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- Display the Search dialog box to find another topic by choosing the Search button in this window. (If a Cue Card topic is still displayed, you can choose the Search button at the top of the card.)

To display a Help topic after using Search for locating Cue Cards, do one of the following

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active cell

The cell that has the focus in the grid in the Criteria pane or the Data pane.

 **Add Criteria button**

A button on the Microsoft Query toolbar you click to specify a criterion that selects only those records containing the same value as the active cell.

 **Add Tables button**

A button on the Microsoft Query toolbar you can click to display the Add Tables dialog box, where you select the tables you want to add to your query. Clicking this button is the same as choosing Add Tables from the Records menu.

additional (And) criteria

Criteria you add to criteria already displayed in the Criteria pane with the **And** operator. Only records that satisfy all criteria are displayed in the result set.

alternative (Or) criteria

Criteria you add to criteria already displayed in the Criteria pane with the **Or** operator. Records that satisfy either one of the criteria are displayed in the result set.

API

Application programming interface. A set of routines that an application, such as Microsoft Access, uses to request and carry out lower-level services.

application

A computer program that can manipulate text, numbers, graphics, or a combination of these elements.

argument
A value you supply to a function.

 **Automatic Query button**

A button on the Microsoft Query toolbar you can click to have queries run automatically as you design them or to have them run only when you choose Query Now from the Records menu or click the Query Now button. Clicking the Automatic Query button is equivalent to choosing Automatic Query from the Records menu.

Avg

A type of Total calculation you specify to display the average value for a field.

Best Fit button

A button in the Column Width dialog box you click to have Microsoft Query automatically adjust the width of the selected column in the Data pane so as to display the longest value.

Boolean

A value that can be evaluated only as either true or false.

buffer

An area of memory used for temporary storage.

calculated field

A field that displays the result of a calculation performed on values in other fields rather than data stored in a data source. This is an example of a calculated field:

Sum(Unit_Price)/Sum(Quantity)

catalog

The system tables or data dictionary maintained in the data source. The catalog contains information about the structure of the database, including table and field names, data types, and privileges.

catalog stored procedure

(SQL Server) A stored procedure that you execute to find out about a database's catalog, which includes information about the structure of the database.

cell

The intersection of a row and column in the grid in the Criteria pane or the Data pane.

Clipboard

The temporary storage area used by the operating environment to store text, graphics, and other data. In Microsoft Query, you transfer the data to and from the Clipboard using the Copy, Copy Special, and Paste commands on the Edit menu.

column

The visual representation of a field in a query's result set; a column shows values in that field for every record in the result set or table. In some contexts, "field" is used in place of "column."

column heading

The heading that appears above each column in the first row of the result set. The column heading displays the name of the field in the underlying table or a new name, which you provide in the Edit Column dialog box.

comparison operator

An operator you use to compare two values or expressions. The comparison operators are **=** (equal to), **<>** (not equal to), **<** (less than), **>** (greater than), **<=** (less than or equal to), and **>=** (greater than or equal to).

connection

The link between an application, such as Microsoft Excel, and a data source.

constant
A value that doesn't change.

Count

A type of Total calculation you specify to display the number of values in a field.

criteria

One or more conditions you specify to limit which records are included in a query's result set. For example, the following criterion selects records for which the Order Amount value is greater than 30,000:

Order Amount > 30000

Criteria pane

The pane in the Query window that displays the criteria you specify. The information you enter in the Criteria pane limits which records are included in the result set.

Cue Cards

An online coach that walks you through the most common Microsoft Query tasks as you work with your own data. Choose Cue Cards from the Help menu in Microsoft Query for Windows or from the Window menu in Microsoft Query for the Macintosh.

current record
The record in the Data pane that contains the insertion point.

cursor

In SQL (Structured Query Language), a cursor points to the current row in a table, which can then be updated or deleted.

data
The information stored in tables or files in a data source.

data dictionary

The system tables or catalog maintained in the data source. The data dictionary contains information about the structure of the database, including table and field names, data types, and privileges.

Data pane

The pane in the Query window that displays the result set produced by a query. It occupies the lower portion of the window when the Criteria pane or Table pane is also displayed.

data type

The attribute of a field that determines what kind of data it can hold. In Microsoft Query, available data types depend on the data source you're using. For example, data types for fields in a dBASE data source include Date, Memo, and Numeric.

database

A collection of data that is related to a particular subject or purpose. Within a database, information about a particular entity, such as an employee or order, is stored in a record, which includes one or more fields.

data source

A data source includes the data a user wants to access and the information needed to get to that data. Examples of data sources are:

- A directory or folder containing a set of dBASE files you want to access.
- A SQL Server database, the server on which it resides, and the network used to access that server.

Data Sources button

A button in the Execute SQL dialog box that you choose to select a data source.

DBMS

Database management system. The software used to organize, analyze, search for, update, and retrieve data.

DDE

Dynamic data exchange. A mechanism supported by Microsoft Windows or Apple Macintosh System 7 that enables two applications, such as Microsoft Query and Microsoft Excel, to exchange data.

DDE channel

The conduit that applications use to transmit information to each other in a dynamic data exchange (DDE) conversation.

DDE conversation

The interaction between two applications that are communicating and exchanging data through dynamic data exchange (DDE). In a DDE conversation, the destination application initiates the interaction about a particular topic, and the source application responds.

DDE topic

The subject of a dynamic data exchange (DDE) conversation; the topic represents some unit of data meaningful to the source application. Examples of topics include file names and worksheet names.

DDL

Data definition language. An SQL (Structured Query Language) statement used to define data objects (tables, columns, and so on) and their attributes. Examples include CREATE TABLE, DROP VIEW, and GRANT statements.

destination application

The application that initiates a DDE (dynamic data exchange) conversation. The application that responds is called the source application.

destination document

A document containing a dynamic data exchange (DDE) link to a source document.

DLL

Dynamic-link library. A set of routines that one or more applications can use to perform common tasks. Open Database Connectivity (ODBC) drivers are DLLs.

DML

Data manipulation language. An SQL (Structured Query Language) statement that can be used to manipulate data. Examples include UPDATE, INSERT, and DELETE statements.

dynamic data

A copy of a query's result set (pasted into an application using the Paste command or its equivalent) that is updated whenever data in the result set to which it is linked changes.

empty field

A field in a particular record that doesn't contain a value. For example, if your table includes a Middle Initial field, the field will be empty for those people who have no middle name.

empty string

A zero-length string. Usually arises in the context of Open Database Connectivity (ODBC) function arguments.

equi-join

The default join type in Microsoft Query; also known as an inner join. When a query is run on two tables joined by an equi-join, the result set includes only records in which the values in the two tables' matching fields are equal.

expression

A combination of operators, field names, functions, literals, and constants that evaluates to a single value. In Microsoft Query, you can use an expression to specify criteria (for example, ORDER_AMT > 10000) or to perform a calculation on field values (for example, Price*Quantity).

extension

An Open Database Connectivity (ODBC) feature not in the SQL Access Group standard. ODBC implements two levels of extended functionality.

field

A category of information, such as last name or order amount, that is stored in a table or file. When Microsoft Query displays a result set in the Data pane, a field is represented as a column. In some contexts, "column" is used in place of "field."

field list

A box that lists the names of all the fields in a table. Microsoft Query displays a table's field list in the Table pane.

focus

The item with the focus can receive user input through the mouse or keyboard.

font

A graphic design applied to all numerals, symbols, and alphabetic characters. Arial and `Courier` are examples of fonts. Fonts usually come in different sizes, such as 9- and 10-point, and various styles, such as bold and italic.

font style

The way a font is displayed on screen or in print. For example, a font can appear as **bold,** *italic,* or ***bold italic.***

foreign key

One or more table fields that refer to the primary key field or fields in another table.

function

A procedure that returns a value based on the results of a calculation or other operation.

grouping level

The order in which Microsoft Query performs the grouping operation on multiple columns in the result set. When a total is calculated on a column in the result set, Microsoft Query automatically groups and subgroups the values in any untotaled columns. Microsoft Query groups the values in the leftmost untotaled column first, then subgroups the values in the next untotaled column, and so on. It calculates the total at the last grouping level.

For example, suppose a query's result set includes the STATE, CITY, and ORDER_AMT columns (positioned in that order in the Data pane), and you sum the values in the ORDER_AMT column. Microsoft Query groups like values in the STATE column first, then groups all the like cities within each state, and finally displays the sum of order amounts for each city in a state.

 **Help button**

A button on the toolbar you can click to get context-sensitive Help. When you click this button, a question mark appears next to the pointer. You can then click the command or interface item on which you want help.

identifier
In an expression, the name of a field.

inner join

Also known as an equi-join, which is the default join type in Microsoft Query. When a query is run on two tables joined by an inner join, the result set includes only records in which the values in the two tables' matching fields are equal.

input argument

A literal, an expression, or the name of a field that is passed to a procedure and that contains values used by the procedure.

ISAM

Indexed sequential access method. A method for efficiently locating file data whereby an index for each record is stored in a small index file, and the rest of the record is stored in a large data file.

join

An operation that relates the data in two tables that have at least one field in common. A join is represented in the Table pane by a line between the tables' field lists.

join line

In the Table pane, the line that connects either the fields that two tables have in common or the fields whose values you want to compare. The join line tells Microsoft Query how to relate the two sets of data.

key
One or more fields in a table that identify a record.

left outer join

A join that includes all the records from the first (left-hand) table, even if there are no matching values for records in the second (right-hand) table.

link

A connection between a source document and a destination document. A link inserts a copy of information from the source document into the destination document while maintaining the connection between the two documents. When the information changes in the source document, the changes are reflected in the destination document.

literal

A number, a date, or text that Microsoft Query uses as entered. For example, the number 25, the string "Hello", and the date #01-05-95# are all literals. You can use literals in an expression.

locked field or record

The condition of a record, field, or other object that makes it read-only to you.

Max

A type of Total calculation you specify to display the highest value in a field.

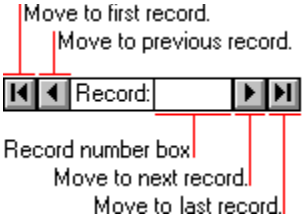
Min

A type of Total calculation you specify to display the lowest value in a field.

multiple-table query
A query that retrieves data from more than one table.

navigation buttons

The four arrows in the lower-left corner of the Data pane. You click the arrows to move to the first, last, next, or previous record.



 **New Query button**

A button on the Microsoft Query toolbar you can click to create a new query. Clicking this button is the same as choosing New Query from the File menu.

Null

A word you can use in an expression with **Is** to find all records that don't contain a value in a specified field.

ODBC

Open Database Connectivity. A Driver Manager and a set of ODBC drivers that enable applications to use SQL (Structured Query Language) as a standard language to access data.

ODBC Administrator

The utility you use with Microsoft Windows version 3.0 to install Open Database Connectivity (ODBC) drivers and add, modify, and delete data sources. (If you're using Windows version 3.1, you start the utility by clicking the ODBC option in the Control Panel window.)

ODBC Control Panel option

The utility you use with Microsoft Windows version 3.1 to install Open Database Connectivity (ODBC) drivers and add, modify, and delete data sources. (If you're using Windows version 3.0, you start the utility by double-clicking the ODBC Administrator icon in the ODBC group.)

ODBC Driver Manager

A dynamic-link library (DLL) that provides access to Open Database Connectivity (ODBC) drivers.

ODBC driver

A dynamic-link library (DLL) that an Open Database Connectivity (ODBC)-enabled application, such as Microsoft Excel, can use to gain access to a particular data source. Each database management system, such as SQL Server or dBASE, requires a different driver.

 **Open Query button**

A button on the Microsoft Query toolbar you can click to open an existing query. Clicking this button is the same as choosing Open Query from the File menu.

operand

A field name or literal in an expression that is acted on by an operator. For example, in the expression Quantity **+** 1, Quantity and 1 are operands, and **+** is the operator.

operator

A symbol or word, such as **>** and **Or**, that indicates an operation to be performed on one or more elements. Microsoft Query supports arithmetic, comparison, and logical operators.

Other button

A button in the Select Data Source dialog box that you choose to make a new data source available.

outer join

A join that includes all the records from one table and only those records from the other table for which values in the joined fields meet the condition specified in the Operator box in the Joins dialog box.

output argument
A field or value returned by a procedure.

owner

The person who created the table or set of tables.

pane

An area of the Query window that you can resize to view more or less of the information it contains. The Query window is divided into three panes: the Table pane, the Criteria pane, and the Data pane.

parameter

A value supplied to an SQL (Structured Query Language) statement that is treated like a variable by the program.

parts

The segments of a long data value as they are retrieved.

password

A unique string of characters that a user enters as an identification code to access one or more files or applications on a secure system.

point size

The unit of measurement used to describe the height of a printed character. A point equals approximately 1/72 of an inch, or 1/28 of a centimeter.

primary key
One or more fields whose values uniquely identify each record in a table.

procedure

A series of commands that are stored on a server and that perform a specific operation, such as returning a result set or updating data.

query

A means of finding the records that answer a particular question you ask about the data stored in a data source.

query channel

A channel used for a dynamic data exchange (DDE) conversation between a destination application and a specific query in Microsoft Query.

query definition

Information that Microsoft Query uses to connect to and decide which data to retrieve from a data source. It can include table names, field names, and criteria, A query definition is sent to a data source for execution in the form of an SQL (Structured Query Language) statement.

query design

The elements you include in the Query window for a particular query, their characteristics, and the relationship between the elements. A query's design includes the tables you add to the Table pane, any criteria you specify in the Criteria pane, the order in which you place columns and their headings in the Data pane, and the font you specify for the result set. In addition, a query's design establishes query mode (whether Automatic Query is on or off), editing status (whether Allowed Editing is checked or unchecked), and the visibility of panes and columns.

 **Query Now button**

A button on the Microsoft Query toolbar you can click to run a query when the Automatic Query option is off. Clicking this button is the same as choosing Query Now from the Records menu.

Query window

A window in which you design, edit, and run a query. The Query window is divided into three panes: the Table pane, the Criteria pane, and the Data pane. You can have more than one Query window open at once.

record

A collection of information about a particular person, place, event, or thing. When Microsoft Query displays a result set in the Data pane, a record is represented by a row. In some contexts, "row" is used in place of "record."

record selector

In the Data pane, a small box or bar you can click to select an entire record in the result set.

relationship

An association defined between common fields in two tables. Microsoft Query uses relationships to create joins between tables.

