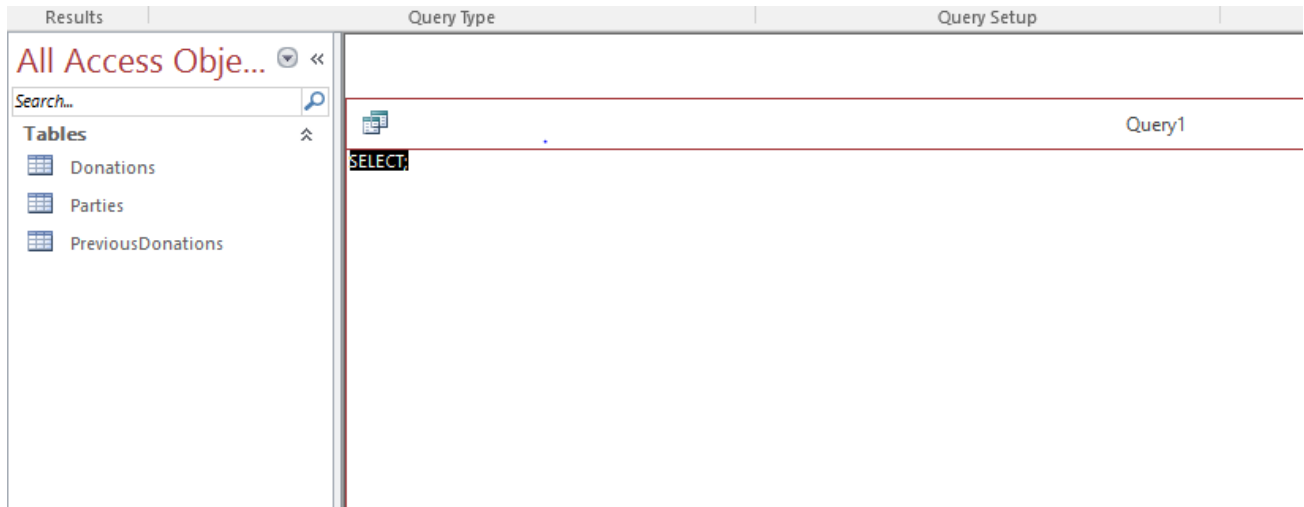# Chapter 5

Getting Started Writing Queries in Access

Summary: In chapter 5 of the *Data Journalist*, you learn in detail how to write queries using SQL, structured query language. This handout walks you through the process of writing those queries in Microsoft Access.

