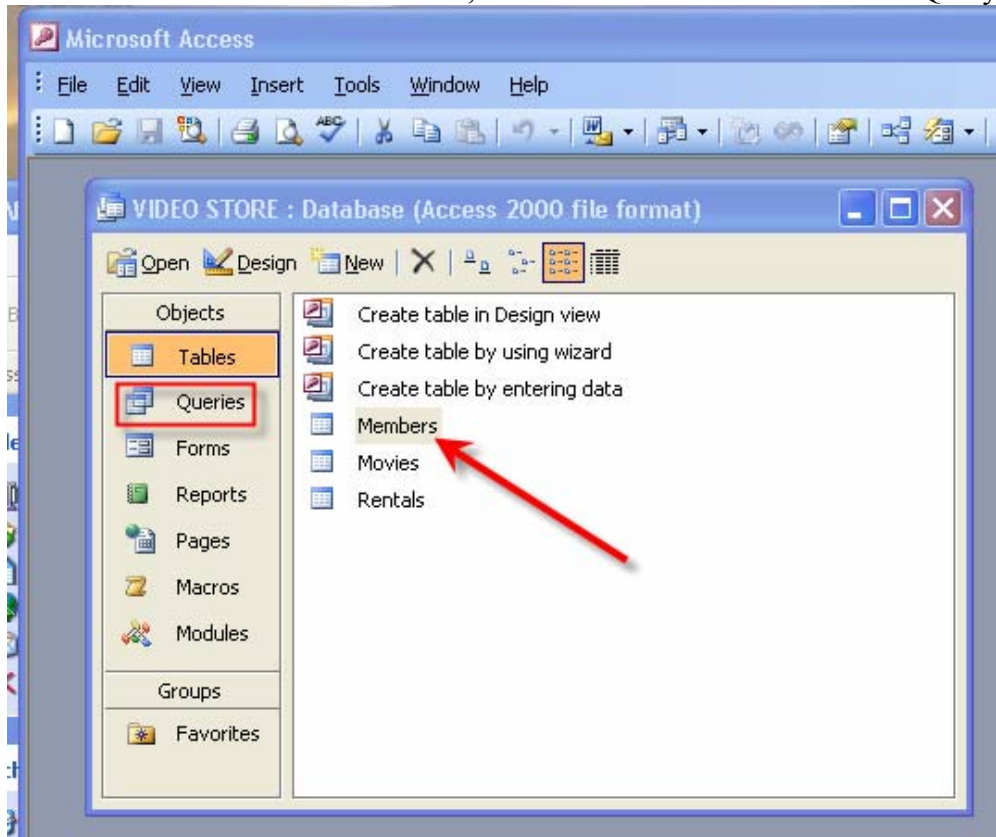
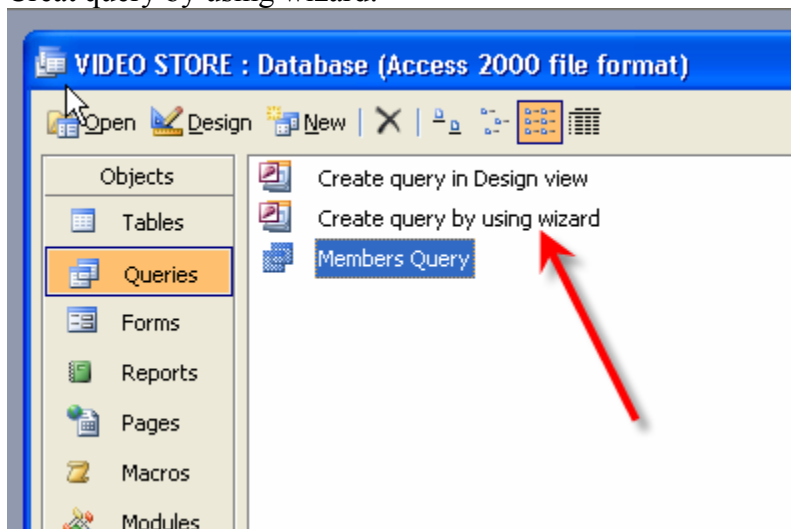