Remove button

A button in the Joins dialog box that you choose to remove the join selected in the Joins In Query box

result set

The set of records that results from running a query. Microsoft Query displays the result set in row-and-column format in the Data pane.

retrieve
To get data from a data source.

return

In Open Database Connectivity (ODBC), to send data from an application to a data source.
In programming, functions can return a value.

return value

A single value returned for a procedure as a whole. Generally, this value either is calculated by the procedure or indicates whether the procedure succeeded. For example, a procedure that determines the next available employee ID returns that ID as a return value. A procedure for adding records for new employees to a database returns TRUE if a record was successfully added and FALSE if the record wasn't added.

right outer join

A join that includes all the records from the second (right-hand) table, even if there are no matching values for records in the first (left-hand) table.

row

The physical representation of a single record in a query's result set; each cell in a row displays the value stored in a specific field for a specific record. In some contexts, "record" is used in place of "row."

 **Save Query button**

A button on the Microsoft Query toolbar you can click to save your query. Clicking this button is the same as choosing Save Query from the File menu.

SELECT statement

The SQL (Structured Query Language) statement you use to retrieve specified data from a table.

self-join

A join between two copies of the same table. You use a self-join to compare values within a single table.

server

A computer that acts as a controller or as a data repository in a multiuser environment.

 **Sort Ascending button**

A button on the Microsoft Query toolbar you can click to sort records in ascending order (A-Z, 0-9). Clicking this button is the same as selecting Ascending in the Sort dialog box.

Sort Descending button

A button on the Microsoft Query toolbar you can click to sort records in descending order (Z-A, 9-0). Clicking this button is the same as selecting Descending in the Sort dialog box.

sort order

The order in which records are displayed in the Data pane—either ascending (A-Z or 0-9) or descending (Z-A or 9-0).

source application

The application that responds to a destination application's request to initiate a dynamic data exchange (DDE) conversation and supply data to it.

source document

A document in a source application, which supplies data in a dynamic data exchange (DDE) conversation.

split bar

A horizontal bar that separates the Query window's panes. You can resize the panes by dragging the split bar up or down.

SQL

Structured Query Language. A language used for retrieving, updating, and managing data.

SQL dialog box

A box that displays the SQL (Structured Query Language) statement on which the active query is based. To see the SQL dialog box, choose SQL from the View menu or click the View SQL button.

SQL statement

An instruction written in SQL (Structured Query Language) that provides the information (such as a field name, a table name, and criteria) that Microsoft Query needs to execute a query. A query definition is sent to a data source for execution in the form of an SQL statement.

static data

A copy of a query's result set that is not updated when data in the result set from which it was copied changes.

string

A collection of characters that can include both numbers and text.

sub-SELECT statement

A SELECT statement that is nested inside another SELECT, INSERT, DELETE, or UPDATE statement. For example, in the following statement, which retrieves a list of employees who are as old as John Smith, the SELECT statement in parentheses is a sub-SELECT statement:

```
SELECT NAME, AGE FROM EMPLOYEES
WHERE AGE = (SELECT AGE FROM EMPLOYEES WHERE NAME = 'John Smith')
```

Sum

A type of Total calculation you specify to display the sum of values in a field.

synonym

An alternate name given to a table. This name is permanently stored in the data source.

system channel

A channel used for a dynamic data exchange (DDE) conversation between a destination application and Microsoft Query itself.

system table

A table that contains information about the structure of a database. For example, table names, column (field) names, and column data types are usually kept in system tables.

table

A collection of data about a specific topic that is stored in records (rows) and fields (columns).

table definition

A description of a table in a data source. This may include the name of the table, the name, type, and length of each column, and table and column privileges, such as whether users can update the table or column.

Table pane

The pane in the upper portion of the Query window. The Table pane contains tables' field lists.

Total calculation

One of the five calculation types Microsoft Query defines for you: Sum, Avg, Count, Min, and Max.

Total field

A field on which you perform a Total calculation, such as Sum or Avg.

Total box

A box in the Add Column, Insert Column, and Edit Column dialog boxes in which you can select the type of Total calculation you want Microsoft Query to perform.

Totals button

A button on the Microsoft Query toolbar you can click to have Microsoft Query perform a Total calculation, which you choose, on values in the selected field (column).

translation option

An option that specifies how a translator translates data. For example, a translation option might specify the character sets between which a translator translates character data. It might also provide a key for encryption and decryption.

translator

A dynamic-link library (DLL) that translates all data passing between an application, such as Microsoft Access, and a data source. The most common use of a translator is to translate character data between different character sets. A translator can also perform tasks such as encryption and decryption or compression and expansion.

underlying table

A table in a data source that contains the data Microsoft Query retrieves and displays in the result set.

Use button

A button in the Select Data Source dialog box you choose to tell Microsoft Query which data source you want to retrieve data from.

user

A person who can view the data in a table.

value
The contents of a field.

Values button

A button in the Add Criteria dialog box you choose to display a list of values you can use to specify the criteria for the field selected in the Field box.

view

In SQL, an alternate way of looking at data from one or more tables. For example, the following statement creates a view that contains all the employees in Department 101:

```
CREATE VIEW Dept101 AS
SELECT * FROM EMPLOYEES WHERE DEPT = 101
```

When you modify the data in a view, you are actually modifying the data in the underlying tables.

 **View Criteria button**

A button on the Microsoft Query toolbar you can click to display or hide the Criteria pane. Clicking the View Criteria button has the same effect as choosing Criteria from the View menu.

View SQL button

A button on the Microsoft Query toolbar you can click to display or modify the SQL (Structured Query Language) statement for the active query. Clicking this button is the same as choosing SQL from the View menu.

 **View Tables button**

A button on the Microsoft Query toolbar you can click to show or hide the Table pane. Clicking this button is the same as choosing Tables from the View menu.

wildcard character

A keyboard character you use to represent one or many characters. In Microsoft Query, an underscore (_) is a wildcard character that can stand for any single character, and a percent sign (%) can represent any number of characters.

Zoom Field box

An expanded text box in which you can enter or modify the contents of a field more conveniently. Choose Zoom Field from the View menu.

Restore Command (Control Menu)

See Also

Returns the active window to its size and position before being maximized or minimized.

Shortcuts

Mouse: Click  in a maximized window.
Double-click a minimized window's icon.
Double-click the title bar of a maximized Query window.

See Also

Maximize Command (Control Menu)
Minimize Command (Control Menu)

Move Command (Control Menu)

See Also

Enables you to move the active window or dialog box using the arrow keys.

Microsoft Query displays a four-headed arrow. Press the appropriate ARROW key to move the window or dialog box in the desired direction, and then press ENTER to complete the move.

Note The Move command is unavailable when the active window is maximized.

See Also

Maximize Command (Control Menu)
Minimize Command (Control Menu)
Size Command (Control Menu)

Size Command (Control Menu)

See Also

Allows you to change the size of the active window using the arrow keys.

Microsoft Query displays a four-headed arrow. Press the appropriate ARROW key to size the window, and then press ENTER to complete the operation.

Note The Size command is unavailable when the active window is maximized.

See Also

Maximize Command (Control Menu)
Minimize Command (Control Menu)
Move Command (Control Menu)

Minimize Command (Control Menu)

See Also

Reduces the active window to an icon. When minimized, the Microsoft Query application window is reduced to an icon on the Microsoft Windows desktop. A Query window within Microsoft Query, when minimized, is reduced to an icon in the Microsoft Query application window.

Shortcut

Mouse: Click  in the upper-right corner of a window.

See Also

Maximize Command (Control Menu)
Restore Command (Control Menu)
Size Command (Control Menu)

Maximize Command (Control Menu)

See Also

Enlarges the active window. When maximized, the Microsoft Query application window expands to fill the entire screen. A Query window within Microsoft Query, when maximized, expands to fill the Microsoft Query window.

Shortcuts

Mouse: Click  in the upper-right corner of a window.

Double-click a window's title bar.

See Also

Minimize Command (Control Menu)
Restore Command (Control Menu)

Close Command (Control Menu)

See Also

Quits Microsoft Query or closes the active window or dialog box. To quit Microsoft Query, choose Close from the Control menu of the Microsoft Query application window. To close a window or dialog box, choose Close from the Control menu of the window or dialog box.

If you are quitting Microsoft Query and have made changes to a query's design, Microsoft Query asks if you want to save them. You don't need to save changes to data; Microsoft Query saves data automatically.

Shortcuts

Mouse: Double-click  to quit Microsoft Query or to close a dialog box.

Double-click  to close a window within Microsoft Query.

Keys: Press ALT+F4 to quit Microsoft Query or close a dialog box.

Press CTRL+F4 to close a window within Microsoft Query.

See Also

Close Query Command (File Menu)
Exit Command (File Menu)

Switch To Command (Control Menu)

See Also

Displays the Task List window, which lists all open applications in Microsoft Windows. Use the Task List to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Makes the windows of open applications overlap so you can see each title bar. This option doesn't affect applications reduced to icons.

Tile

Arranges the windows of open applications into windows that don't overlap. This option doesn't affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

See Also

Next Command (Control Menu)

Next Command (Control Menu)

See Also

Switches to the next open window within Microsoft Query. Which window opens next is determined by the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

See Also

Switch To Command (Control Menu)

Add Criteria Command (Criteria Menu)

See Also

Displays the Add Criteria dialog box in which you define the criteria that records must meet to be included in the result set. For example, you can specify criteria to select only records that contain a certain value (such as records for suppliers in Japan) or records that fall within a range (such as employees with start dates between 1-Jan-91 and 1-Jan-92).

Notes

- The first time you add criteria to a query, Microsoft Query displays the Criteria pane.
- You can add criteria in three places: the Add Criteria dialog box, the Add Criteria button, or the Criteria pane. The Add Criteria button has some limitations on the criteria you can specify. See "Using the Add Criteria Button to Specify Criteria" in Chapter 4, "Retrieving the Records You Want," of the *Microsoft Query User's Guide*.
- Criteria must be in the form of an expression. When you specify criteria using the Add Criteria dialog box or the Add Criteria button, Microsoft Query translates the criteria into an expression. When you specify criteria in the Criteria pane, you type the expression yourself. For more information about expressions, see "Specifying Criteria Using an Expression" in Chapter 4, "Retrieving the Records You Want," of the *Microsoft Query User's Guide*.
- If the Automatic Query option is turned on, it slows down the query design process because Microsoft Query runs your query each time you change the criteria. To turn this option off, choose Automatic Query from the Records menu or click the Automatic Query button on the toolbar.

Shortcut

Toolbar: Click  to use the current value in the Data pane as a criterion for selecting records. (The Add Criteria dialog box doesn't appear.)

Dialog Box Options

And

Select this option if you are specifying new criteria and both the existing and the new criteria must be true.

Or

Select this option if you are specifying alternative criteria and either the existing or the new criteria must be true.

Total

Use this option to set criteria for a field for which you calculated a total. Select both the type of total you want to calculate on the field specified in the Field box and the criteria you want the totaled values to meet in the result set.

Note If you want to set criteria that limits the records Microsoft Query uses to calculate a total, you may need to use the "Where" item in the Total box. For more information, see "Specifying Criteria in Queries Containing Totals" in Chapter 5, "Performing Calculations on Data," of the *Microsoft Query User's Guide*.

Field

Select the field for which you want to specify criteria.

Operator

Select the criterion (operator) that must be true for the field you selected.

Value

Type the value you want Microsoft Query to use when selecting records for the result set. (Or use the Values button, as described below.)

Values

Displays the Select Values dialog box. You select from a list of values to use for the criterion. These values are taken from the field for which you're specifying criteria.

Add

Adds the criteria you specify to the query. If Automatic Query is on, only the records that meet the criteria appear in the result set. The Add Criteria dialog box remains open so you can add more criteria.

Close

Closes the Add Criteria dialog box.

See Also

Help:

- Expressions Overview
- Remove All Criteria Command (Criteria Menu)

Cue Cards:

- Criteria Expressions
- Multiple Criteria
- Multiple Criteria for a Field
- Retrieve Records
- Retrieve Values to Total
- View the Criteria Pane

User's Guide:

- Chapter 4, "Retrieving the Records You Want"
- Chapter 5, "Performing Calculations On Data"

Remove All Criteria Command (Criteria Menu)

See Also

Removes all criteria specified in a query.

Notes

- If Automatic Query is turned on, Microsoft Query displays all records in the result set after you choose Remove All Criteria. (Automatic Query is on when the Automatic Query button is recessed or Automatic Query on the Records menu is checked).
- If Automatic Query is turned off, you must click the Query Now button on the toolbar or choose Query Now from the Records menu to display all the records.

See Also

Help:

Add Criteria Command (Criteria Menu)

Criteria Command (View Menu)

Cue Cards:

Delete a Cell of Criteria

User's Guide:

Chapter 4, "Retrieving the Records You Want"

New Query Command (File Menu)

See Also

Displays an empty Query window in which you create a query. Microsoft Query first displays the Select Data Source dialog box, in which you choose the data source you want to use for the new query.

Once you've chosen a data source, Microsoft Query displays the Add Tables dialog box, where you choose the tables from which you want to retrieve data.

Notes

- If the data source you want isn't in the Available Data Sources list, choose the Other button in the Select Data Source dialog box to display the ODBC Data Sources dialog box.
- If the data source you want isn't listed in the ODBC Data Sources dialog box, choose the New button to display the Add Data Source dialog box in Microsoft Query for Windows or the Select DBMS Driver dialog box in Microsoft Query for the Macintosh. In this dialog box you can add a new data source for any of the ODBC drivers installed on your machine.

Shortcut

Toolbar: Click  to create a new query.

Add Tables Dialog Box

The options in the Add Tables dialog box vary depending on the data source you're using. Click one of the answers below to view Help on the Add Tables dialog box for your data source.

How does your data source store data?

In files used as tables (as do Microsoft Excel and Microsoft Word)

In tables (as do SQL Server and Microsoft Access)

See Also

Help:

- Add Data Sources for Installed Drivers
- Open Query Command (File Menu)

Cue Cards:

- Add a Table
- An Example of a Query
- Choose a Data Source
- Create a New Query
- What Is a Query?
- What Is a Table?
- Which Tables Should I Add?

User's Guide:

- Chapter 1, "Getting Started with Queries"
- Appendix B, "ODBC Drivers: Requirements, Installation, and Adding Data Sources"

Select Data Source Dialog Box

Displays a list of data sources that you've previously used and that are currently available for querying, for defining tables, or for viewing or deleting table definitions.

