

Creating an Email Query

February 10, 2011

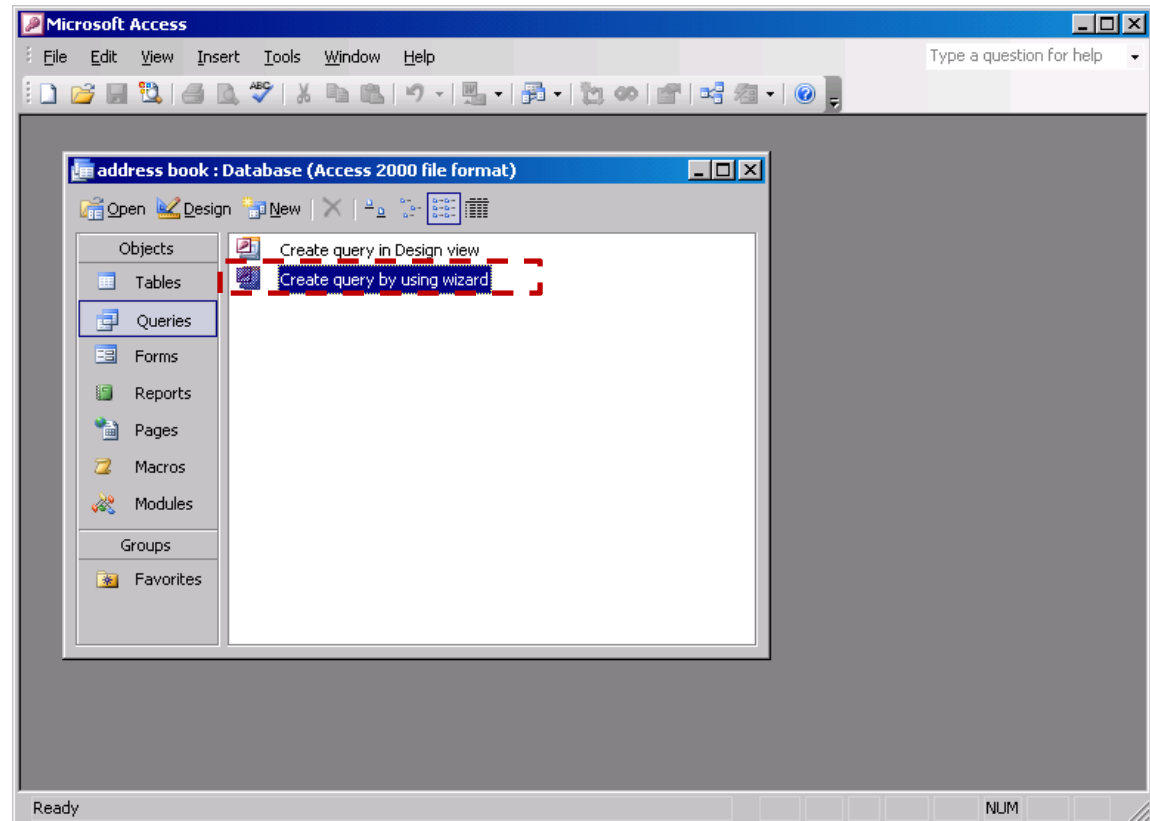
What is a Query

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.



