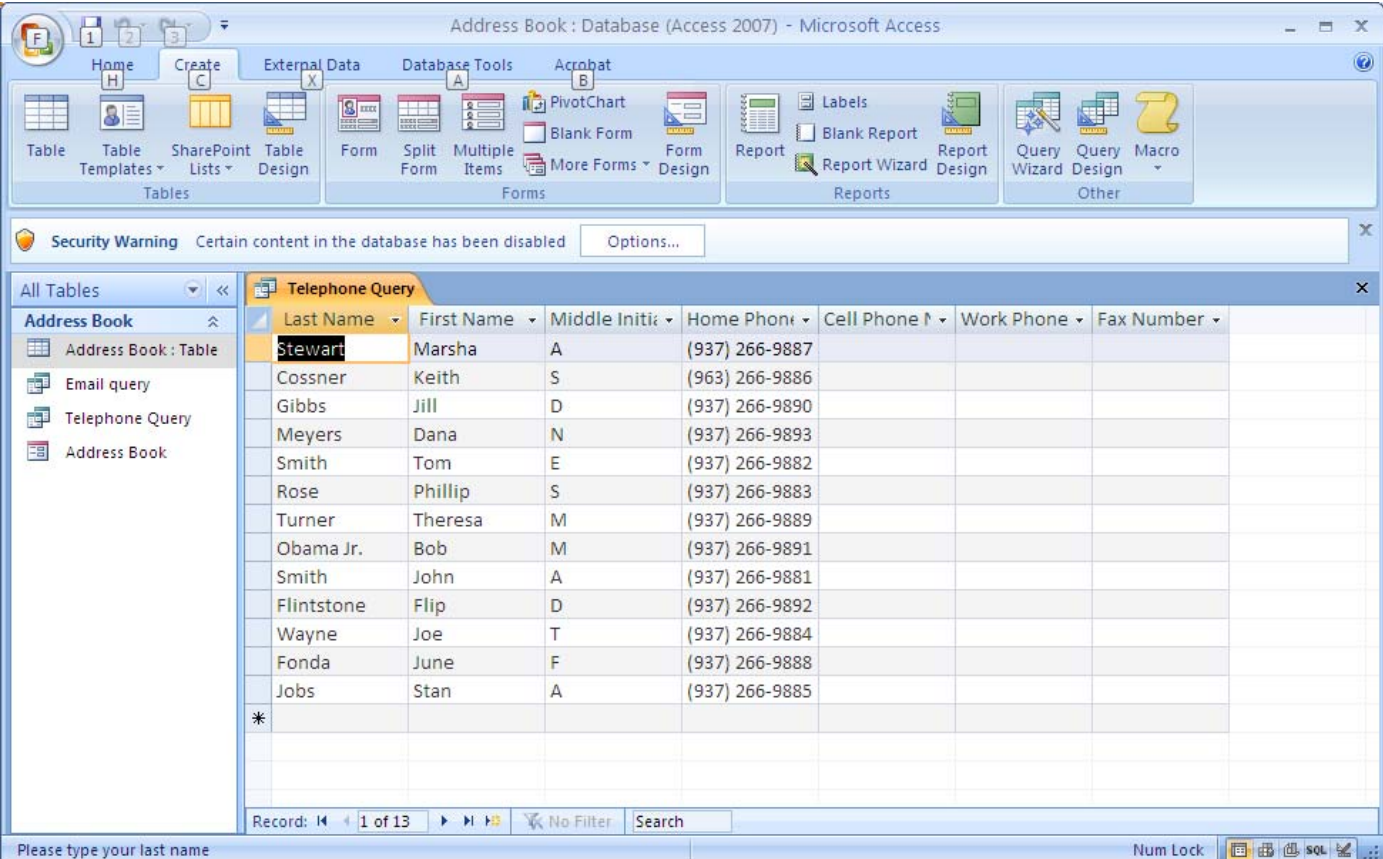
Open the query to view information.

Modify the query design.

Cancel < Back Next > 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 Ribbon menu.