Microsoft Query displays this dialog box when you choose any of the following commands (or, if they have them, their toolbar equivalents) from the File menu:

- New Query
- Save As
- Table Definition
- Execute SQL (and then choose the Data Sources button)

Dialog Box Options

Available Data Sources

Select the data source you want to use or remove from the list.

Note When you choose Save As to display the Select Data Source dialog box, the Save As list includes the item QRY File in Microsoft Query for Windows and MS Query File in Microsoft Query for the Macintosh. You select this item to save the query's design. You select a specific data source to save the query's result set as a table.

Use

Tells Microsoft Query to use the data source you select in the Available Data Sources list for the task you want to perform.

Note Some data sources display an additional dialog box requesting more information, such as a user ID, password, database, or directory or folder. The dialog box varies depending on the data source you're using.

Cancel

Closes the Select Data Source dialog box, disregarding any selections you've made.

Other

Choose this if the data source you want isn't listed in the Select Data Source dialog box. Microsoft Query displays the ODBC Data Sources dialog box.

Remove

Removes the selected data source from the Available Data Sources list. Choose this if you don't want the data source to appear in the list. (You can add it later if necessary.)

Note Microsoft Query won't remove a data source if an open query is using the data source.

ODBC Data Sources Dialog Box

See Also

Displays a list of data sources you can make available for querying.

Note After you choose a data source from the list, Microsoft Query closes this dialog box and redisplays the Select Data Source dialog box. The data source you selected now appears in the Available Data Sources list. (The data source is still listed in the ODBC Data Sources dialog box, in case you need more than one connection to that data source, or if you remove the data source from the Available Data Sources list and want to add it again later.)

Dialog Box Options

Enter Data Source

Type the name of the data source in the first box, or select a data source from the list below it.

OK

Closes the dialog box and redisplays the Select Data Source dialog box with your data source added to the Available Data Sources list.

Cancel

Closes the dialog box and redisplays the Select Data Source dialog box without adding a data source to the Available Data Sources list.

New

Choose this if your data source isn't listed in the ODBC Data Sources dialog box. This button displays the Add Data Source dialog box in Microsoft Query for Windows and the Select DBMS Driver dialog box in Microsoft Query for the Macintosh.

Remove

Choose this to remove a selected data source from the list. You can add this data source again by choosing the New button, and then respecifying the driver and the data source setup information.

See Also

Execute SQL Command (File Menu)
New Query Command (File Menu)
Save As Command (File Menu)
Table Definition Command (File Menu)

Add Data Source Dialog Box (Windows)

See Also

Displays a list of ODBC drivers installed on your machine. Use this dialog box to add data sources to the ODBC Data Sources dialog box. Once a data source is listed in that dialog box, you can make it available for querying in the Select Data Source dialog box.

Dialog Box Options

Installed ODBC Drivers

Select the driver for the data source you want to add.

Note Microsoft Query displays another dialog box specific to the data source you're adding that requests additional information, such as the network path, the name you want to use for the data source, user ID, and password.

OK

Closes the Add Data Source dialog box and redisplays the ODBC Data Sources dialog box with the data source you just added.

Cancel

Closes the Add Data Source dialog box and redisplays the ODBC Data Sources dialog box without adding any data sources.

See Also

Add Data Sources for Installed Drivers
Execute SQL Command (File Menu)
New Query Command (File Menu)
Save As Command (File Menu)
Table Definition Command (File Menu)

Open Query Command (File Menu)

See Also

Displays the Open Query dialog box, from which you open an existing query for viewing or editing. The Open Query dialog box is also displayed when you choose the Open button in the Execute SQL dialog box. From the dialog box, you can open an SQL file whose SQL statement you want to view, edit, or run.

Notes

- When you choose Open Query from the File menu, Microsoft Query opens the query you select in the Query window, displaying tables in the Table pane (if they were displayed when the query was last saved) and the result set in the Data pane. When you choose the Open button in the Execute SQL dialog box, Microsoft Query displays the SQL statement you select in the SQL Statement box.
- You can have more than one query open at a time, but you can have only one SQL file open at a time.

Shortcut

Toolbar: Click  to open a query.

Dialog Box Options

In Microsoft Query for Windows:

File Name

Type the name of the query or SQL file you want to open, or select a name from the list.

Microsoft Query lists files with the extension you select in the List Files Of Type box.

List Files Of Type

For a query, select the type of file you want to see listed in the File Name list. Select QRY Files (*.qry) to see a list of all files in the current directory saved with the Microsoft Query .QRY extension. Select Q+E Files (*.qef) to see a list of the files in the current directory saved with the Q+E .QEF extension. With an SQL file, the default is SQL File (*.qrt).

Directories

Select the directory where the file you want to open is stored.

Drive

Select the drive where the file you want to open is stored.

Dialog Box Options

In Microsoft Query for the Macintosh:

<Drive>

Select the drive where the file you want to open is stored.

<Folder name>

Select the folder where the file you want to open is stored.

List Files Of Type

Displays the format of the files listed in the dialog box. The format is either MS Query File or SQL File.

Read Only

Select this check box if you want to view the file but don't want to save changes to it.

See Also

Help:

- Close Query Command (File Menu)
- Exit Command (File Menu - Windows)
- New Query Command (File Menu)
- Quit Command (File Menu - Macintosh)

Cue Cards:

- Close a Query
- Modify a Query
- Open an Existing Query
- Save a Query
- Work with Data

User's Guide:

- Chapter 1, "Getting Started with Queries"

Close Query Command (File Menu)

See Also

Closes the active Query window when you no longer need it for the current working session.

Notes

- If you made any changes to the query's design and haven't saved the query, Microsoft Query prompts you to save your changes. If you choose the OK button but haven't previously named the query, the Save As dialog box is displayed.
- You don't have to save changes to data before closing the query. Microsoft Query saves data automatically when you leave a record or close the query.

Shortcuts

Keys: In Microsoft Query for Windows, CTRL+F4

In Microsoft Query for the Macintosh (extended keyboard), CONTROL+F4

See Also

Help:

- Exit Command (File Menu - Windows)
- Open Query Command (File Menu)
- Quit Command (File Menu - Macintosh)
- Save Query Command (File Menu)

Cue Cards:

- Close a Query
- Open an Existing Query
- Save a Query

User's Guide:

- Chapter 1, "Getting Started with Queries"

Save Query Command (File Menu)

See Also

Saves a query's design, replacing any previous version with the current version. If you haven't saved the query before, Microsoft Query displays the Save As dialog box.

Notes

- You don't need to save the query's data. Microsoft Query saves data automatically when you leave a record or close your query.
- Use the Save As command instead if you need to:
- Save a new query.
- Save a copy of the active query under a different name.
- Save a query's result set as a table.

Shortcuts

Toolbar: Click  to save a query.

Keys: In Microsoft Query for Windows, ALT+SHIFT+F2 or SHIFT+F12
In Microsoft Query for the Macintosh, SHIFT+F12 (extended keyboard) or COMMAND+S

See Also

Cue Cards:

Save a Query

Save Your Data

User's Guide:

Chapter 1, "Getting Started with Queries"

Save As Command (File Menu)

See Also

Displays the Save As dialog box, which you use to save a new query's design, an existing query's design under a different name, or a query's result set as a table. Microsoft Query also displays this dialog box when you choose the Save button in the Execute SQL dialog box. In the dialog box, you can save a new SQL statement or an existing SQL statement under a different name.

When you choose this command from the File menu, Microsoft Query displays the Select Data Source dialog box first. You can choose to save either your query's design (by selecting QRY File in the Save As list in Microsoft Query for Windows or MS Query File in Microsoft Query for the Macintosh) or your query's result set as a table (by selecting the specific data source where you want to store the table).

Shortcuts

Keys: To bring up the Select Data Source dialog box when saving a query's design or result set:

In Microsoft Query for Windows, ALT+F2 or F12

In Microsoft Query for the Macintosh, F12 (extended keyboard)

Dialog Box Options (Save As Dialog Box)

The following dialog box options apply when you:

- Select QRY File in the Select Data Source dialog box in Microsoft Query for Windows or MS Query File in Microsoft Query for the Macintosh.
- Save a result set as a table to a data source that uses files as tables (such as a data source based on Microsoft Excel or Microsoft Word).
- Choose Save from the Execute SQL dialog box to save an SQL statement.

If you're saving a result set to a data source that doesn't use files as tables (such as a data source based on SQL Server or Microsoft Access), see the Save As Table dialog box options at the end of this topic instead.

In Microsoft Query for Windows:

File Name

Type a name for the query or SQL statement you want to save or the table you want to create from the result set. For the query or SQL statement name, you can use up to eight characters (not including the optional extension). For limitations on the table name, check the documentation for your data source.

List Files Of Type

If you're saving a query's design, this section displays QRY File (*.qry). If you're saving a result set as a table, it displays the appropriate extension for the data source where you're saving the table. If you're saving an SQL file, it displays SQL File (*.qrt).

Directories

Select the directory where you want to save the query, table, or SQL statement.

Drive

Select the drive where you want to save the query, table, or SQL statement.

Dialog Box Options (Save As Dialog Box)

In Microsoft Query for the Macintosh:

Save As

Type a name for the query or SQL statement you want to save or the table you want to create from the result set.

<Drive>

Select the drive where you want to save the file.

<Folder name>

Select the folder where you want to save the file.

New

Choose this button to create a new folder in which you want to save the file.

Save File As Type

Displays the format in which Microsoft Query will save the file. The format is either MS Query File or SQL File.

Read Only

Select this check box if you want to save the file as a write-protected file.

Dialog Box Options (Save As Table Dialog Box)

Table Name

Type a name for the table you want to create from the result set.

Database

Choose the database (or its equivalent) where you want to store the table.

Save Indexes

Leave this option checked if the result set you're saving as a new table came from a table that already contained an index. Microsoft Query will try to create an index on the same fields in the new table.

See Also

Help:

- Close Query Command (File Menu)
- Exit Command (File Menu - Windows)
- Quit Command (File Menu - Macintosh)
- Save a Query's Result Set as a Table
- Save Query Command (File Menu)

Cue Cards:

- Close a Query
- Save a Query

User's Guide:

- Chapter 1, "Getting Started With Queries"
- Chapter 7, "Creating and Deleting Tables"

Table Definition Command (File Menu)

See Also

Enables you to view or delete an existing table definition, to create a new table, or to create an index on one or more fields in a table.

When you select this command, Microsoft Query displays the Select Data Source dialog box, where you can select the data source containing the table definition you want to work with or the data source for which you want to create a new table or an index on an existing table. Microsoft Query then displays the Select Table dialog box, where you choose to view or remove an existing table's definition or to create a new table or index.

Note When you create a new table from an existing table's definition, Microsoft Query doesn't add the data in the existing table to the new table. The new table is empty.

See Also

Help:

Create a New Table

Delete a Table

User's Guide:

Chapter 7, "Creating and Deleting Tables"

Select Table Dialog Box

Microsoft Query has two types of Select Table dialog boxes: one for data sources (such as those based on Microsoft Excel and Microsoft Word) that store data in files used as tables and another for data sources that store data in tables (as do SQL Server and Microsoft Access).

Click one of the answers below to display the Select Table dialog box options for your data source.

How does your data source store data?

In files used as tables

In tables

Select Table Dialog Box (for files used as tables)

See Also

Displays a list of tables whose definitions you can view or delete. You can also create a new table definition or create an index on an existing table.

If your data source stores data in files used as tables, Microsoft Query displays the following options in the Select Table dialog box.

Dialog Box Options

In Microsoft Query for Windows:

Table Name

Type the name of an existing table whose definition you want to work with, or select a name from the list.

List Files Of Type

Displays the extension for the table in the data source you're using.

Directories

Select the directory for the existing table you want to use or where you want to store the new table.

Drive

Select the drive for the existing table you want to use or where you want to store the new table.

View

Displays the View Table Definition dialog box, which has the definition of the table you selected.

New

Displays the New Table Definition dialog box, which has blank fields that allow you to define a new table.

Remove

Deletes the table you selected in the Table Name box.

Warning When you choose Remove, Microsoft Query prompts you to confirm the deletion. If you choose the Yes button, Microsoft Query deletes the table and all the data stored in it. Once this happens, you can't undo your deletion from within Microsoft Query.

Index

Displays the Create Index dialog box where you create an index on one or more fields in a table.

Close

Closes the Select Table dialog box.

Dialog Box Options

In Microsoft Query for the Macintosh:

<Drive>

Select the drive for the existing table you want to use or where you want to store the new table.

<Folder name>

Select the folder for the existing table you want to use or where you want to store the new table.

List Files Of Type

Identifies the type of files listed in the dialog box (such as dBASE files) for the data source you're using.

View

Displays the View Table Definition dialog box, which has the definition of the table you selected.

New

Displays the New Table Definition dialog box, which has blank fields that allow you to define a new table.

Remove

Deletes the table you selected in the Select Table dialog box.

Warning When you choose Remove, Microsoft Query prompts you to confirm the deletion. If you choose the Yes button, Microsoft Query deletes the table and all the data stored in it. Once this happens, you can't undo your deletion from within Microsoft Query.

Index

Displays the Create Index dialog box where you create an index on one or more fields in a table.

Close

Closes the Select Table dialog box.

See Also

Select Table Dialog Box (for tables)

Table Definition Command (File Menu)

Select Table Dialog Box (for tables)

See Also

Displays a list of tables whose definitions you can choose to view or delete. You can also create a new table definition or create an index on an existing table.

If your data source stores data in tables, Microsoft Query displays the following options in the Select Table dialog box.

Dialog Box Options

Table

Type the name of the table whose definition you want to work with, or select a name from the list.

Owner

Choose the owner whose tables you want listed in the Table list. (The label for this item may vary depending on the data source.)

Database

Choose the database (or database equivalent) containing the table definition you want to work with or where you want to create a new table definition. (The label for this item may vary depending on the data source.)

View

Displays the View Table Definition dialog box, which has the definition of the table you selected.

New

Displays the New Table Definition dialog box, which has blank fields that allow you to define a new table.

Remove

Deletes the table you selected in the Table list.

Warning When you choose Remove, Microsoft Query prompts you to confirm the deletion. If you choose the Yes button, Microsoft Query deletes the table and all the data stored in it. Once this happens, you can't undo your deletion from within Microsoft Query.

Index

Displays the Create Index dialog box where you create an index on one or more fields in a table.

Close

Closes the Select Table dialog box.

