



This is “Microsoft Access Techniques”, chapter 17 from the book [Designing Business Information Systems: Apps, Websites, and More \(index.html\)](#) (v. 1.0).

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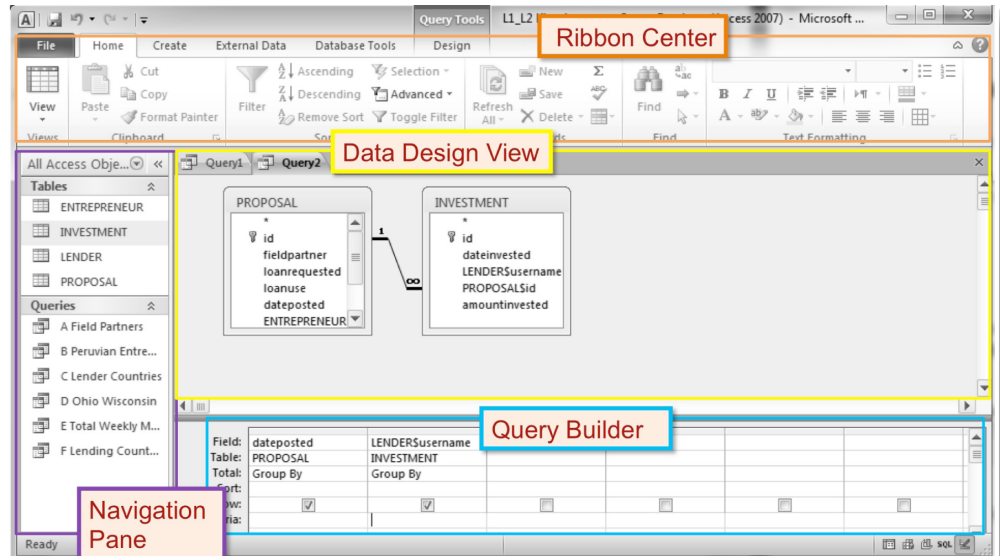
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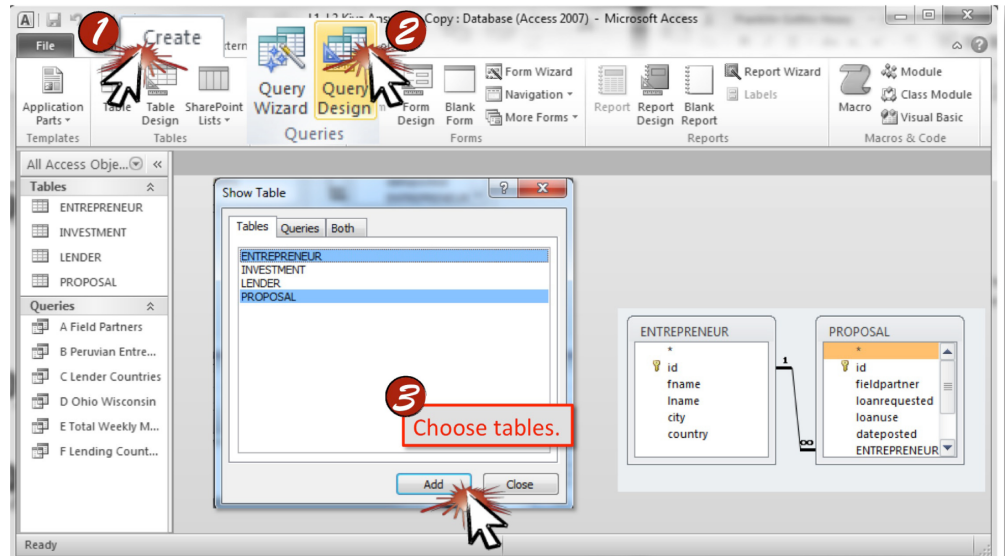
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# Chapter 17