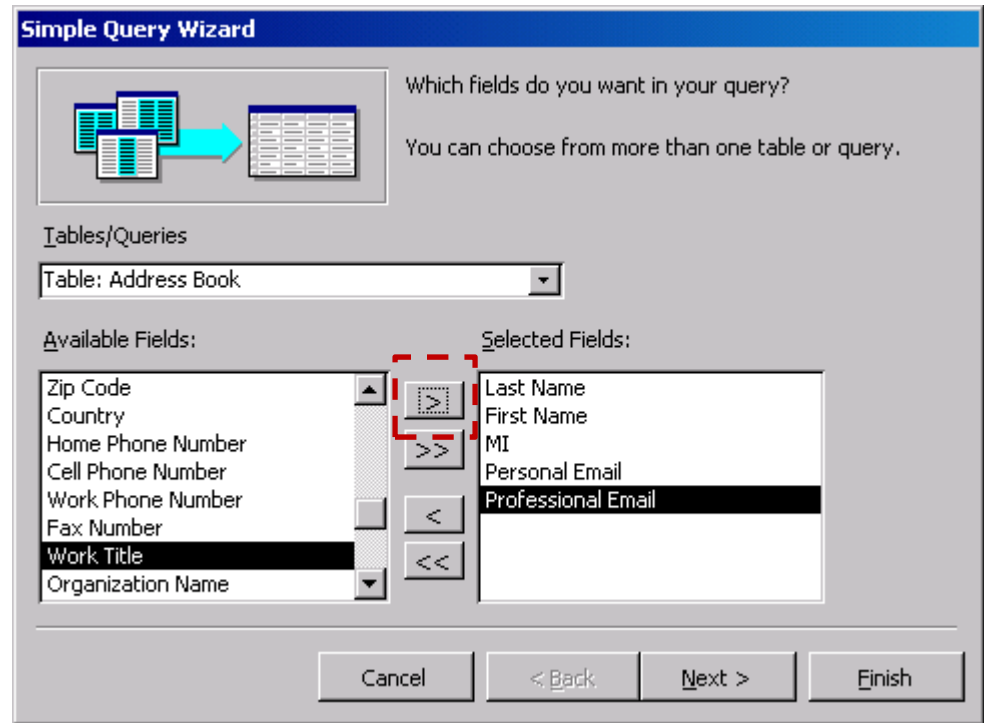
Open the Address Book Database

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



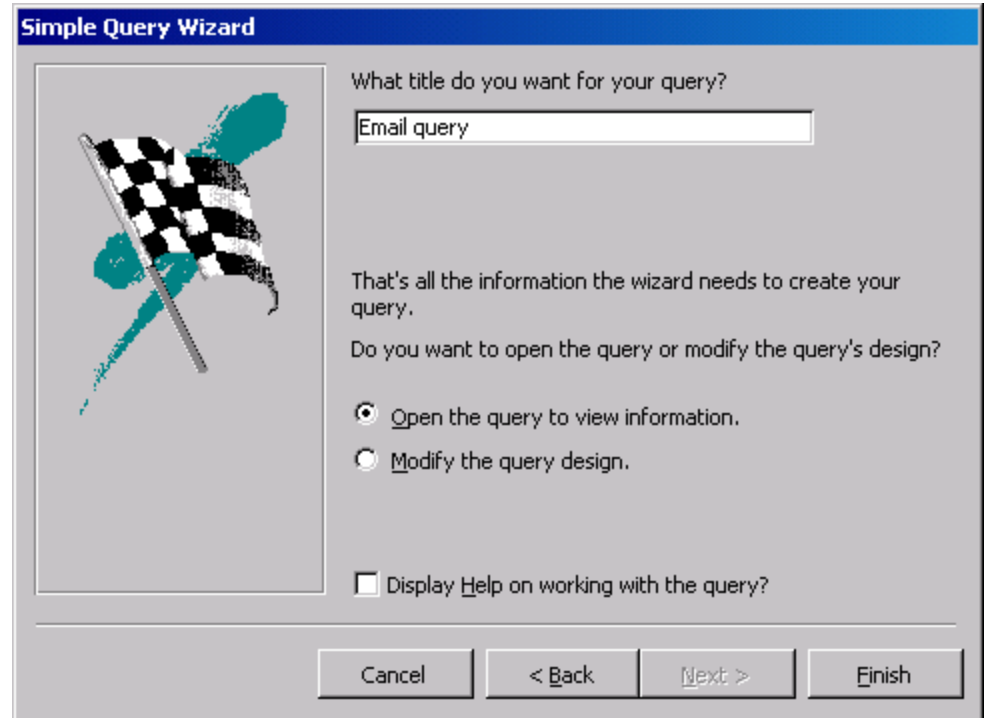
Select Fields for the Query

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, 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.