Options

Displays the Table Options dialog box, enabling you to control which tables are listed in the Select Table dialog box.

See Also

Select Table Dialog Box (for files used as tables)

Table Definition Command (File Menu)

Create Index Dialog Box

Enables you to create an index on one or more fields in a table. You create an index for a table to help Microsoft Query find values more quickly in fields that you search or sort often. Microsoft Query looks up the location of the data in the index.

The Create Index dialog box is displayed in the following situations:

- When you choose the Index button in the Select Table dialog box.
- When the result set you're saving as a new table came from a table that either had no index or had an index that Microsoft Query couldn't create for the new table.

Dialog Box Options

Table Name

Displays the name of the table for which you are creating an index.

Index Name

Type the name you want to assign to the index. (When you want to remove the index, you reference this name in a DROP INDEX SQL statement.)

Note Requirements for index names vary depending on the data source. See the documentation for your data source for more information.

Index Fields

Indicate the field or fields on which you want to create an index using one of these methods: (1) selecting one of the table's field names from the list; (2) entering one or more of the field names separated by commas (such as LAST_NAME,FIRST_NAME); or (3) entering an expression (such as PRICE*QUANTITY).

Unique Index

When checked, indicates that the values in the field or fields on which you created the index uniquely identify each record in the table.

Add

Adds the index on the field or fields you specified from the table.

Close

Closes the Create Index dialog box.

New/View Table Definition Dialog Box

See Also

Displays one of the following:

- If you've chosen the New button in the Select Table dialog box, Microsoft Query displays the New Table Definition dialog box, which has blank fields that allow you to define a new table.
- If you've chosen the View button in the Select Table dialog box, Microsoft Query displays the View Table Definition dialog box, which has the definition of the table you selected in the Table list in the Select Table dialog box.

Dialog Box Options

Table Name

Type a name for your new table, or replace the name of the table you're using as a template with the name you want for the new table.

Note The number and type of characters allowed in the table name vary depending on your data source. For more information, see the documentation that came with the driver your data source uses, or contact the driver vendor. (If your data source uses an ODBC driver that came with Microsoft Query for Windows, click "ODBC Drivers" in the Microsoft Query Help Contents, and then click the name of the driver.)

Field Description

Field Name	Type a name for a field that will be in the table.
Type	Select the type of data that will be stored in the field. (The available data types depend upon your data source.)
Length	Type the number of characters that can be entered as a value in a field. Using this option to limit field size helps prevent data-entry errors and may save disk space. (This option may not be available for some data types.)
Decimal	Type the number of decimal places you want to display. (This option may not be available for some data types.)
Required	Select this option to require that data be entered in the field.

Add

Adds the field you defined to the table. Choose this button each time you complete the Field Description section for a field you're adding to the table.

Note You can't edit a field once you've added it. If you need to make changes to a field, remove it with the Remove button (described below) and then add it again with the changes you want.

Remove

Removes the field you select in the Fields box from the query.

Fields

Displays the names and definitions of all fields in the table.

Create

Creates the table with the fields you've defined. Microsoft Query displays a message confirming that the table was created successfully.

Cancel

Closes the Table Definition dialog box and redisplays the Select Table dialog box.

See Also

Select Table Dialog Box (for files used as tables)
Select Table Dialog Box (for tables)
Table Definition Command (File Menu)

Execute SQL Command (File Menu)

See Also

Executes a new or existing SQL statement or procedure. Use this command to run a query that you can't create in the Query window, such as one that grants privileges, modifies existing tables, or creates indexes on data.

Notes

- If the statement or procedure returns more than one result set, Microsoft Query displays only the first one in the Data pane.
- If the statement or procedure is successful but isn't the type that returns a result set, Microsoft Query displays a message that the query or procedure was executed successfully.
- If the statement or procedure wasn't executed successfully, Microsoft Query displays the appropriate error message (from the data source).
- Microsoft Query won't execute procedures that have output arguments and won't show a return value from a function.

Dialog Box Options

SQL Statement

Type the SQL statement you want to execute. If you open an existing SQL file with the Open button, Microsoft Query displays the statement in this box.

Data Sources

Displays the Select Data Source dialog box. Select the data source for the table on which you want to run the SQL statement or that contains the procedure you want to execute.

Database

Select the database for the table on which you want to run the SQL statement or that contains the procedure you want to execute. (The name of this item may vary, depending on the data source.)

Execute

Executes the statement or procedure and displays its result set (if any) in the Query window.

Cancel

Closes the dialog box without executing an SQL statement or procedure.

Open

Displays the Open Query dialog box, enabling you to open an existing SQL file and display its contents in the SQL Statement box.

Save

Displays the Save As dialog box, where you can save an SQL statement or procedure. You can save a new statement, save changes to an existing statement, or save a copy of an existing statement or procedure under a new name.

Procedures

Displays the Select Procedure dialog box, in which you select the procedure you want to execute.

See Also

Help:

- Create a Query Using a Custom SQL Statement
- Execute Procedures
- SQL Command (View Menu)
- View or Edit an Existing Query's SQL SELECT Statement

User's Guide:

- Chapter 8, "Working with SQL"

Select Procedure Dialog Box

See Also

Displays a list of procedures from the current data source that you can execute.

Dialog Box Options

Procedure

Select the procedure you want to execute.

Paste

Pastes the procedure into the SQL Statement box in the Execute SQL dialog box, where you can execute it.

Cancel

Redisplays the Execute SQL dialog box. No procedure is pasted into it.

See Also

Execute SQL Command (File Menu)

Exit Command (File Menu▸Windows)

See Also

Quits Microsoft Query for Windows and closes any open Query windows.

Notes

- If you started Microsoft Query from another application, the Exit command is replaced by a command that you use to return data from Microsoft Query to the original application. The name of the command varies depending on the application from which you started Microsoft Query.
- If you made any changes to a query's design and haven't saved the query, Microsoft Query prompts you to save your changes. If you choose the Yes button but haven't previously named the query, the Save As dialog box is displayed.
- You don't have to save changes to data before closing the query. Microsoft Query saves data automatically when you leave a record or close the query.
- If you created a new query but haven't saved it yet, Microsoft Query asks if you want to save the query. If you choose the Yes button, Microsoft Query prompts you for a name.

Shortcut

Keys: ALT+F4

See Also

Help:

Close Query Command (File Menu)

Cue Cards:

Close a Query

Copy Data to Another Application

User's Guide:

Chapter 1, "Getting Started with Queries"

Quit Command (File Menu▸Macintosh)

See Also

Quits Microsoft Query for the Macintosh and closes any open Query windows.

Notes

- If you started Microsoft Query from another application, the Quit command is replaced by a command that you use to return data from Microsoft Query to the original application. The name of the command varies depending on the application from which you started Microsoft Query.
- If you made any changes to a query's design and haven't saved the query, Microsoft Query prompts you to save your changes. If you choose the Yes button but haven't previously named the query, the Save As dialog box is displayed.
- You don't have to save changes to data before closing the query. Microsoft Query saves data automatically when you leave a record or close the query.
- If you created a new query but haven't saved it yet, Microsoft Query asks if you want to save the query. If you choose the Yes button, Microsoft Query prompts you for a name.

Shortcut

Keys: COMMAND+Q

See Also

Help:

Close Query Command (File Menu)

Cue Cards:

Close a Query

Copy Data to Another Application

User's Guide:

Chapter 1, "Getting Started with Queries"

Select DBMS Driver Dialog Box (Macintosh)

See Also

Displays a list of ODBC drivers installed on your machine. Use this dialog box to add data sources to the ODBC Data Sources dialog box. Once a data source is listed in that dialog box, you can make it available for querying in the Select Data Source Dialog Box.

Dialog Box Options

Installed ODBC Drivers

Select the driver for the data source you want to add.

Note Microsoft Query displays another dialog box specific to the data source you're adding that requests additional information, such as the name you want to use for the data source, user ID, and password.

OK

Closes the Select DBMS Driver dialog box and redisplays the ODBC Data Sources dialog box with the data source you added.

Cancel

Closes the DBMS Driver dialog box and redisplays the ODBC Data Sources dialog box without adding any data sources.

See Also

Add Data Sources for Installed Drivers
Execute SQL Command (File Menu)
New Query Command (File Menu)
Save As Command (File Menu)
Table Definition Command (File Menu)

Font Command (Format Menu)

See Also

Changes the typeface Microsoft Query uses to display field names and data in the Data pane.

Notes

- You can display data in any font available on your computer.
- Font settings affect the entire result set, not individual cells, rows, or columns.
- Microsoft Query automatically adjusts row height to fit the new font if you're using the standard (default) row height. If you're using a custom row height, you may need to adjust it to fit the font.
- Font settings are saved when you save the query.

Dialog Box Options

Font

Select a font.

Font Style

Select a font style.

Size

Select a point size.

Effects

Select to add an underline to field names and data.

Sample

Shows how your text looks in the selected font, style, and size.

See Also

Help:

- Column Width Command (Format Menu)
- Row Height Command (Format Menu)

Cue Cards:

- Change How Data Looks
- Change Row Height
- Change the Font

User's Guide:

- Chapter 2, "Changing How Data Looks in the Data Pane"

Row Height Command (Format Menu)

See Also

Changes the height of all rows in the Data pane. Use this command when, for example, you've reduced column widths to fit more columns on one screen. By increasing row height, you enable the values in the narrower columns to wrap to subsequent lines.

Notes

- You can also resize row height manually by dragging the lower border of any record selector in the Data pane.
- Row height changes are saved when you save the query.
- If you're using the standard (default) row height, Microsoft Query adjusts the row height automatically if you change the font. If you're using a custom row height and you change the font, you have to adjust row height manually to fit the font.

Dialog Box Options

Row Height

Type (in points) the height for the rows.

Standard Height

Select to apply the default height. (The default height varies depending on the font you're using.)

See Also

Help:

- Column Width Command (Format Menu)
- Font Command (Format Menu)

Cue Cards:

- Change Column Width
- Change How Data Looks
- Change Row Height
- Change the Font

User's Guide:

- Chapter 2, "Changing How Data Looks in the Data Pane"

Column Width Command (Format Menu)

See Also

Changes the width of the selected column in the Data pane. You can change column widths when, for example, you want to display more columns on one screen.

Notes

- Changing the font size can change the number of characters displayed in the column but doesn't change the column width.
- Changing the width of a column doesn't affect the field length defined in the table's definition.
- Column width changes are saved when you save the query.

Dialog Box Options

Column Width

Type the number of characters you want the column to display based on the current font. (Microsoft Query may actually display fewer characters in a field to compensate for uppercase letters or any letters that are not average size for that font.)

Standard Width

Select to apply the default width. (The default width varies depending on the font used in the Data pane.)

Best Fit

Select to adjust the column width automatically to the largest value displayed in the selected column on the screen.

See Also

Help:

- Font Command (Format Menu)
- Hide Columns Command (Format Menu)
- Row Height Command (Format Menu)

Cue Cards:

- Change Column Width
- Change Column Width to Best Fit
- Change Row Height
- Change the Font
- Hide Columns
- Show Hidden Columns

User's Guide:

- Chapter 2, "Changing How Data Looks in the Data Pane"

Hide Columns Command (Format Menu)

See Also

Temporarily hides the selected column.

Use this command to remove data temporarily from the Data pane.

Notes

- You can use values from a hidden column to set criteria.
- If columns are hidden when you save a query, they remain hidden when you reopen that query.
- To see a list of hidden columns, choose Show Columns from the Format menu. The hidden columns don't have a check mark next to them in the Show Columns dialog box.

See Also

Cue Cards:

- Hide Columns
- Move Columns in the Data Pane
- Show Hidden Columns

User's Guide:

- Chapter 2, "Changing How Data Looks in the Data Pane"

Show Columns Command (Format Menu)

See Also

Displays or hides the specified column in the Data pane.

Use this command to display hidden columns or temporarily hide displayed columns. You can also choose Hide Columns from the Format menu to hide selected columns.

Notes

- In the Show Columns dialog box, a check mark appears next to each displayed column. Unchecked columns are hidden.
- You can use values from a hidden column to set criteria.
- If columns are hidden when you save a query, they remain hidden when you reopen that query. If they are displayed when you save the query, they remain displayed when you reopen it.
- When you show a hidden column, it is displayed in its original location.
- You can select multiple column names in the list to display or hide. To select a block of column names, click the first name in the block, and then hold down the SHIFT key and click the last name in the block. To select names that aren't adjacent to each other, click the first name, then hold down the CTRL key in Microsoft Query for Windows and the CONTROL key in Microsoft Query for the Macintosh while you click subsequent names.

Dialog Box Options

Columns

Lists all columns in the Data pane alphabetically. You can select one or more columns in the list to hide or redisplay.

Hide

Hides the selected columns.

Show

Shows the selected columns.

Close

Closes the Show Columns dialog box.

See Also

Cue Cards:

Hide Columns

Show Hidden Columns

User's Guide:

Chapter 2, "Changing How Data Looks in the Data Pane"

Contents Command (Help Menu)

See Also

Opens the Help window or switches to it if it's not already open and displays the Help Contents, which provides an overview of Help and access to all Help and Cue Cards topics. You can also press F1 to display

To display context sensitive Help, do one of the following:

- press F1.
- press SHIFT+F1, and then click the item that interests you.
- click the Help button on the toolbar, and then click the item that interests you.

See Also

Cue Cards Command (Help Menu)
Search Command (Help Menu)

Search Command (Help Menu)

See Also

Enables you to quickly find Help topics and cue cards about a particular subject.

Shortcut

Choose the Search button in the Help window.

Dialog Box Options

[Subject]

Type the first few letters of the subject you're interested in. As you type, Microsoft Query scrolls through a list of subjects to locate a matching entry. Double-click your subject, or select the subject and choose Show Topics.

Show Topics

Lists the topics or cue cards relevant to your subject.

Go To

Double-click your topic, or select the name of a topic or cue card, and then choose Go To to display it.

See Also

Contents Command (Help Menu)
Cue Cards Command (Help Menu)

Cue Cards Command (Help Menu)

See Also

Displays the Cue Cards main menu. Cue Cards takes you through common Microsoft Query tasks step by step, enabling you to create and use a query as you learn. Read About Cue Cards to find out more about what Cue Cards is and how to use it.

See Also

Contents Command (Help Menu)
Search Command (Help Menu)

About Microsoft Query Command (Help Menu)

See Also

Displays the Microsoft Query version number, the copyright notice, your company's name, your serial number, the amount of available memory, your computer's math coprocessor (if any), and the amount of free disk space on the current drive.