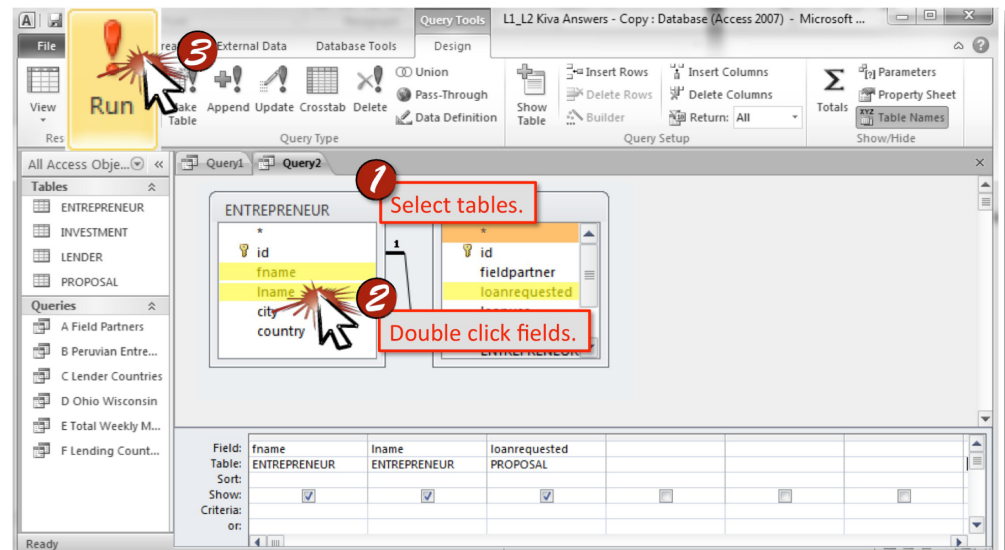
## Microsoft Access Techniques



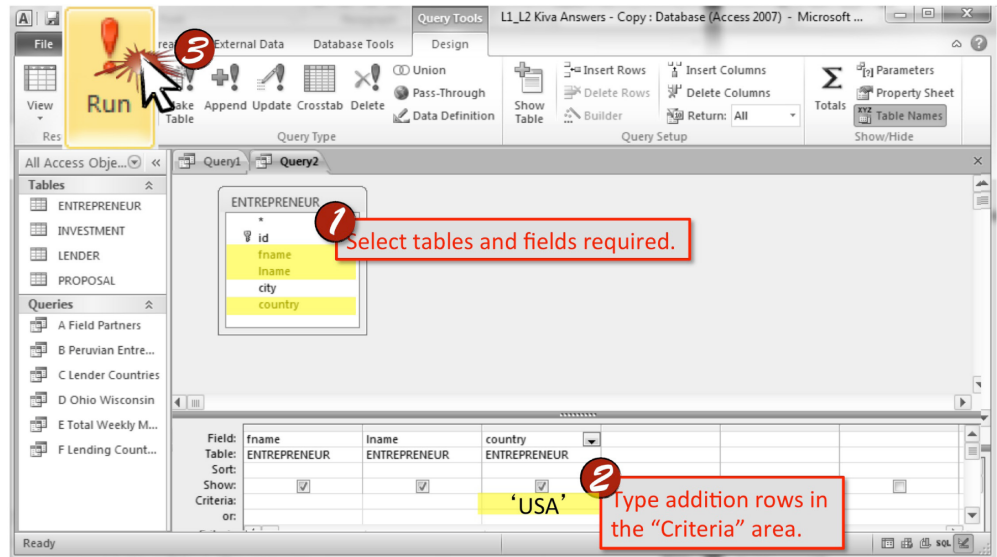
**Overview Map of Interface**—Reference this map to navigate the Microsoft Access interface.