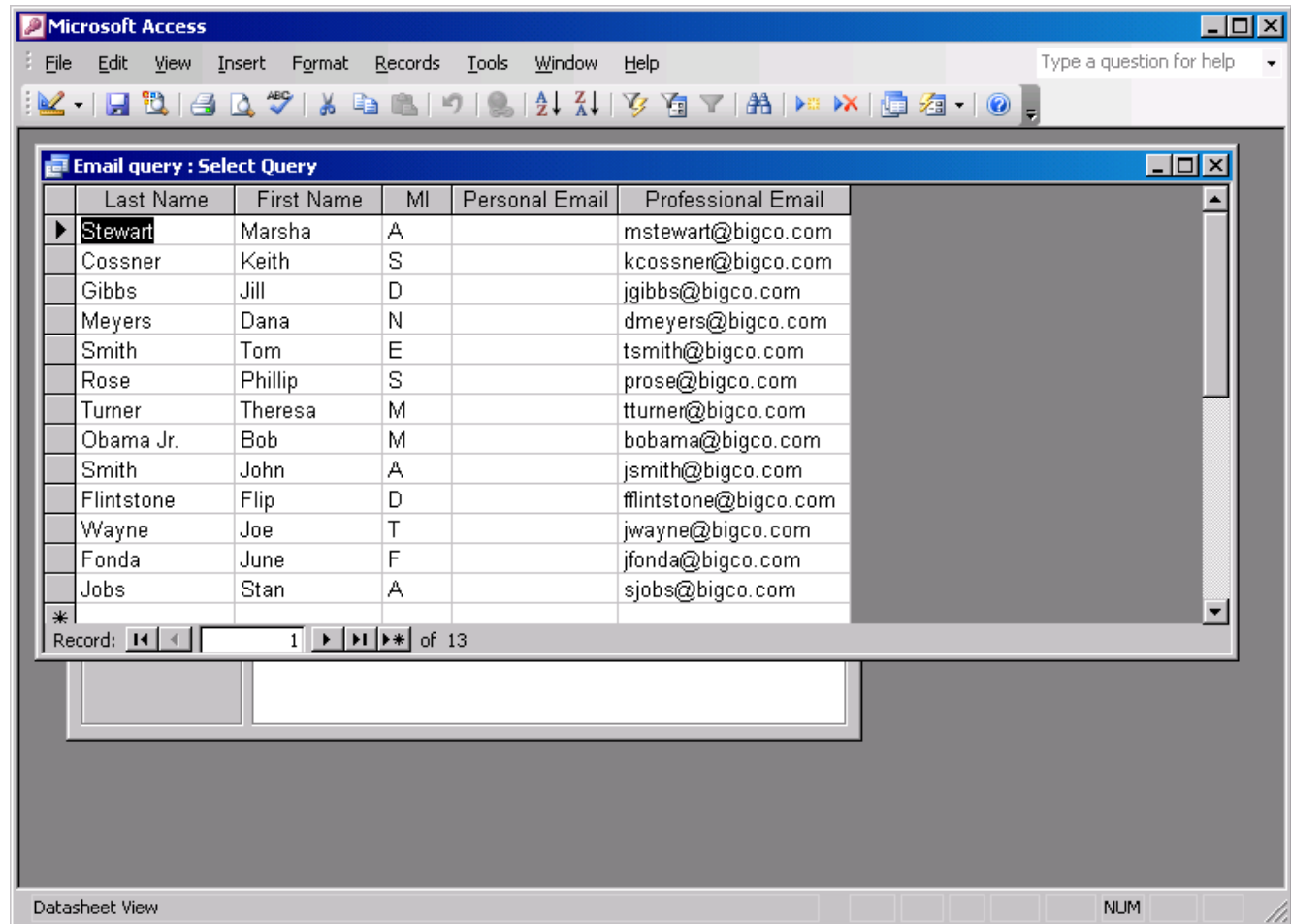
Modify the query design.

Display Help on working with the query?

Cancel < Back Next > Finish

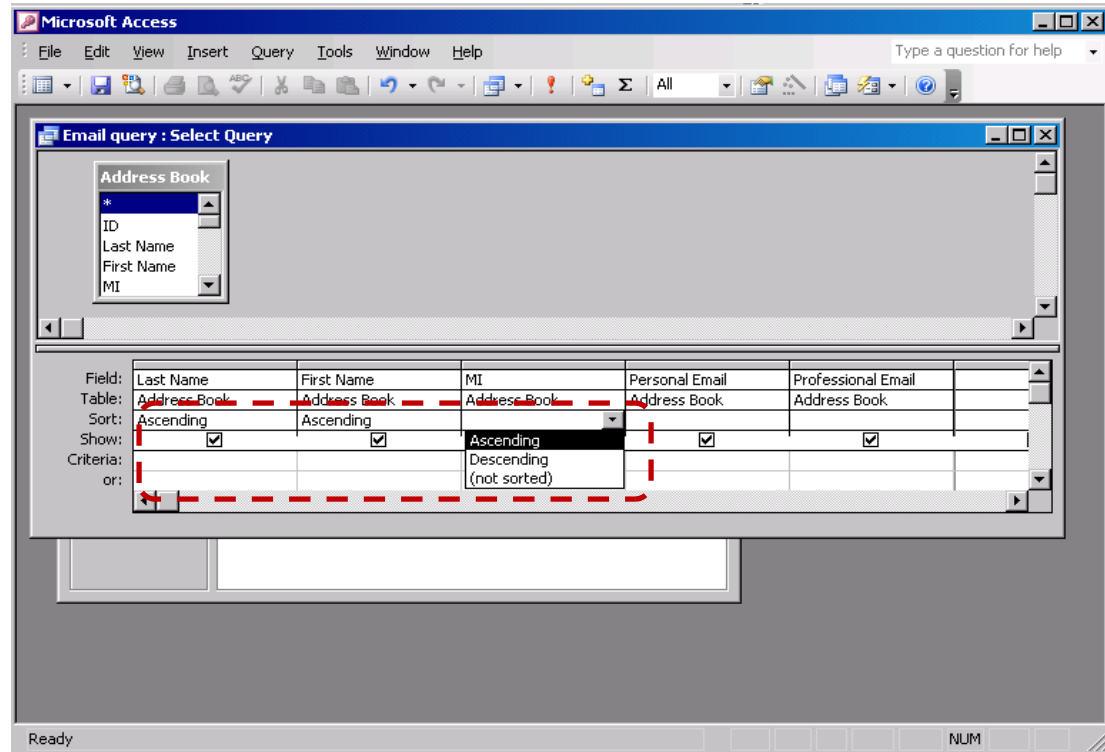
Viewing the Email Query

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 Standard toolbar.