Choose OK to close the dialog box and return to Microsoft Query.

See Also

Contents Command (Help Menu)

Add Column Command (Records Menu)

See Also

Adds a column (field) to the Data pane. If there's already a result set in the Data pane, Microsoft Query adds the new column to the end of the result set.

Notes

- If you have a column in the result set selected, this command changes to Insert Column.
- If you add a column while Automatic Query is turned off, only the column heading is displayed in the Data pane. You must choose Query Now from the Records menu to see the result set.
- You can remove a column by clicking in it and then choosing Remove Column from the Records menu or pressing DEL.

Dialog Box Options

Field

Select a name or type an expression for the field you want to add to the Data pane.

Column Heading

If you want to use a different name for the field, type the name in this box.

Total

If you want the column to display a total of the values stored in the field, select the type of total you want displayed.

Add

Adds the field to the Data pane. Once you've added a field, you can select another field to add.

Close

Closes the Add Column dialog box.

See Also

Cue Cards:

- Add a Calculated Field
- Add a Field
- Add All Fields
- Run a Query

User's Guide:

- Chapter 1, "Getting Started with Queries"

Insert Column Command (Records Menu)

See Also

Adds a column (field) to the Data pane. This command replaces the Add Column command when you've selected a column in the result set. The Insert Column command inserts a column to the left of the selected column.

Notes

- If you insert a column while Automatic Query is turned off, only the column heading is displayed in the Data pane. You must choose Query Now from the Records menu to see the result set.
- You can remove a column by clicking in it and then choosing Remove Column from the Records menu or pressing DEL.

Dialog Box Options

Field

Select a name or type an expression for the field you want to add to the Data pane.

Column Heading

If you want to use a different name for the field, type the name in this box.

Total

If you want the column to display a total of the values stored in the field, select the type of total you want displayed.

Insert

Inserts the field into the Data pane. Once you've inserted a field, you can select another field to insert.

Close

Closes the Insert Column dialog box.

See Also

Cue Cards:

- Add a Calculated Field
- Add a Field
- Add All Fields
- Run a Query

User's Guide:

- Chapter 1, "Getting Started with Queries"

Remove Column Command (Records Menu)

See Also

Removes the selected column from the Data pane.

Notes

- When you remove a column, you're not deleting the data from the underlying table; you're just removing the column and its data from your query.
- If you want a column and its data to remain in the query but not be displayed in the result set, choose Hide Columns from the Format menu instead.
- If you change your mind after you remove a column, choose Undo Delete Column from the Edit menu.
- You can't delete the blank column in the Data pane.

See Also

Help:

- Add Column Command (Records Menu)
- Delete Command (Edit Menu)
- Hide Columns Command (Format Menu)
- Show Columns Command (Format Menu)

Cue Cards:

- Delete Part of a Query
- Hide Columns
- Move Columns in the Data Pane
- Remove a Column of Data
- Show Hidden Columns

User's Guide:

- Chapter 1, "Getting Started with Queries"

Edit Column Command (Records Menu)

See Also

Modifies the selected column with the changes you specify. Use this command to change column headings and to specify the type of total you want to calculate.

Dialog Box Options

Field

Select the field (column) you want to modify in the Data pane.

Column Heading

If you want to use a different name for the field, type the name in this box. (This doesn't change the column heading in the underlying table.)

Total

If you want the column to display a total of the values stored in the field, select the type of total you want displayed.

OK

Makes the changes to the field in the Data pane, and then closes the Edit Column dialog box.

Cancel

Closes the Edit Column dialog box without modifying a field.

See Also

Help:

- Column Width Command (Format Menu)
- Remove Column Command (Records Menu)

Cue Cards:

- Calculate Totals
- Change Column Headings
- Change Column Width
- Change How Data Looks
- Move Columns in the Data Pane

User's Guide:

- Chapter 2, "Changing How Data Looks in the Data Pane"
- Chapter 5, "Performing Calculations on Data"

Sort Command (Records Menu)

See Also

Sorts the records in a query by the values in the column you select. You can sort the records in ascending order (A-Z, 0-9) or descending order (Z-A, 9-0).

Notes

- Rearranging the order of columns in the result set after you sort the records doesn't affect the sort order.
- You can sort records using a field that isn't in the result set by typing the field's name in the Column box and then choosing the Add button.
- You can also sort on columns using the Sort Ascending button or Sort Descending button on the toolbar. To sort on multiple columns, hold down the CTRL key in Microsoft Query for Windows or the CONTROL key in Microsoft Query for the Macintosh with an extended keyboard (otherwise, use the COMMAND key) while you click a Sort button for each additional sort.

Shortcuts

Toolbar: Click ▶ to sort on a column in ascending order.

Click ▶ to sort on a column in descending order.

Dialog Box Options

Column

Select the column (field)you want to use for the sort.

Ascending

Sorts the records in ascending order.

Descending

Sorts the records in descending order.

Sorts In Query

Displays the sort order for each column you sorted on. The order in which the columns are listed is the order in which Microsoft Query performs each sort.

Add

Sorts on the column selected in the Column box. When you sort on a column, the column is removed from the Column list and placed in the Sorts In Query box. The Sort dialog box remains open so you can sort on other columns.

Close

Closes the Sort dialog box.

Remove

Removes the sort order for a column you've selected in the Sorts In Query box. When you remove a column from the Sorts In Query box, it is redisplayed in the Column list in case you want to sort on it later.

See Also

Cue Cards:

Sort on Multiple Fields

Sort Records

User's Guide:

Chapter 2, "Changing How Data Looks in the Data Pane"

Go To Command (Records Menu)

See Also

Moves to the value in the selected field in the record you specify. If you've selected an entire row in the Data pane when you choose Go To, Microsoft Query moves to and selects the entire row for the record you specify.

Note You can also use the navigation buttons located in the lower-left corner of the Query window to move from record to record. Click the number in the record number box, and then type the number of the record to which you want to move. Press ENTER.

Dialog Box Options

Go To Record

Type the number of the record you want to go to, and then click OK.

See Also

Cue Cards:

- Move to a Field
- Move to a Record
- Work with Data

User's Guide:

- Chapter 3, "Working with Data"

Allow Editing Command (Records Menu)

See Also

Controls whether you can make changes to the data in a query's result set, thereby changing the data in the underlying table.

Notes

- When the command is checked, you can edit the data. If you choose the command again, you remove the check mark and won't be able to edit the data.
- There are some situations in which you can't edit the data even when you check Allow Editing.
- The data source doesn't allow it.
- The query has more than one table.
- The query contains totals or custom expressions.
- The field you're trying to edit is locked or disabled, or the field is in a record that is locked.
- The data you're trying to edit is from a database that requires specific values in a field.

See Also

Cue Cards:

- Add, Edit or Delete Data
- Fields You Can't Edit
- Values You Can't Enter
- Work with Data

User's Guide:

- Chapter 3, "Working with Data"

Query Now Command (Records Menu)

See Also

Runs the query and displays the most current result set in the Data pane. Use this command when Automatic Query is turned off.

Note When Automatic Query is turned on, it slows down the design process because Microsoft Query runs the query each time you add a field, specify criteria, or otherwise change the design. By turning Automatic Query off, you can run the query only when you're ready by choosing Query Now.

Shortcut

Toolbar: Click ▶ to run the query.

See Also

Cue Cards:

Run a Query

User's Guide:

Chapter 1, "Getting Started with Queries"

Chapter 4, "Retrieving the Records You Want"

Automatic Query Command (Records Menu)

See Also

Controls whether the query is run every time you change it, such as when you add fields or specify new criteria that records must meet. By default, Automatic Query is turned on (a check mark appears next to the command).

If Automatic Query is off:

- Only the field names (column headings) are displayed when you add fields to the Data pane. To run the query and see data in the Data pane, you have to choose Query Now from the Records menu.
- Choosing Undo from the Edit menu causes the query to revert to the query design in effect the last time you ran the query.

Shortcut

Toolbar: Click ▶ to turn Automatic Query on or off.

See Also

Cue Cards:

Run a Query

User's Guide:

Chapter 1, "Getting Started with Queries"

Chapter 4, "Retrieving the Records You Want"

Add Tables Command (Table Menu)

See Also

Displays the Add Tables dialog box, which you can use to add one or more tables to the Table pane in your query.

Notes

- The Table pane must be displayed to see a table's field list.
- If you add more than one copy of the same table, Microsoft Query prompts you to verify your action. (You add the same table twice when you want to create a self-join.)
- Microsoft Query automatically displays the Add Tables dialog box when you choose New Query from the File menu and then select a data source in the Select Data Source dialog box.
- The choices in the Add Tables dialog box vary depending on the data source you're using. Click one of the answers below to display the Add Tables dialog box for your data source.

How does your data source store data?

In files used as tables (as do Microsoft Excel and Microsoft Word)

In tables (as do SQL Server and Microsoft Access)

Shortcut

Toolbar: Click ▶ to display the Add Tables dialog box.

See Also

Help:

- Joins Command (Table Menu)
- Remove Table Command (Table Menu)
- Tables Command (View Menu)

Cue Cards:

- Add a Field
- Add a Table
- Add Fields
- Create a New Query
- Join Tables
- What Is a Table?
- Which Tables Should I Add?

User's Guide:

- Chapter 1, "Getting Started with Queries"
- Chapter 6, "Creating Multiple-Table Queries"

Add Tables Dialog Box (for files used as tables)

See Also

Displays a list of tables from the current data source that you can add to the Table pane in your query.

Dialog Box Options

In Microsoft Query for Windows:

Table

Type the name of the table, or select a name from the list.

Microsoft Query lists tables with the file extension indicated in the List Files Of Type box.

List Files Of Type

Displays the file extension for the tables in the data source you're using.

Directories

Select the directory where the tables you want are stored.

Drives

Select the drive where the tables you want are stored.

Add

Adds the selected table to the Table pane. The Add Tables dialog box remains open until you're done adding tables.

Close

Closes the Add Tables dialog box.

Note The Table pane must be displayed to see a table's field list. When the Add Tables dialog box is open, you may have to move it around to see the contents of the Table pane.

Dialog Box Options

In Microsoft Query for the Macintosh:

<Drive>

Select the drive where the tables you want are stored.

<Folder name>

Select the folder where the tables you want to use are stored.

List Files Of Type

Displays the format of the files listed in the dialog box; for example "dBASE files."

Close

Closes the Add Tables dialog box.

Add

Adds the selected table to the Table pane. The Add Tables dialog box remains open until you're done adding tables.

See Also

Add Tables Command (Table Menu)
Add Tables Dialog Box (for tables)

Add Tables Dialog Box (for tables)

See Also

Displays a list of tables from the current data source that you can add to the Table pane in your query.

Dialog Box Options

Tables

Select the name of a table from the list.

Owner

If you want the Tables box to display only those tables created by a specific owner, select that owner. (The label for this item varies depending on the data source.)

Database

Select the database (or its equivalent) where the tables you want are stored. (The label for this item varies depending on the data source.)

Add

Adds the selected table to the Table pane. The Add Tables dialog box remains open until you're done adding tables.

Note The Table pane must be displayed to see a table's field list. When the Add Tables dialog box is open, you may have to move it around to see the contents of the Table pane.

Close

Closes the Add Tables dialog box.

Options

Displays the Table Options dialog box, which enables you to control which tables are listed in the Add Tables dialog box.

See Also

Add Tables Command (Table Menu)

Add Tables Dialog Box (for files used as tables)

Table Options Dialog Box

See Also

Displays options that can change the list of tables displayed in the Add Tables dialog box when you're using tables (not files used as tables).

Notes

- The options you select become the default for the next query you create.
- You can select one or more options. Each option you select adds more table names to the Tables list in the Add Tables dialog box.

Dialog Box Options

Show

Tables	Displays a list of all the tables in the underlying database (or database equivalent) in the Add Tables dialog box. (By default this option is selected.)
Views	Adds the names of alternate views of any of the database tables to the Add Tables dialog box. **Note** This option isn't available if no alternate views exist in the database.
System Tables	Adds the names of system tables to the Add Tables dialog box.
Synonyms	Adds the synonyms that were created for the tables in the database to the Add Tables dialog box. **Note** This option isn't available if no synonyms exist in the database.

Refresh

Requeries the database to ensure that the most current list of tables is displayed in the Add Tables dialog box.

OK

Closes the Table Options dialog box to show the Add Tables dialog box with the table options you selected.

Cancel

Closes the Table Options dialog box to show the Add Tables dialog box without any new table options.

See Also

Add Tables Command (Table Menu)

Add Tables Dialog Box (for files used as tables)

Remove Table Command (Table Menu)

See Also

Removes the selected table's field list from the Table pane. Use this command when you no longer want to retrieve data from the table or if you added the table in error.

Notes

- When you remove a table's field list, you're not deleting the data from the underlying table. You're just removing the field list and its data from the active query.
- If you change your mind, you can restore the table to the query by choosing Undo from the Edit menu or Add Tables from the Table menu. (You can also click the Add Tables button on the toolbar.)

See Also

Cue Cards:

- Delete Data
- Modify a Query's Design
- Remove a Table

User's Guide:

- Chapter 1, "Getting Started with Queries"

Joins Command (Table Menu)

See Also

Creates, removes, or reorders joins between tables in the Table pane.

Notes

- Joined tables in the Table pane have a line (the join line) connecting a field in one table with the equivalent field in another table.
- Microsoft Query automatically joins tables if one of the tables has a primary key field and another table has a field with the same name and data type.
- You can also join tables by dragging a field from one table to the equivalent field (one of the same data type containing similar data) in another table in the Table pane.
- If you add or delete a join in a query, it affects only that query. If you create a query that uses the same tables, Microsoft Query will create the join in the new query.

Dialog Box Options

Left

Select the table and field you want on the left side of the join line.

Right

Select the table and field you want on the right side of the join line.

Operator

Select the operator that determines what type of comparison Microsoft Query performs on the values in the joined fields.

Join Includes

Select the option that specifies which records you want to retrieve and under what condition (based on the comparison operator). The option you select determines the join type, either an inner join or an outer join.

Option	Description
1	Creates an inner join. (This is the default.)
2	Creates a left outer join.
3	Creates a right outer join.

Joins In Query

Displays statements defining the existing joins in the active query. If you have more than one join, Microsoft Query displays a separate statement for each. You can remove a join by selecting its corresponding statement, and then choosing the Remove button.