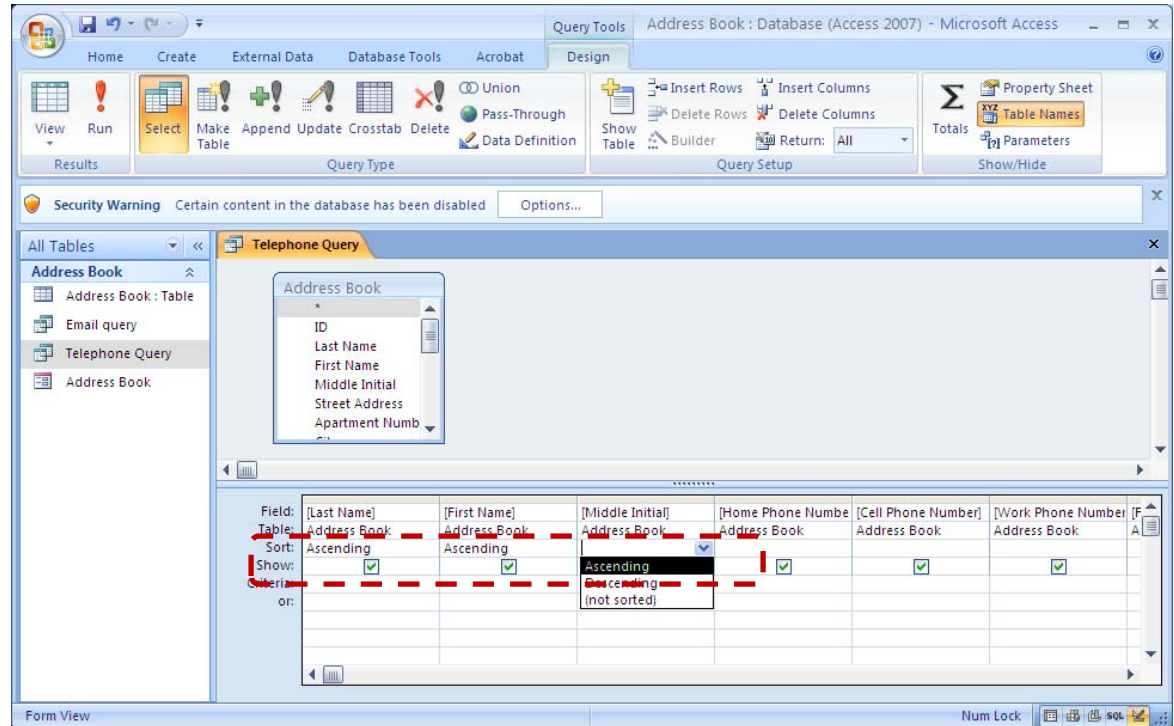


The screenshot shows the Microsoft Access interface for an 'Address Book : Database (Access 2007)'. The ribbon includes 'Home', 'Create', 'External Data', 'Database Tools', and 'Accrobat'. The 'Database Tools' ribbon is active, showing options like 'Form', 'Split Form', 'Multiple Items', 'PivotChart', 'Blank Form', and 'Form Design'. A 'Security Warning' message is visible: 'Certain content in the database has been disabled'. The 'All Tables' pane on the left shows 'Address Book' as the selected table. The main window displays the 'Telephone Query' results in a table view. The table has columns for 'Last Name', 'First Name', 'Middle Initial', 'Home Phone', 'Cell Phone', 'Work Phone', and 'Fax Number'. The records are sorted by last name, with 'Stewart' at the top. The status bar at the bottom indicates 'Record: 1 of 13' and 'No Filter'.

Last Name	First Name	Middle Initial	Home Phone	Cell Phone	Work Phone	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 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.

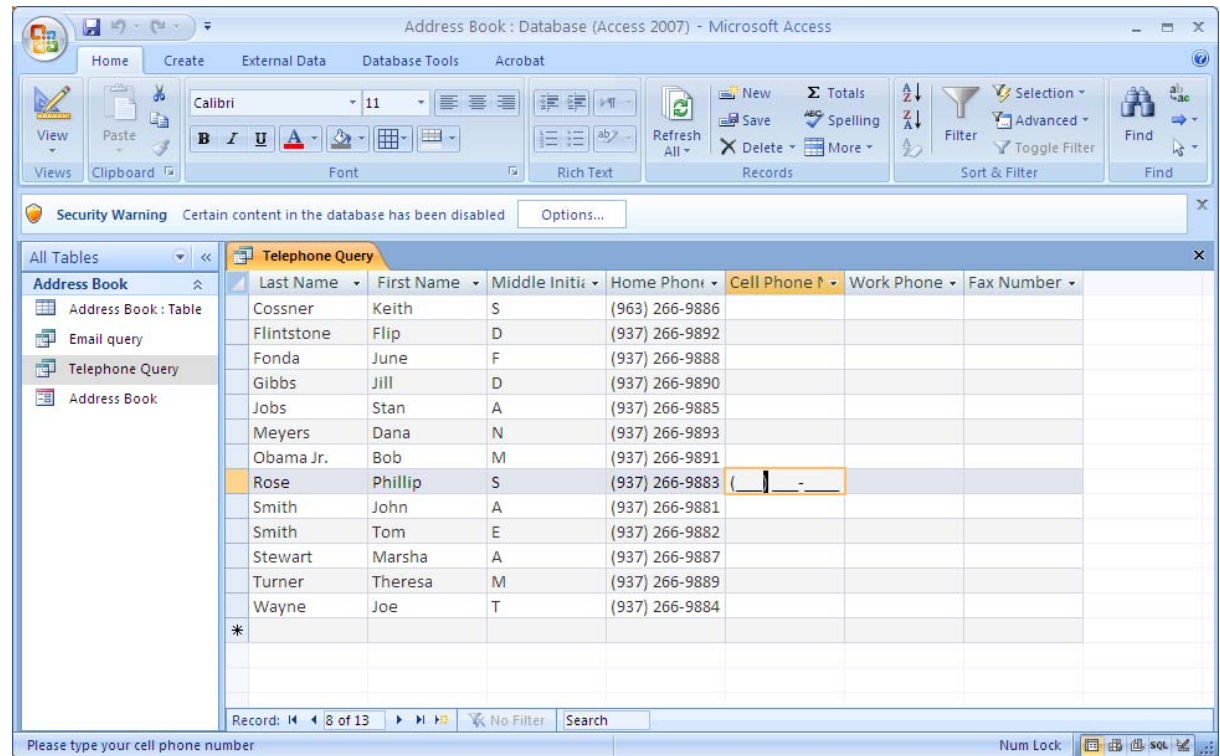


Sorting is done from left to right, so first the last names are sorted from A to Z. Then first names are arranged from A to Z and if two first names are the same, they are sorted by middle initial. We can see this feature in every address book we use. We press the Run (red exclamation point) button to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



# The Sorted Query

The telephone 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 "Telephone Query" is displayed in a table view, sorted alphabetically by last name. The table has columns for Last Name, First Name, Middle Initial, Home Phone, Cell Phone, Work Phone, and Fax Number. The data is as follows:

Last Name	First Name	Middle Initial	Home Phone	Cell Phone	Work Phone	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 status bar at the bottom indicates "Record: 8 of 13" and "No Filter". A text box at the bottom left says "Please type your cell phone number".