Order columns L>R for field sorts one before the other
then sort Ascending or Desending within field column

Apply Function to field

Group by ➔ Sigma ➔ Reveal totals row

QBE Grid (Query by Example)

first   second   third   and so on

Field:	tblPublisher_Country ▼	tblPublisher_State	tblPublisher_name	
Table:	tblPublisher	tblPublisher	tblPublisher	
Sort:	Ascending	Ascending	Ascending	
Show:	☑	☑	☑	
Criteria:				
or:				

this is the easy stuff

**or combo box
right click**

Σ Totals | Parameters | Property Sheet | Table Names
Show/Hide

Field:	tblPublisher_Publishe	tblPublisher_State
Table:	tblPublisher	tblPublisher
Total:	Sum ▼	Group By
Show:	☑	☑
Criteria:		Is Not Null
or:		

Sum
Count

Field:		
Table:	will be added here	Total: Sum or Count	Group by
Sort:		
Show:		
Criteria:	Like [Enter first letter(s) of last name] & "✱"	> [enter more than date] < [enter less than date]
or:		

sometimes you need an **Or** statement on the **Criteria:** row   sometimes you need to put a parameter on the **or:** row

Like "NC"

Like "✱P✱"

Like "✱P"

Like "P✱"

Like "P"

Like "✱Smith"

And Or

& > < ✱

is not NULL
is NULL

Like [Directive] & "✱"

creates a popup window
and allows a user
submission

(you come up with the directive; see criteria above)

< 10

> 1990 And < 1999

Calculations using the Expression builder

Field: **1. Click here**   **Or just right click the combo box for the builder tool**

Table:

Sort:

Show:

Critera:

or:

Show Table | Delete Rows | Delete C | **2. Then click the builder tool**

Builder | Return:

Query Setup | Show/Hide

Expression Builder

Enter an Expression to define the calculated query field:

(Examples of expressions include [field1] + [field2] and [field1] < 5)

Expr1: [tblBook]![tblBook_RetailPrice]*[tblBook]![tblBook_Copies]|

OK
Cancel
Help
<< Less

Pr
Select
Gene
Desc
Form
Deci
Inpu
Capt

default name:

Expr 1: [tblBook]![tblBook_RetailPrice]*[tblBook]![tblBook_Copies]

Total Value by Title: (change default name)

Expression Elements | Expression Categories | Expression Values
Query1 | <Parameters>
Functions
0001.2014.fall.tools.05.06
Constants
Operators
Common Expressions

Click property sheet to edit properties.

You can format as currency or edit the caption.

Property Sheet
Table Names

Ron Bergquist

now/Hide

Property Sheet

Selection type: Field Properties

General | Lookup

Format | Currency
Decimal Places | **format as currency**
Input Mask
Caption | Total Value by Title

you can also edit the caption