Add

Adds the join line between two tables in the Table pane for the join you have specified in the Joins dialog box. The Joins dialog box remains open until you've added all the joins you need.

Remove

Removes the join statement you've selected in the Joins In Query box. (This action removes the join line between the two tables in the Table pane.)

Close

Closes the Joins dialog box.

See Also

Help:

- Add Tables Command (Table Menu)
- Create a Self-Join

Cue Cards:

- Add a Table
- Change Join Type
- Delete a Join
- Delete Part of a Query
- Join Tables

User's Guide:

- Chapter 6, "Creating Multiple-Table Queries"

Tables Command (View Menu)

See Also

Displays or hides the Table pane.

Notes

- When you create a new query, Microsoft Query displays the Table pane in the Query window. When you open an existing query, the Table pane is displayed if it was displayed the last time you saved the query. Otherwise, you have to choose Tables to display it.
- Hiding the Table pane allows more room for displaying the Criteria pane or the Data pane.
- When the Table pane is displayed, the Tables command is checked and the Tables button is recessed.

Shortcut

Toolbar: Click ▸ to display or hide the Table pane.

See Also

Help:

Criteria Command (View Menu)

Cue Cards:

Add a Table

View the Criteria Pane

User's Guide:

Chapter 1, "Getting Started with Queries"

Criteria Command (View Menu)

See Also

Displays or hides the Criteria pane.

Notes

- Microsoft Query doesn't display the Criteria pane automatically when you create a query; however, it does display it the first time you specify criteria by choosing Add Criteria from the Criteria menu or clicking the Add Criteria button on the toolbar.
- When the Criteria pane is displayed, a check mark appears next to the command.
- Hiding the Criteria pane allows more room for displaying the Table pane or the Data pane. Choose the Criteria command again to hide the pane and remove the check mark.
- When you open an existing query, Microsoft Query displays the Criteria pane if it was displayed the last time you saved the query. Otherwise, you have to choose Criteria to display it.

Shortcut

Toolbar: Click ▸ to display or hide the Criteria pane.

See Also

Help:

Tables Command (View Menu)

Cue Cards:

Delete a Cell of Criteria

Multiple Criteria for a Field

Specify Criteria

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Zoom Field Command (View Menu)

See Also

Displays the Zoom Field box containing the contents of a field's cell in the Data pane. Use the Zoom Field box when you need more room for editing or entering data. Once you've made the changes, the revised data appears in the Data pane.

Shortcuts

Mouse:	In Microsoft Query for Windows, double-click the right mouse button.
Keys:	SHIFT+F2 (If you're using Microsoft Query for the Macintosh, extended keyboard only)

See Also

Cue Cards:

- Add, Edit, or Delete Data
- Delete Data in a Cell
- Edit Data
- Insert a Value
- Replace a Value
- Undo Changes to Data
- Values You Can't Enter
- Work with Data

User's Guide:

- Chapter 3, "Working with Data"

Query Properties Command (View Menu)

See Also

Enables you to set the Unique Values Only property and the Group Records property for a query.

Dialog Box Options

Unique Values Only

Select this property to hide duplicate values in your query's result set.

Group Records

Select this property to group together all the like values in a field. Use this property with the "For Each" totals option when you want to display the same total for each record in a group.

See Also

Cue Cards:

Hide Duplicate Data

User's Guide:

Chapter 4, "Retrieving the Records You Want"

SQL Command (View Menu)

See Also

Displays the corresponding SQL SELECT statement for the active query in the Query window so you can view or edit the statement.

Note You use this command to view or modify an existing SQL statement that returns a result set. To execute a new SQL statement or an SQL statement that doesn't return a result set, choose Execute SQL from the File menu.

Shortcut

Toolbar: Click ▶ to display a query's SQL SELECT statement.

See Also

Help:

- Create a Query Using a Custom SQL Statement
- Execute Procedures
- Execute SQL Command (File Menu)
- View or Edit an Existing Query's SQL SELECT Statement

User's Guide:

- Chapter 8, "Working with SQL"

Tile Command (Window Menu)

See Also

Arranges Query windows in Microsoft Query side by side so all windows are visible and don't overlap.

See Also

Cascade Command (Window Menu)

Cascade Command (Window Menu)

See Also

Overlaps Query windows in Microsoft Query so that each window's title bar is visible.

See Also

Tile Command (Window Menu)

1,2,3, . . . 9 Command (Window Menu)

Microsoft Query can list the names of up to nine open Query windows at the bottom of the Window menu. To make a window active, select its name from the list.

Notes

- Microsoft Query displays a check mark next to the active window.
- If more than nine windows are open, Microsoft Query displays a More Windows command on the menu. Choose More Windows to display a dialog box listing all open windows.

Function Keys

See Also

Note Function keys are available if you're using Microsoft Query for Windows or Microsoft Query for the Macintosh with an extended keyboard.

To	In Windows press	On the Macintosh press
Switch to Help window	F1	COMMAND+/ or HELP
Get context-sensitive Help	SHIFT+F1	COMMAND+SHIFT+? or SHIFT+HELP
Select (or cancel selection of) current value	F2	F2
Save query with Save command	ALT+SHIFT+F2 or SHIFT+F12	SHIFT+F12 or COMMAND+S
Save a query with Save As command	ALT+F2 or F12	F12
Open Zoom Field dialog box in the Data pane (for entering values in small input areas more conveniently)	SHIFT+F2	SHIFT+F2
Close active query	CTRL+F4	CONTROL+F4
Quit Microsoft Query	ALT+F4	COMMAND+Q
Go to a specific record (row) in the Data pane	F5 (see following note)	F5 (see following note)
Move to next pane in the Query window	F6	F6
Move to previous pane in the Query window	SHIFT+F6	SHIFT+F6
Switch to next open Query window	CTRL+F6	CONTROL+F6

Switch to previous open Query window	CTRL+SHIFT +F6	CONTROL+SHIFT+F6
Turn Extend mode on	F8 (see following note)	F8 (see following note)

Note

- To go to a specific record (row) in the Data pane, press F5 then type the number of the record in the record number box; press ENTER.
- Once Extend mode is on, if the insertion point is in a value in a cell, pressing F8 repeatedly extends the selection to the word containing the insertion point, and then the entire value. If a row is selected, pressing F8 extends the selection to all records. Press ESC to cancel Extend mode

---

See Also

Editing Keys
Navigation Keys
Selection Keys

Navigation Keys

See Also

The following tables identify how to move in the Table pane, Criteria pane, and Data pane.

Note If you're using a Macintosh, some of the key combinations listed below are available only with an extended keyboard. These combinations are followed by "(extended)" in the list.

Moving in the Table Pane

When you move in a field list, Microsoft Query automatically selects the item you move to.

To	Press
Move between field lists	TAB
Move to (and select) field names in a field list	UP ARROW or DOWN ARROW. Select contiguous fields in a field list (or cancel a selection) by pressing SHIFT+UP ARROW or DOWN ARROW

Moving in the Criteria Pane and Data Pane

Move between columns and rows

To	In Windows press	On the Macintosh press
Go to a specific record (row) in Data pane	F5, then type the number of the record in the Record Number box; press ENTER	F5 (same as Windows)
Move to next column	TAB, RIGHT ARROW, or ENTER (in the Data pane)	TAB, RIGHT ARROW, or ENTER (in the Data pane)
Move to previous column in the current row or last field in the previous record	SHIFT+TAB or LEFT ARROW	SHIFT+TAB or LEFT ARROW
Move to last column in current row	END	END (extended)
Move to last column in last row	CTRL+END	CONTROL+END (extended)

Move to first column in current row	HOME	HOME (extended)
Move to first column in first row	CTRL+HOME	CONTROL+HOME
Move to current column in next row	DOWN ARROW	DOWN ARROW
Move to current column in last row	CTRL+DOWN ARROW	CONTROL+DOWN ARROW (extended) or COMMAND+DOWN ARROW
Move to current column in previous row	UP ARROW	UP ARROW
Move to current column in first row	CONTROL+UP ARROW	CONTROL+UP ARROW (extended) or COMMAND+UP ARROW

Move the insertion point within a value in a cell

To	In Windows press	On the Macintosh press
(If the cell you want to work in is selected, press F2 to cancel selection and display the insertion point)		
Move one character to the right	RIGHT ARROW	RIGHT ARROW
Move one word to the right	CTRL+RIGHT ARROW	CONTROL+RIGHT ARROW (extended)
Move one character to the left	LEFT ARROW	LEFT ARROW
Move one word to the left	CTRL+LEFT ARROW	CONTROL+LEFT ARROW (extended)
Move to end of line (in single-line or multiple-line values)	END	END (extended)
Move to end of	CTRL+END	CONTROL+END

value in multiple-line values		(extended)
Move to beginning of line (in single-line or multiple-line values)	HOME	HOME (extended)
Move to beginning of value in multiple-line values	CTRL+HOME	CONTROL+HOME (extended)

Move between screens

To	In Windows press	On the Macintosh press
Move down one screen in a pane	PAGE DOWN	PAGE DOWN (extended)
Move up one screen in a pane	PAGE UP	PAGE UP (extended)
Move right one screen in a pane	CTRL+PAGE DOWN	CONTROL+PAGE DOWN (extended)
Move left one screen in a pane	CTRL+PAGE UP	CONTROL+PAGE UP (extended)

See Also

Editing Keys
Function Keys
Selection Keys

Selection Keys

See Also

Selecting in the Criteria Pane or Data Pane

Note If you're using a Macintosh, some of the key combinations listed below are available only with an extended keyboard. These combinations are followed by "(extended)" in the list.

Select values within a column

To	In Windows press	On the Macintosh press
Select (or cancel selection of) current value	F2	F2 (extended)
Select value in next column	TAB, RIGHT ARROW, or ENTER	TAB, RIGHT ARROW, or ENTER
Select value from insertion point to beginning of column	SHIFT+HOME	SHIFT+HOME (extended)
Select value from insertion point to end of column	SHIFT+END	SHIFT+END (extended)
Extend selection or cancel selection of one character to the right	SHIFT+RIGHT ARROW	SHIFT+RIGHT ARROW
Extend selection or cancel selection of one word to the right	CTRL+SHIFT+RIGHT ARROW	CONTROL+SHIFT+ RIGHT ARROW (extended) or COMMAND+SHIFT+ RIGHT ARROW
Extend selection or cancel selection of one character to the left	SHIFT+LEFT ARROW	SHIFT+LEFT ARROW
Extend selection or cancel selection of one word to the left	CTRL+SHIFT+LEFT ARROW	CONTROL+SHIFT+ LEFT ARROW (extended) or COMMAND+SHIFT+LEFT ARROW

Select a row

To	In Windows press	On the Macintosh press
Select current row	SHIFT+SPACEBAR	SHIFT+SPACEBAR
Select next row (if current row is selected)	DOWN ARROW	DOWN ARROW
Select previous row (if current row is selected)	UP ARROW	UP ARROW
Extend selection down one screen	SHIFT+PAGE DOWN	SHIFT+PAGE DOWN (extended)
Extend selection up one screen	SHIFT+PAGE UP	SHIFT+PAGE UP (extended)
Select entire result set	CTRL+SHIFT+ SPACEBAR	CONTROL+SHIFT+ SPACEBAR (extended) or COMMAND+SHIFT+ SPACEBAR

Select a column

To	In Windows press	On the Macintosh press
Select current column	CTRL+SPACEBAR	CONTROL+SPACEBAR (extended) or COMMAND+SPACEBAR
Select column to the right (if current column is selected)	RIGHT ARROW	RIGHT ARROW
Select column to the left (if current column is selected)	LEFT ARROW	LEFT ARROW
Extend selection right one screen	CTRL+SHIFT+PAGE DOWN	CONTROL+SHIFT+ PAGE DOWN (extended)
Extend selection left one screen	CTRL+SHIFT+PAGE UP	CONTROL+SHIFT+ PAGE UP (extended)

Select columns and rows using Extend mode

To	In Windows press	On the Macintosh press
Turn Extend mode on	F8 (see following note)	F8 (see following note)
Cancel Extend mode	ESC	ESC (extended) or COMMAND+PERIOD

Note Once Extend mode is on, if the insertion point is in a value in a cell, pressing F8 repeatedly extends the selection to the word containing the insertion point, and then the entire value. If a row is selected, pressing F8 extends the selection to all records. Press ESC to cancel Extend mode

See Also

Editing Keys
Function Keys
Navigation Keys

Editing Keys

See Also

Editing Within the Criteria Pane or Data Pane

Note If you're using a Macintosh, some of the key combinations listed below are available only with an extended keyboard. These combinations are followed by "(extended)" in the list.

Copy, cut, paste, or delete

To	In Windows press	On the Macintosh press
Copy selection onto the Clipboard	CTRL+C	CONTROL+C (extended) or COMMAND+C
Paste contents of Clipboard at the insertion point	CTRL+V	CONTROL+V (extended) or COMMAND+V
Cut selection and copy it onto Clipboard	CTRL+X	CONTROL+X (extended) or COMMAND+X
Delete selection or character to the left of insertion point	BACKSPACE	DELETE
Delete selection or character to the right of the insertion point	DEL	DEL (extended)

Undo changes

To	In Windows press	On the Macintosh press
Undo typing	CTRL+Z or ALT+BKSP	CONTROL+Z (extended) or COMMAND+Z
Undo changes in current field or current record; if both are changed, press ESC twice -or- COMMAND+PERIOD twice to undo changes, first in the current field and then in the current record.	ESC	ESC (extended) or COMMAND+PERIOD

To	In Windows press	On the Macintosh press
Open the Zoom Field dialog box in the Data pane for entering values in small input areas more conveniently	SHIFT+F2	SHIFT+F2 (extended)

See Also

Function Keys
Navigation Keys
Selection Keys

Query Window

See Also

Use the Query window to create and modify a query's design and display the data the query retrieves.

To learn more about the parts of the Query window

- Click below in the part of the window you want to learn about, or click the name of the part.

