

Creating a Multiple Table Query

In Access you will often need to look at and analyze information that comes from not one but several different tables. Since Access is a relational database, it's easy to establish a relationship between two or more tables and look at the information that goes together.

Just like it sounds, a multiple-table query blends together information from two or more related tables. Working with a multiple-table query usually isn't much different from working with a single-table query. You tell Access which tables you want to use in your query and specify the fields and criteria you want to see. The main difference between a multiple-table query and a single-table query is that with multiple-table queries, Access creates a link between related tables. When the query is displayed in Design View, this link (called a join) appears as a line that connects two or more tables.


When you create a multiple-table query, Access will usually link or join the tables automatically. Sometimes, however, you will have to manually join two tables in the query design window. You can manually join two tables by dragging a field from one table's field list to the matching field in the other table's field list. If the tables don't have any fields in common, you must add another table to act as a bridge between them.

1. Click the **Create** tab on the Ribbon and click the **Query Design** button in the Other group.

The Show Table dialog box appears. Here you need to choose the tables or queries you want to use for the query.

2. Select the table or query you want to use and click **Add**.
3. Repeat Step 2 as necessary for additional tables or queries. Click **Close** when you're finished.

If two tables are related, Access will automatically connect their common fields with a join line. If the tables aren't related you will have to manually join the tables by dragging a field from one table's field list to the matching field in the other table's field list.

 **Tip:** To remove a join line, click the join line and press <Delete>.

Exercise

- **Exercise File:** Query.accdb
- **Exercise:** Create a multiple table query with limiting criteria:
Create a query in Design View. Add the tblEmployees, tblCustomerTours, and tblTours tables to the query. Link the EmployeeID field in the tblEmployees table with the Employee field in the tblCustomerTours table.
Add the following fields to the design grid:

tblEmployees		tblTours	tblCustomerTours	
LastName	FirstName	TourName	Date	Cost

Add the criteria "Between 1/1/00 and 3/31/00" to the Date column. Sort the Date column Ascending. Save the query as qryFirstQuarterTours. Run the query.

4. If Access doesn't automatically join the tables, click the related field in the first table and drag it to the related field in the second table. Repeat as necessary to connect all the tables.

Next you need to specify the fields you want to appear in the query results. Because field lists don't have much room to display their contents, you may have to scroll up or down the list in order to find the field you want.

5. Double-click each field you want to include in the query from the field list.

Other Ways to Add a Field to a Query:

Drag the field from the field list onto the design grid.

Next you need to specify any criteria for the query.

6. In the design grid, enter any desired search criteria for a field in the Criteria row.
7. If desired, click in the Sort box for a field, click the **list arrow**, and select a sort order.
8. Click the **Save** button on the Quick Access Toolbar, enter a name for the query, and click **OK**.
9. Click the **Run** button in the Results window.
The query results appear in Datasheet View.
10. Click the query window's **Close** button.

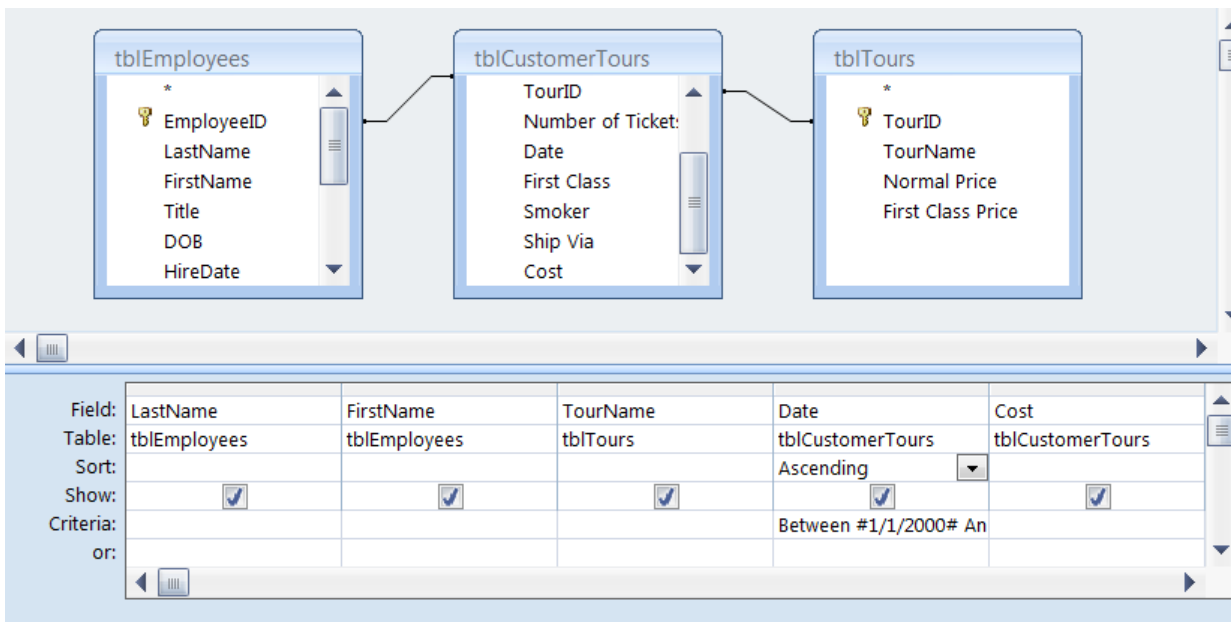


Figure 7-2: Creating a multiple table query in Design View.