Creating a Query in Access Using the Wizard

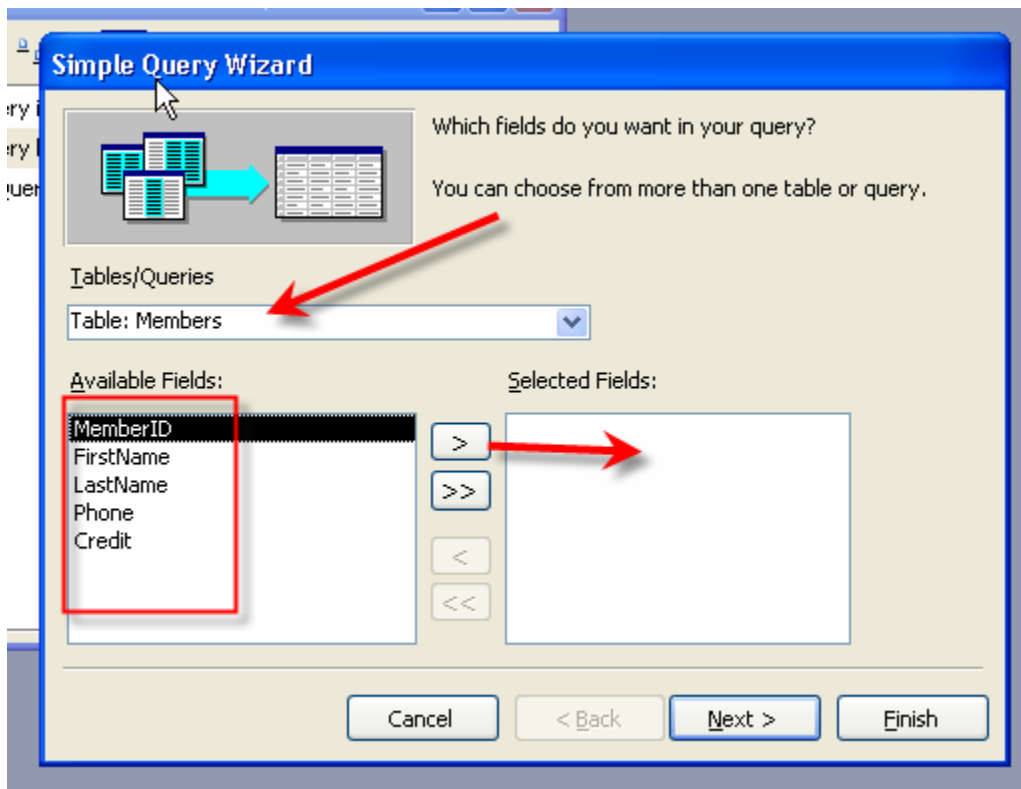
Although you can create a query using the Design View, it is usually faster and easier to use the Query Wizard. First we open the database Video Store. We see there are three tables, and we want to use the one called Members, so we select it before click on the Query button:



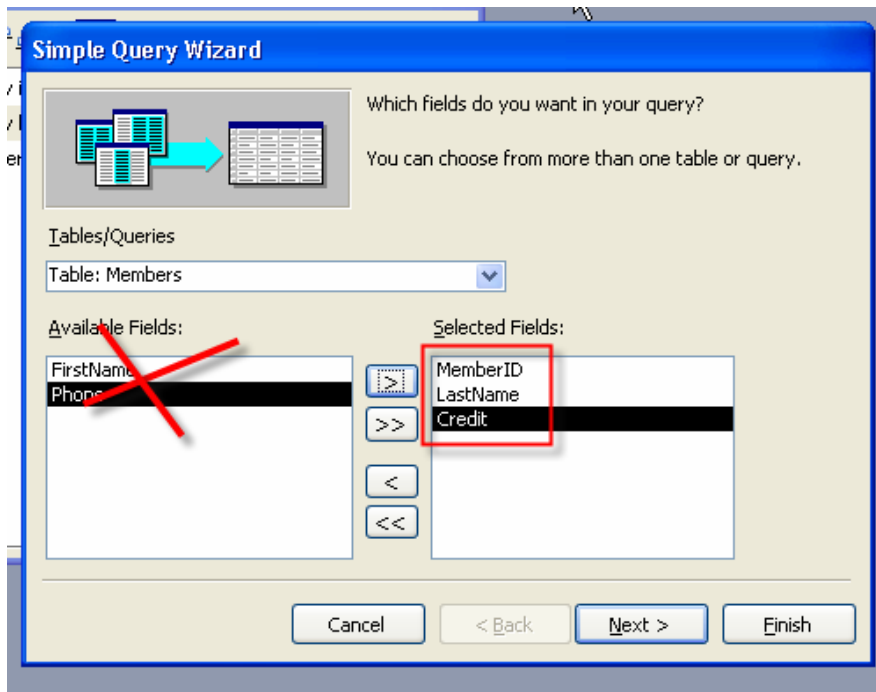
When the Query window comes up, we make sure the correct table is selected, then we choose "Create query by using wizard":