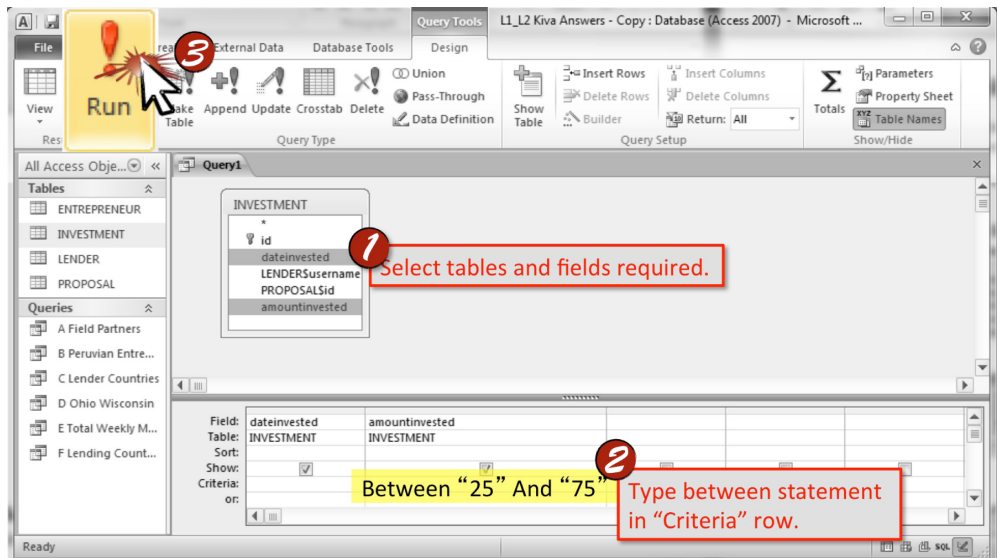
**Select Tables**—Choose the tables that contain data you will be using in your query. Some queries will require only one table while others will require multiple tables from your database.



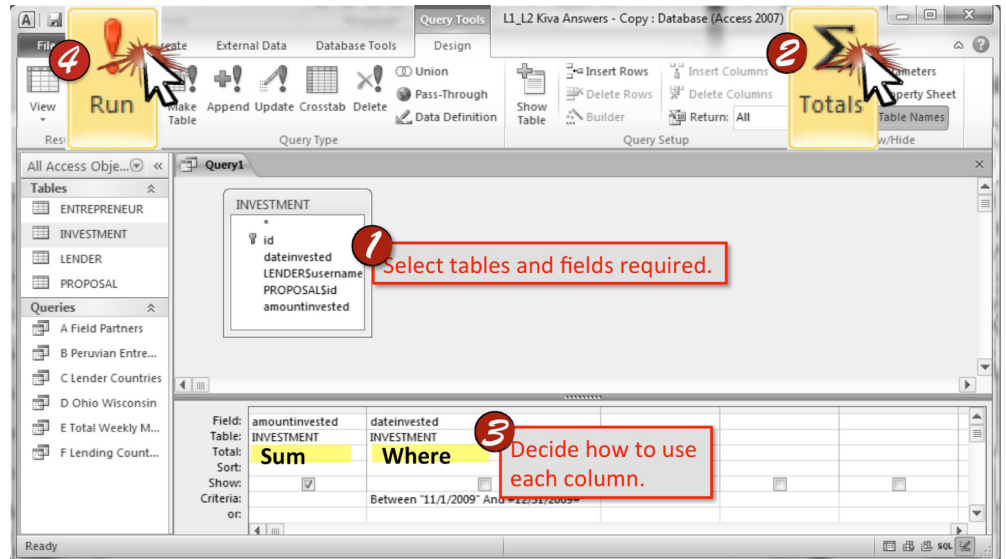
**Select Fields**—Choose the individual fields that you will require when constructing your query. Consider what you are asking and which pieces of data are necessary to achieve the answer.