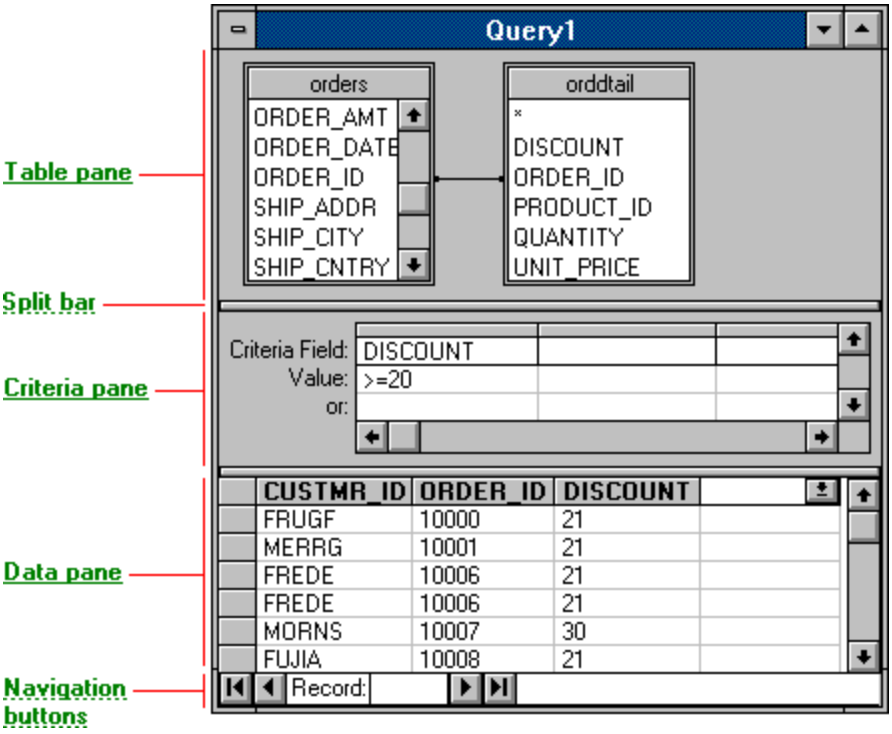
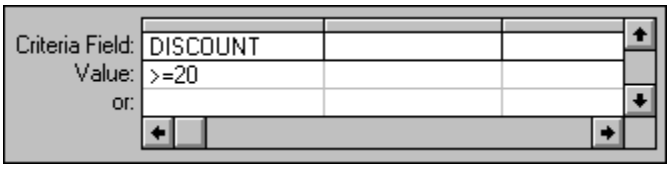


Table Pane

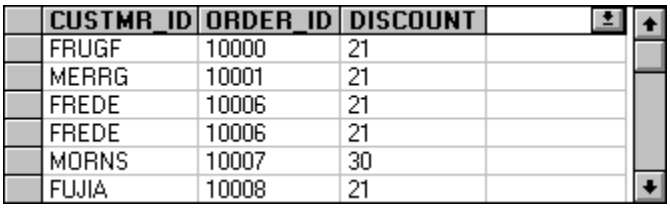
- Displays the field lists for the tables you add to the query. The tables contain the fields from which you retrieve data.
- To view the data stored in a particular field, add that field to the Data pane.
- When there are two or more tables in the Table pane, each table must be connected by a join line to another table.
- Microsoft Query displays the Table pane when you create a new query. You can hide and redisplay the Table pane by choosing Tables from the View menu or by clicking the View Tables button on the toolbar.

Criteria Pane



- Displays the criteria you specify to limit the records Microsoft Query displays in the result set in the Data pane.
- When you specify criteria using the Add Criteria button or the Add Criteria command, Microsoft Query adds the criteria to the Criteria pane. You can also type criteria into the Criteria pane yourself.
- Microsoft Query doesn't automatically display the Criteria pane when you create a new query; however, it displays the Criteria pane the first time you specify criteria using the Add Criteria button or by choosing Add Criteria from the Criteria menu. You can also display or hide the Criteria pane by choosing Criteria from the View menu or by clicking the View Criteria button on the toolbar.
- The Criteria Field row displays the field or fields for which you specify criteria. Microsoft Query retrieves only those records whose values in the specified fields meet the criteria.
- The Value row displays the expression for the criteria you set.
- The "or" row displays alternative criteria the records must meet. You use a separate cell to specify each additional criterion.

Data Pane



	CUSTMR_ID	ORDER_ID	DISCOUNT
	FRUGF	10000	21
	MERRG	10001	21
	FREDE	10006	21
	FREDE	10006	21
	MORNS	10007	30
	FUJIA	10008	21

- Displays the result set Microsoft Query produces after you add fields from the Table pane to the Data pane and run the query.
- You add a field to the Data pane by dragging it from a field list in the Table pane to the blank column in the Data pane or by double-clicking its name in the field list. Additional methods are described in Chapter 1, "Getting Started with Queries," in the *Microsoft Query User's Guide.*
- Field names appear as column headings.
- To view records that don't appear on the screen, use the vertical scroll bar, the PAGE UP and PAGE DOWN keys in Microsoft for Windows (in Microsoft Query for the Macintosh, available for extended keyboards only), or the navigation buttons.
- To view fields that don't appear on the screen, use the horizontal scroll bar or the arrow keys.
- You can limit the records in a result set by specifying criteria.
- Once Microsoft Query displays the data, you can add, edit, or delete records, and you can change how the data looks. For example, you can sort data, rearrange the columns, or change the display font.

Record Selector Symbols

Microsoft Query displays the following symbols in the record selector along the left edge of the result set. Click a record selector to select an entire record.

 Current record

 New record

 Record edited but not yet saved

 Record locked by another user

---

Note Click the topmost record selector (on the same line as the column headings) to select all the records in the result set.

---

navigation buttons

The navigation buttons enable you to move among the records in the result set.

See Also

Help:

- Keyboard Guide
- Toolbar

Cue Cards:

- Add, Edit, or Delete Data
- An Example of a Query
- Change How Data Looks
- Create a New Query
- Open an Existing Query
- View the Criteria Pane

User's Guide:

- Chapter 1, "Getting Started with Queries"

split bar

By dragging the split bar up and down, you can resize the panes in the Query window.

- If the Table pane and Data pane are displayed, there's one split bar to resize the two panes.
- If the Criteria pane is also displayed, there's one split bar above it for resizing the Table pane, and one split bar below it for resizing the Criteria pane and Data pane.

Toolbar

See Also

Toolbar buttons provide shortcuts to choosing menu commands.

To find out more about a toolbar button

- Click the button on the toolbar below.

See Also

Help:

- Commands
- Query Window

User's Guide:

- Chapter 1, "Getting Started with Queries"

Couldn't open file <name>.

Microsoft Query couldn't open or read from the file you're attempting to open, or it couldn't save the file.

Possible causes:

- There may be a disk error.
- The file may be corrupted.

Text too long; paste canceled.

The text you're attempting to paste from the Clipboard is too long to fit in the selected field in the Data pane or Criteria pane. The maximum number of characters you can fit into the field depends on the length specified for the field when the table was created.

Can't paste.

The Clipboard isn't responding. Another application may be using it, the data on the Clipboard may not be in a format Microsoft Query recognizes, or there may not be enough free memory for the paste operation. Try closing other windows in Microsoft Query or closing other applications, or restart Microsoft Windows or your Macintosh, and then copy and then paste the data again.

See Also

Cue Cards:

Copy Data to Another Application

Copy or Move Data

User's Guide:

Chapter 3, "Working with Data"

A display driver resolution of at least 400 x 350 pixels is required to run Microsoft Query. (Windows only)

Your video display driver doesn't have enough resolution to run Microsoft Query. Replace the display driver using Microsoft Windows Setup. You may first need to upgrade your computer's video card to one that supports a higher resolution.

Clipboard format not supported.

The data on the Clipboard is in a format that Microsoft Query doesn't recognize.

See Also

Cue Cards:

Copy Data to Another Application

Copy or Move Data

User's Guide:

Chapter 3, "Working with Data"

Couldn't open Clipboard.

The Clipboard isn't responding, probably because another application is using it. Close that application and try the operation again.

See Also

Cue Cards:

Copy Data to Another Application

Copy or Move Data

User's Guide:

Chapter 3, "Working with Data"

Data format error; can't paste.

Microsoft Query can't paste the data from the Clipboard. There may not be enough free memory. Try closing other windows in Microsoft Query or closing other applications, or restart Microsoft Windows or your Macintosh, and then copy and then paste the data again.

Not enough system resources to update display.

There isn't enough free memory to complete the operation. Close windows in Microsoft Query, close other applications, or restart Microsoft Windows or your Macintosh, and then try the operation again.

Incompatible version of <filename>; Microsoft Query can't run. (Windows only)

The DDEML.DLL file is either outdated or missing. Try reinstalling Microsoft Query or Microsoft Windows.

Unable to quit Microsoft Query.

Microsoft Query is communicating with another application through DDE. Wait for the DDE action to finish, and then quit Microsoft Query.

Can't start Microsoft Query. Please try again.

A system error occurred, or there isn't enough free memory to start Microsoft Query. Start Microsoft Query again, close other applications, or restart Microsoft Windows or your Macintosh.

Outdated <filename> file. Please reinstall Microsoft Query.

Your installation of Microsoft Query is incomplete or corrupted. Run Setup to reinstall.

Value must be a number.

You entered a value that isn't a number for an option setting that requires a numeric value. Enter a number instead.

Number is too large.

Enter a smaller value.

Not a recognized unit of measurement.

Microsoft Query doesn't recognize the characters you typed for this option setting. Enter a number for the measurement, but don't include characters for the type of units, such as " or "in" (for inches) or cm (for centimeters).

Save changes to Query <name>?

You've made changes to the design or format of the current query since you last saved it.

- Choose Yes to save your changes before closing the query.
- Choose No to discard the changes and close the query.
- Choose Cancel to keep the query open without saving the changes.

See Also

Help:

Save As Command (File Menu)

Cue Cards:

Save a Query

User's Guide:

Chapter 1, "Getting Started with Queries"

Can't undo this operation. Continue anyway?

The Undo command isn't available for this operation because the operation is too large or there isn't enough free memory.

- Choose OK to continue the operation without the possibility of undoing it.
- Choose Cancel to discontinue the operation.

Can't open DDE channel; Microsoft Query couldn't find the specified application and topic.

Check to make sure:

- The other (destination) application is running.
- The topic (the subject of the DDE conversation) is open.
- You have spelled the name of the application and topic correctly in defining the DDE conversation.

See Also

Help:

DDE Commands

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

DDE conversation closed or changed.

The other application has closed or changed the DDE conversation unexpectedly, possibly by issuing a **DDETerminate** or **DDETerminateAll** statement. Terminate this conversation, and establish a new conversation with the other application.

See Also

Help:

DDE Commands

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

Message queue filled; DDE message lost.

Microsoft Query couldn't keep up with the number of DDE operations attempted. There may be too many DDE conversations going. Terminate some DDE conversations.

See Also

Help:

DDE Commands

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

The other application is busy.

The other application in the DDE conversation is busy and couldn't perform a DDE operation. Wait until the other application is free.

See Also

Help:

DDE Commands

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

The other application quit.

The other application in the DDE conversation quit unexpectedly. Restart the other application before reinitiating the DDE conversation.

See Also

Help:

DDE Commands

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

The other application won't perform the DDE operation you attempted.

The other application couldn't perform the DDE operation you attempted.

Possible causes:

- You supplied data or commands that the other application did not recognize. Check the application's documentation to see what data or commands it recognizes.
- Based on the defined topic of the conversation, the other application doesn't recognize the *item* argument. Check the application's documentation to see what items it recognizes.

See Also

Help:

DDE Commands

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

The DDE transaction failed. Check to ensure you have the correct version of DDEML.DLL.

Your installation of Microsoft Query is incomplete or corrupt. Run the Setup program to reinstall.

Timeout while waiting for DDE response.

The other application in the DDE conversation didn't respond in the time specified by the DDE Timeout option.

Possible causes:

- The other application is waiting for a response from the user. Switch to that application, and close the dialog box; or take an action appropriate to the message it is displaying.
- The other application is too busy to respond to DDE messages.

Note You can't change the time specified in the Timeout option.

Between operator without And.

You must enter the reserved word **And** when you use the **Between...And** operator. The syntax is:

```
expression Between value1 And value2
```

Expression too complex.

You've used an expression that is too complex to be successfully evaluated. Try to simplify the expression.

See Also

Help:

Expressions Overview

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Extra ')'.

You've used an expression that has too many closing parentheses. Delete any parenthesis that doesn't have a matching opening parenthesis.

See Also

Help:

Expressions Overview

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Invalid use of '.', '!', or '( )'.

You've used an expression that has an invalid **.** (dot) or **!** operator or invalid parentheses. For example, you may have entered an invalid identifier or typed a parenthesis following the constant **Null**. Check the expression to make sure you entered it correctly.

See Also

Help:

Expressions Overview

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Missing ')', ']', or '|'.

You've used an expression that is missing a closing parenthesis, bracket, or vertical bar. Check the expression to make sure you entered it correctly.

See Also

Help:

Expressions Overview

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Out of memory during calculation.

Not enough memory available to perform calculation. Close windows in Microsoft Query, close other applications, or restart Microsoft Windows or your Macintosh; then retry the calculation.

Syntax error in date.

You've used an expression that has an invalid date value. Check the expression to make sure you entered it correctly.

See Also

Help:

Expressions Overview

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Syntax error in number.

You've used an expression that has an invalid number. Check the expression to make sure you entered it correctly.

See Also

Help:

Expressions Overview

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Syntax error in string.

You've used an expression that has an invalid string. For example, you may have exceeded the maximum length of a string. Check the expression to make sure you entered it correctly.

See Also

Help:

Expressions Overview

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Syntax error.

You've used an expression that has invalid syntax. For example, you may not have entered an operand or operator, you may have entered an invalid character or comma, or you may have entered text without surrounding it in quotation marks (" or ').

See Also

Help:

Expressions Overview

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Couldn't add the table <name>.

Possible causes:

- The specified table doesn't exist.
- You've misspelled the table name. Check for missing underscores (_) or other punctuation.
- The specified table contains no valid fields (columns).

Syntax error in GROUP BY clause.

SQL statement has an invalid GROUP BY clause.

Possible causes:

- A reserved word is misspelled or missing.
- Punctuation is incorrect.

Syntax error in ORDER BY clause.

SQL statement has an invalid ORDER BY clause.

Possible causes:

- A reserved word is misspelled or missing.
- Punctuation is incorrect.

Syntax error in HAVING clause.

SQL statement has an invalid HAVING clause.

Possible causes:

- A reserved word is misspelled or missing.
- Punctuation is incorrect.

Syntax error in JOIN expression.

ON clause in SQL statement isn't followed by a valid expression. The expression should be in the following format:

{oj C:\QT\orders orders LEFT OUTER JOIN C:\QT\orddtail orddtail ON orders.ORDER_ID = orddtail.ORDER_ID}

Incorrect column expression: <expression>.

