

1. Run Microsoft Access. [Click on Start button, Point at Programs, Click on MS Access]
2. Open the database **ASMHOT.mdb**. [Select Open an existing file, Doubleclick the File **ASMHOT.mdb** from the list]
3. Open the table **RESERVATION** to view its contents. [Click on the Tables Object button, Select **RESERVATION** table from the field, Click on Open from the Database Window Tool bar, Click Close button.]
4. Create a New query for the **RESERVATION** table using the following fields, sort order and Criteria.

Fields:.....*Fname, Lname, Rqd-Date, Room No* and *Duration*.

Sort:Use the field *Fname* to sort the list in Ascending order.

Criteria:Customers reserved in 25-Oct-97.

[Select the Query tab, Click New, Select Design View, Click on OK button, from the Show Table Select **RESERVATION** table, Click Add button, Click on Close button.

- Double Click the fields *Fname, Lname, Rqd-Date, Room No* and *Duration* from the List of fields available on the table, Click on the Datasheet view to display the records, and return to Design view.
- To sort the List: Click the Sort box of the *Fname* field, select Ascending, Click on the Datasheet view button, and return to Design view.
- To filtrate the records: in the Criteria box of *Rqd-Date*, type 25-Oct-97, Click on the Datasheet view to display the records.]

5. Save the query using the name **Reservation on 25-Oct-97**. [Click on the Save button, Type **Reservation on 25-Oct-97** in the Query name box, then Click on OK button.]
6. Close the Query **Reservation on 25-Oct-97**. [Click the Close button]
7. Repeat No 4 – 6 and save it under different name.

Summary

- Creating Query
- Displaying Fields
- Setting Sort order and Criteria.