If you are unfamiliar with the overall user interface of Access, consult the tutorial **Exploring the Microsoft Access User Interface**.
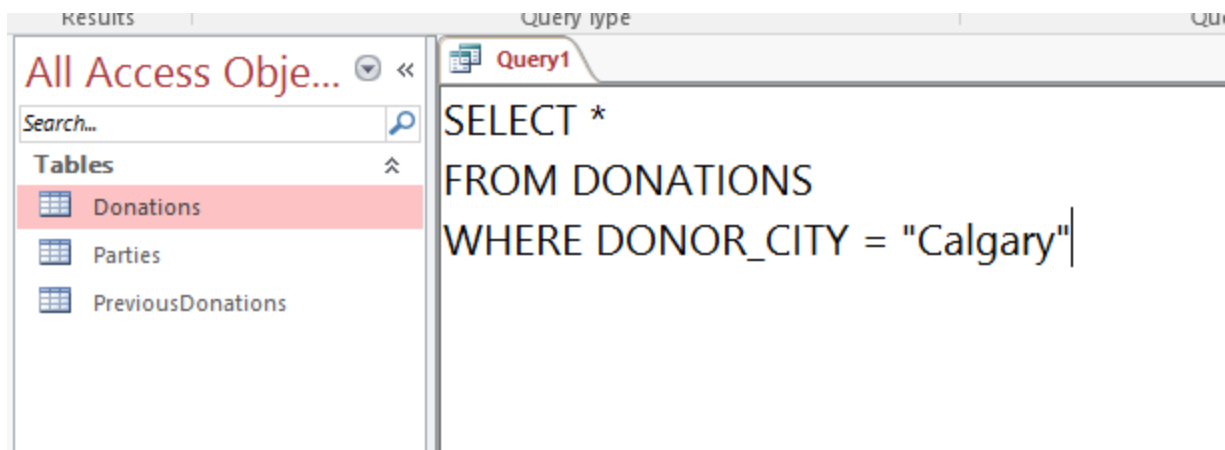
When you are ready to begin querying your data, go to the Create ribbon, and choose Query Design.
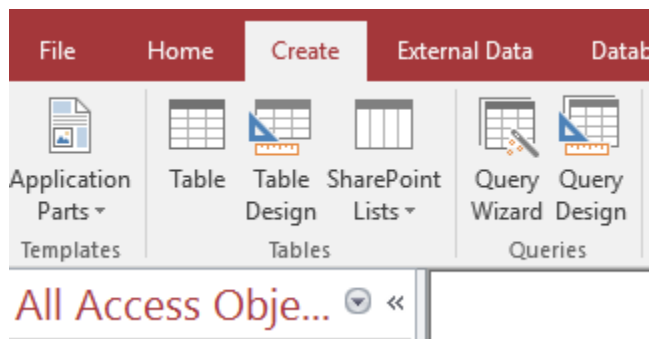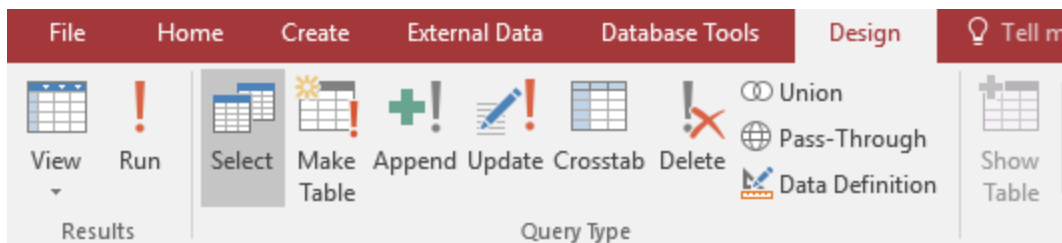

The Show Table window will pop up. Close this window, and click on the SQL View icon in the upper left hand corner of the screen, or use the key combination ALT V followed by Q (this activates a convenient keyboard shortcut from older versions of Access). This opens up a blank query window, for the particular query you just created.
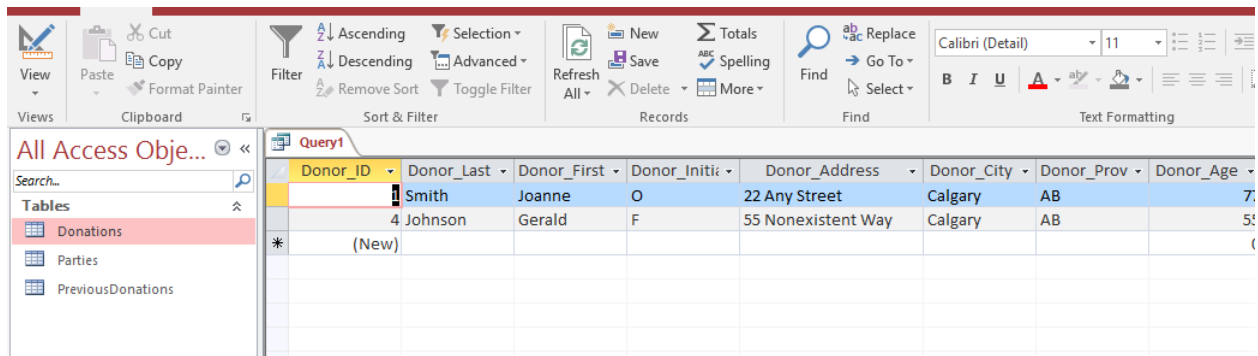
You will see that Access has provided the first word of a SELECT query. Begin writing your query. See Chapter 5 of the *Data Journalist* for detailed instructions on how to do this. A sample query is shown here:

To run the query, click on the Run icon on the Design ribbon.

Which produces the result:

You can save your query by clicking on the File menu and choosing Save. You will be prompted to name your query. Choose a name other than the default Query1, and click OK.

The query name will appear in the table of contents area, as long as you have configured it to make query names visible. You can rerun the query at any time by double clicking on the name.

If you want to change the SQL in your query, right click on the Query name and choose SQL View. When you have finished making changes, go back to the File menu and save it again.