




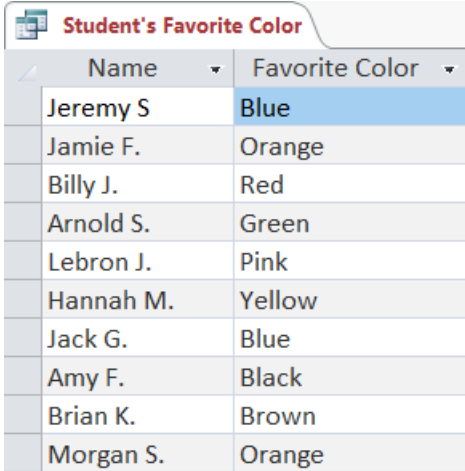


Creating a Database Query



In this activity, you will use Microsoft Access to create a select query based on the Students database.

1. Start **Microsoft Access** and open the **Students.accdb** database.
2. Select the **Save As** option on the yellow read-only information notice.
3. In the File Name box, type a name for your query file: **DBQuery-[your first initial and last name]**
For example: **DBQuery-jsmith**
4. Click the **Browse Folders** icon  next to the File Name box. Ask your teacher where you should save your database.
5. Select the location where you want to save your database, and then click **OK**.
6. On the **Create** tab, click **Query Wizard**.
7. Select **Simple Query Wizard** and click **OK**.
8. Select the Student Information table.
9. Select **Name** and click the **right-pointing arrow** button 
10. Select **Favorite Color** and click the **right-pointing arrow** button 
11. Click **Finished**.
12. Save the query as **Student's Favorite Color**.
13. Your completed query should resemble Figure A4-1.



Name	Favorite Color
Jeremy S	Blue
Jamie F.	Orange
Billy J.	Red
Arnold S.	Green
Lebron J.	Pink
Hannah M.	Yellow
Jack G.	Blue
Amy F.	Black
Brian K.	Brown
Morgan S.	Orange

Figure A4-1: Completed simple query