



Charis Alexandra Training Ltd

Creating a query in design view

1. Click on the Design view button in the Others group of the Create Ribbon.
2. From the Show Table select the table or query that the query is based on. If necessary click on the tab required. More than one table can be added – depending on the complexity of the query to be set up.
3. Click on Close – this then takes you into seeing the query in design view.