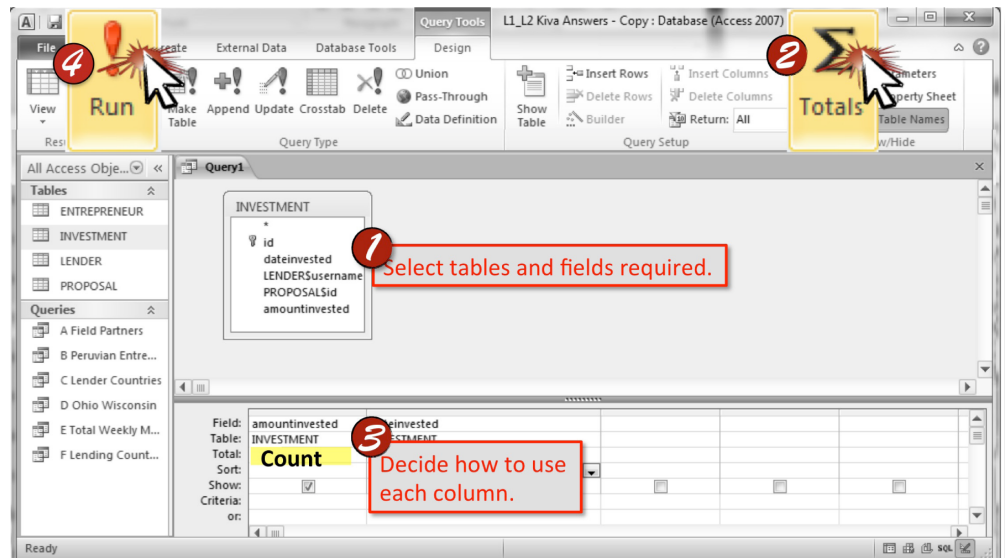
**Select Rows**—Add criteria to your query to narrow your search. By including additional criteria, you will be able to obtain more powerful information from your data.



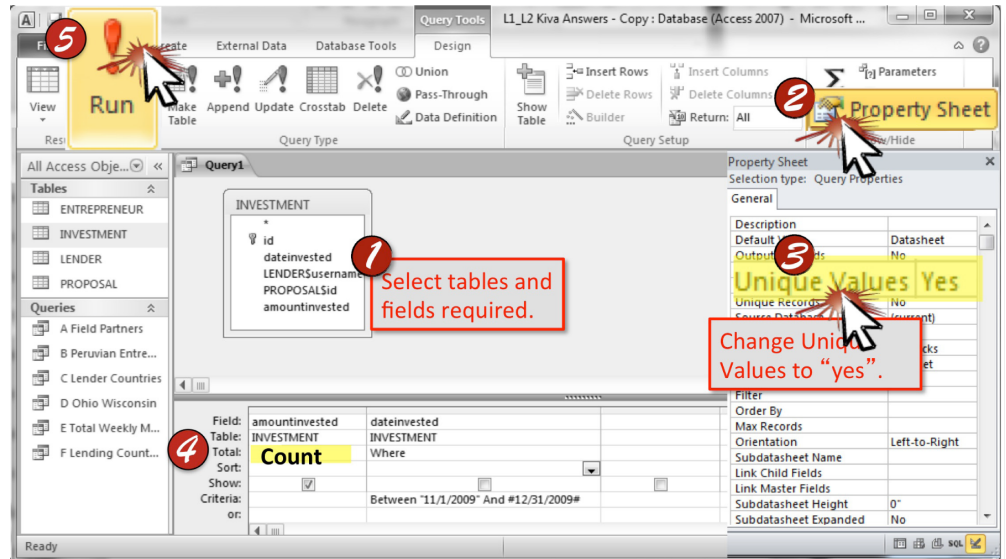
**Select Rows Using Between**—Construct a more specific query using a “between” statement and filter only items that have a value between your specified endpoints. Put your between statement in the “Criteria” row and the column that is affected by the statement.



**Summing Selected Rows**—Run a query that will perform a calculation on your data. Include additional statements to gather more specific information using a Where or Group By feature.



**Counting Selected Rows**—Use this function to count how many rows appear in the database according to a specific field.



**Selecting Distinct Rows**—Use this function to count how many unique rows appear in the database according to a specific field. Using Distinct will show unique values, meaning entries of the same value will only be counted one time.