Modifying the Query

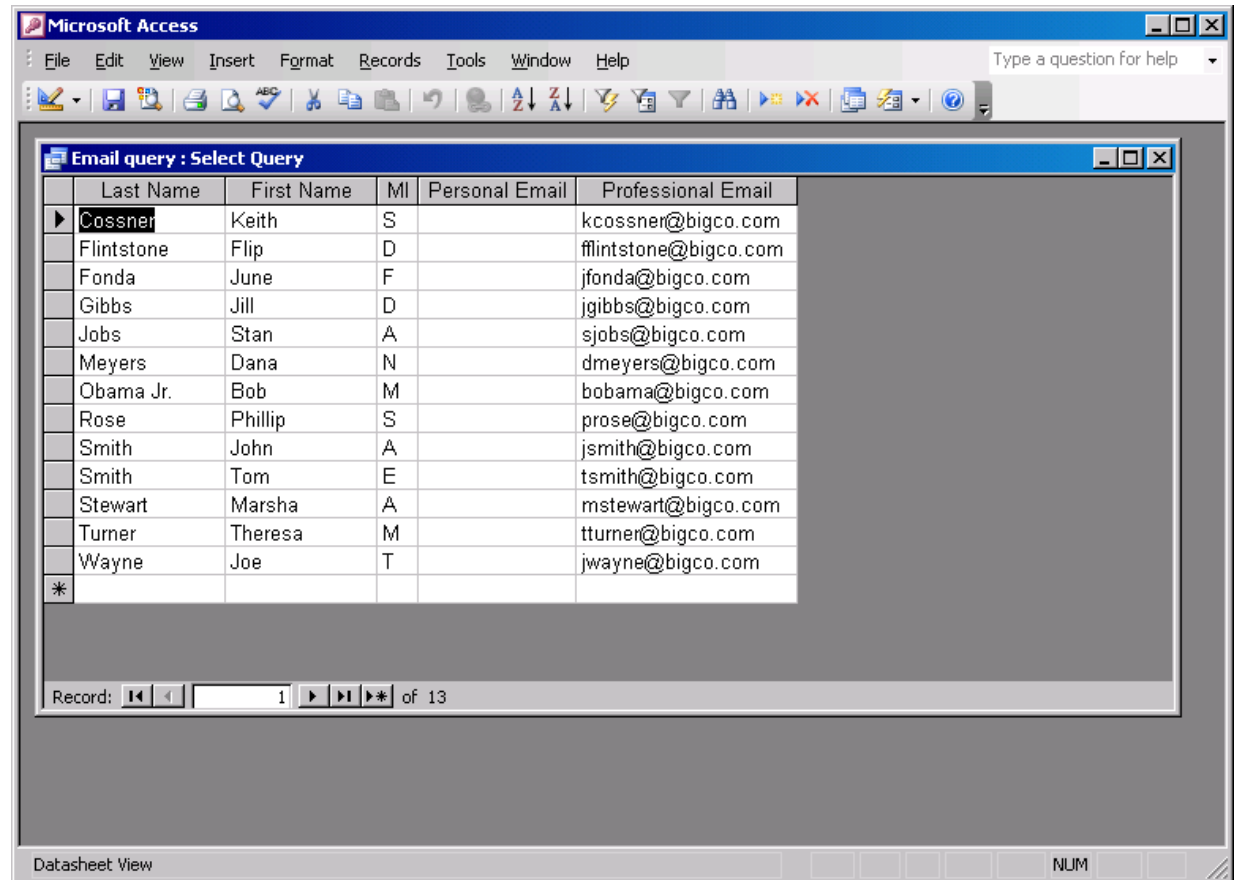
In the design view, we see the five fields in column format. The sort option is the third row in the column. We pick in the sort cell under Last Name and we see a list with Ascending, Descending and Not sorted. We choose Ascending. We repeat this choice for First Name and Middle Initial.



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 with a query named "Email query : Select Query" displayed in Datasheet View. The data is sorted alphabetically by Last Name. The table has five columns: Last Name, First Name, MI, Personal Email, and Professional Email. The records are as follows:

Last Name	First Name	MI	Personal Email	Professional Email
Cosner	Keith	S		kcossner@bigco.com
Flintstone	Flip	D		flintstone@bigco.com
Fonda	June	F		jfonda@bigco.com
Gibbs	Jill	D		ygibbs@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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Record: 1 of 13

Datasheet View NUM