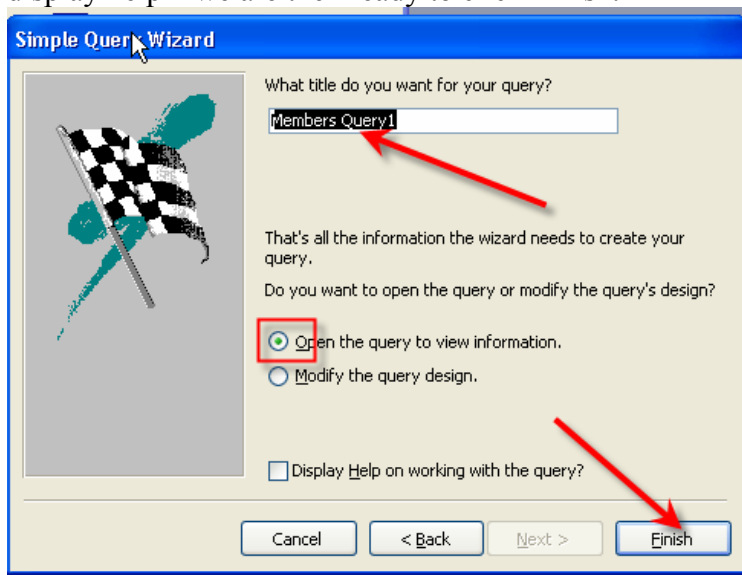
Notice that the Wizard shows us the name of the table and also lists the fields in that table in the left window. We can choose what fields we wish to use in the query by clicking the single right arrow, or we can choose all of the fields by clicking the double right arrow.



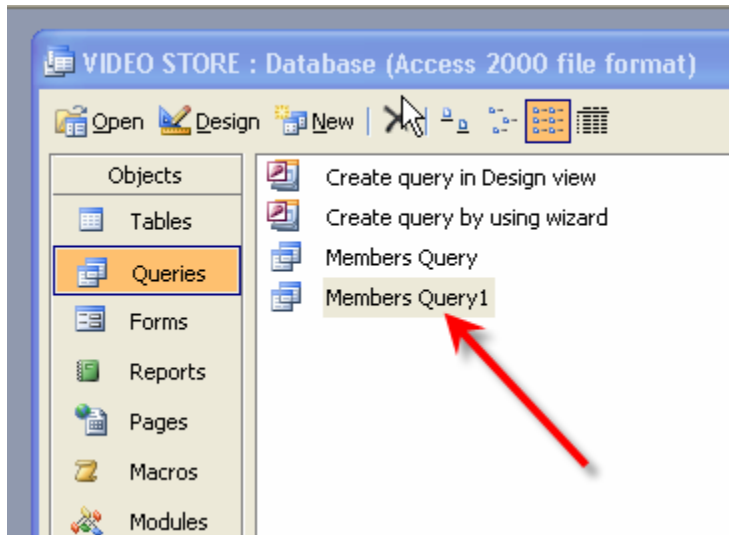
In this case, we are interested in seeing what credit card is used most frequently to rent videos. Therefore we select the three most relevant fields – Member ID, Last name, and Credit:



The window opens, gives us a chance to change the default title, modify the query design, or display help – we are then ready to click Finish.



The Wizard creates a table using only the fields that were specified and saves the query in the database as a separate file.



We can then open that Query and produce a **Report**.