The expression you've specified in the Select list isn't correct. The expression should be in the following format:

SELECT employee.EMPLOY_ID, employee.HIRE_DATE

FROM C:\QT\employee employee

Expected 'BY' after 'GROUP'.

SQL statement includes a GROUP clause instead of a GROUP BY clause. BY is either misspelled or missing.

Expected 'BY' after 'ORDER'.

SQL statement includes an ORDER clause instead of an ORDER BY clause. BY is either misspelled or missing.

Expected expression after 'WHERE'.

WHERE clause in SQL statement isn't followed by a search condition.

Expected expression after 'HAVING'.

HAVING clause in SQL statement isn't followed by a search condition.

Expected HAVING expression.

Clause and expression in SQL statement must be followed by a HAVING clause and expression.

Expected 'JOIN' after 'OUTER'.

SQL statement includes a LEFT OUTER or RIGHT OUTER clause instead of a LEFT OUTER JOIN or RIGHT OUTER JOIN clause. JOIN is either misspelled or missing.

Expected 'ON' after right join table.

SQL statement includes a LEFT OUTER JOIN or RIGHT OUTER JOIN clause and its expression, but the expression isn't followed by ON clause and its expression. ON is either misspelled or missing.

Expected table name after FROM.

SQL statement includes a FROM clause that isn't followed by a table name.

Didn't expect <text> after the column list in the GROUP BY clause.

Expression or clause after the column list in the GROUP BY clause isn't valid.

Didn't expect <text> after the HAVING clause.

Expression or clause after the HAVING clause in the SQL statement isn't valid.

Didn't expect <text> after the column list in the ORDER BY clause.

Expression or clause after the ORDER BY clause in the SQL statement isn't valid.

Didn't expect <text> after the select list in the SELECT statement.

Expression or clause after the select list in the SELECT statement isn't valid.

Expected join operator after table <name>.

LEFT OUTER JOIN or RIGHT OUTER JOIN clause is missing the = operator between the two table names in the expression. Outer joins must be equi-joins.

Left and right outer joins must be equi-joins.

LEFT OUTER JOIN or RIGHT OUTER JOIN clause either omits the = operator between the two table names in the expression or uses a different operator. Outer joins must be equi-joins.

Expected 'OUTER' after LEFT/RIGHT.

SQL statement includes a LEFT or RIGHT outer join clause that's missing the keyword OUTER. An outer join clause in the SQL statement must be either a LEFT OUTER JOIN or RIGHT OUTER JOIN.

Didn't expect <text> after the WHERE clause.

Expression or clause after the WHERE clause in the SQL statement isn't valid.

Expected 'oj' after '{'.

After a FROM clause, an outer join expression is missing 'oj' after the opening bracket.

Expected LEFT or RIGHT after table <name>.

SQL statement includes an OUTER JOIN clause, but isn't preceded by the keywords LEFT or RIGHT. An outer join clause in an SQL statement must be either a LEFT OUTER JOIN or RIGHT OUTER JOIN clause.

Expected expression after 'ORDER BY'.

SQL statement includes ORDER BY but isn't followed by an expression.

Expected expression after 'GROUP BY'.

SQL statement includes GROUP BY but isn't followed by an expression.

Can't display the criterion.

Microsoft Query is unable to display the criterion you've specified because it's invalid.

Can't set criteria unless you've specified a field.

Before you can specify criteria for a field, you must add that field to the Criteria pane.

See Also

Cue Cards:

Specify Criteria

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Can't apply aggregates to tables.

You've typed an asterisk (*) for the Field option instead of specifying a specific field on which you want to calculate a total. Remove the * and select or type the field name.

Expression too long for the QBE grid and has been truncated.

Microsoft Query truncated the expression you've specified because it's too long to evaluate.

Expression too long.

The expression is too long for Microsoft Query to evaluate.

Application is corrupted.

The Microsoft Query application is corrupted. Reinstall Microsoft Query and try the operation again; or, contact your distributor for a new copy of Microsoft Query.

Record doesn't exist.

The record number you specified does not exist. The record number you've specified may be too large or too small. Make sure there are records in the Data pane, and then verify that you've entered the record number correctly.

Help isn't available due to lack of available memory or improper installation of Windows or Microsoft Query.

Try closing windows or other applications to free some memory. If necessary, reinstall Microsoft Windows or Microsoft Query.

<Number> records will be updated.

The Data pane contains other records that match the record you've revised. As a result, Microsoft Query will automatically update the matching records with the same changes.

- To avoid duplicate records in the Data pane, you should add all fields to the Data pane before you make changes to your data.
- Choose OK to update the records.
- Choose Cancel to prevent updating any records.

See Also

Cue Cards:

Add, Edit, or Delete Data

User's Guide:

Chapter 3, "Working with Data"

Delete <number> record(s).

You've indicated that you want to delete this number of records.

Note If the number of records is greater than you've specified, it's because Microsoft Query found duplicate records based on the fields in the Data pane. To avoid duplicate records, you should add all fields to the Data pane before you delete any records.

- Choose OK to delete the records.
- Choose Cancel to prevent the deletion.

See Also

Cue Cards:

Add, Edit, or Delete Data

User's Guide:

Chapter 3, "Working with Data"

Must have two instances of the table to create a self-join.

You have two different tables in the Table pane and have defined a self-join by using the same table name in the Left and Right boxes in the Joins dialog box.

To create a self-join, you need two instances of the same table in the Table pane.

To join two different tables, you must use one of the tables for the left side of the join and the other table for the right side of the join.

See Also

Help:

Create a Self-Join

Cue Cards:

Join Tables

User's Guide:

Chapter 6, "Creating Multiple-Table Queries"

Can't specify * as a field. To add all fields, drag and drop * into the grid.

You typed an asterisk (*) in the Field cell in the Criteria pane. Instead, to specify criteria for all fields in the query, use one of these methods:

- Drag the * from the field list to the Criteria pane.
- Double-click the asterisk in the field list.
- Add each field individually.

See Also

Cue Cards:

Add All Fields

User's Guide:

Chapter 1, "Getting Started with Queries"

Columns <name> and <name> that you are about to join are of different types. Create the join anyway?

You're joining fields (columns) that contain different data types. For example, you may be joining a field containing dates with a field containing text.

Choose OK to create the join.

Note This type of join may not produce the results you want. Check the data Microsoft Query displays in the result set.

Choose Cancel to prevent the join.

See Also

Cue Cards:

Join Tables

User's Guide:

Chapter 6, "Creating Multiple-Table Queries"

Function <name> can't be used with <column name>.

You've selected a function that can't be calculated for the type of data in this field. For example, because it contains text, you can't calculate the average of the SHIP_CNTRY field.

See Also

Cue Cards:

Calculate Totals

Different Types of Totals

How Totals Work

User's Guide:

Chapter 5, "Performing Calculations on Data"

Can't access table <name>.

Possible causes:

- The specified table can't be found.
- The specified table is locked by another user or by another query being run by you.
- There are no valid fields in specified table.

Executed SQL statement successfully.

Microsoft Query has successfully executed the SQL statement you've specified. No rows (records) have been updated or deleted.

Refresh failed.

Microsoft Query is unable to update the list of tables in the Add Tables dialog box because the data source doesn't respond. Check to see if you're still connected to the data source.

Executed SQL statement successfully: <number> rows affected.

Microsoft Query has executed the SQL statement you've specified, affecting the number of rows (records) indicated.

Can't create an empty table.

You've tried to save an empty result set as a table. You must add fields to the Data pane before you can save the result set as a table.

See Also

Help:

Save a Query's Result Set as a Table

User's Guide:

Chapter 7, "Creating and Deleting Tables"

I/O error during save.

Microsoft Query is unable to save the query to disk. There may be a disk error.

I/O error during load.

Microsoft Query is unable to open or read the file you've selected. There may be a disk error or the file may be corrupted.

Couldn't create new window.

Microsoft Query can't display the file you've selected, possibly because there isn't enough memory. Close other windows in Microsoft Query, close other applications, or restart Windows or your Macintosh.

Not all functions supported by driver.

The expression you just entered contains one or more functions that your data source doesn't support. To determine what functions it supports, see the documentation that comes with the driver your data source uses, or contact the driver vendor. (In Microsoft Query for Windows, check the ODBC Drivers item in the Microsoft Query Help Contents to see if your driver is listed.)

Too many values selected.

There isn't enough memory to store all the values you've specified as criteria for this field. Specify fewer values.

Can't open multiple copies of a file.

You can't have two copies of a query file open at the same time.

Save stopped due to invalid query state.

The query design isn't valid. For example, you may not have specified criteria correctly. If Automatic Query is off, try running the query by choosing Query Now from the Records menu or by clicking the Query Now button on the toolbar to identify the problem.

Stop the save?

You've interrupted the Save operation.

- Choose OK to confirm stopping the operation. (Microsoft Query may have already saved part of the result set to a new table.)
- Choose Cancel to continue saving.

Couldn't open file.

Microsoft Query is unable to open or read the Microsoft Query file you've specified from the Execute SQL dialog box. The file may not be in text format, there may be a disk error, or the file may be corrupted.

Can't create file.

Microsoft Query is unable to create the query file you specified. There may be a disk error or the file may be corrupted.

Can't save the column <name> to this data source.

You're trying to save a result set as a table, but the data source you're saving it to doesn't support the data type assigned to the specified field or can't convert it to a comparable data type. Try saving to another data source that does support the data type.

Can't open file.

Microsoft Query is unable to open the Q+E file you specified. There may be a disk error or the file may be corrupted.

Error during save operation.

Microsoft Query was unable to save one or more of the rows (records) in the result set to the new table.

Unable to execute query. View SQL text?

Microsoft Query is unable to execute the SQL statement because it refers to an item that is currently invalid. For example, it may refer to a table that no longer exists. Choose OK to view the SQL statement and make the necessary changes.

General ODBC Error

Microsoft ODBC or your data source has returned an error with no detailed information available.

Driver error.

This error was returned by the driver. For more information, check the documentation for the driver you are currently using.

Invalid table name.

The table name is blank or doesn't follow the standard naming conventions your data source requires. See the documentation for your data source.

File name isn't valid.

File names must follow the standard naming conventions your data source requires. See the documentation for your data source.

Can't add expression <name> to the sort list.

The data source you're using doesn't allow you to sort on a field that displays the results of an expression.

<Value> exceeds the numerical range of this column.

Value exceeds the maximum number allowed for values in this column (field). Enter a smaller value.

<Value> has too many digits after the decimal.

There are more digits after the decimal than are allowed for values in this field. Use fewer digits.

<Value> isn't a valid number.

You've entered the wrong type of value in the field. For example, you may have entered text in a field that accepts only numbers.

<Value> isn't a Boolean value.

You've entered a non-Boolean value in a field that accepts only Boolean values. For example, you may have entered a date when the field accepts only a value of "0" or "1."

<Value> isn't a valid date.

You've entered the wrong type of value in the field. For example, you may have entered text in a field that accepts only dates.

Can't edit multiple-table query.

You can't edit data in a query that contains more than one table.

To edit data in a table, add only that table to the query, and then choose Allow Editing from the Records menu.

To edit data in the current query, delete the extra table(s) from the query, keeping only the table that contains the data you want to edit. Choose Allow Editing from the Records menu.

Note When you delete a table in a query, you're not deleting the data in the underlying table; you're just deleting the table and its data from the current query.

Couldn't remove data source.

Microsoft Query is unable to remove the data source you selected. You may be disconnected from the data source.

Couldn't add data source

Microsoft Query is unable to add the data source you selected. There is a problem connecting to the data source.

Can't remove; some queries are using this source.

One or more queries are using the data source you're trying to remove. If you want to remove the data source, first close the queries that are using it.

Table <name> already exists; replace it?

A table with the name you've just entered already exists.

- Choose Yes to replace the previous table with the one you're creating.
- Choose No to prevent overwriting the previous table, and then enter a different name for the new table.

Error in the name <name>.

The table name and field names must follow the standard naming conventions your data source requires. See the documentation for your data source.

Maximum length for type <data type name> is <number>.

You've entered a number in the Length box that exceeds the maximum length allowed for a field with this data type.

See Also

Help:

Create a New Table

User's Guide:

Chapter 7, "Creating and Deleting Tables"

Number of digits after the decimal should be less than or equal to the total length.

You've entered a number in the Decimal box that is greater than the number in the Length box. Change the value in the Decimal box to a number that is less than or equal to the number in the Length box.

See Also

Help:

Create a New Table

User's Guide:

Chapter 7, "Creating and Deleting Tables"

Length <number> must be numeric.

You've used a value in the Length box that isn't numeric. Change the value to a number.

Table <name> was created successfully.

Microsoft Query created the table you defined using the data source you selected.

Delete table <name>?

You've indicated that you want to delete this table. If you delete the table, you delete all the data in it.

Note Once you delete the table, you can't undo the deletion.

- Choose the Yes button to delete the table and the data stored in it.
- Choose the No button to prevent the deletion.

See Also

Help:

Delete a Table

User's Guide:

Chapter 7, "Creating and Deleting Tables"

Table <name> was deleted successfully.

Microsoft Query deleted the table and all the data stored in it. You can't undo this deletion.

SQL execution failed.

Microsoft Query can't execute the SQL statement you've specified. Check the statement to make sure you've entered it correctly.

Couldn't fetch procedures.

Microsoft Query can't display the list of procedures from data source because the data source isn't responding. You may be disconnected from the data source.

Couldn't read this file.

Microsoft Query is unable to read this file. The file may not be in Microsoft Query or Q+E format, there may be a disk error, or the file may be corrupted.

First select a data source.

You tried to execute an SQL statement before selecting a data source. Choose the Data Sources button in the Execute SQL dialog box, and then select a data source.

See Also

Help:

Create a Query Using a Custom SQL Statement

Execute Procedures

User's Guide:

Chapter 8, "Working with SQL"

No procedures found.

This data source doesn't contain any procedures. To create procedures, refer to the documentation for your data source.

Can't save to a file that is already open.

The file you're trying to save to is open. Close the file before trying to save to it again.

Table <name> already in the query; add it again?

You're trying to add a table that's already in the Table pane. Choose OK to add the table if you want to create a self-join; or choose Cancel to prevent the table from being added.

See Also

Help:

Create a Self-Join

User's Guide:

Chapter 6, "Creating Multiple-Table Queries"

Couldn't find the ODBC administrator; reinstall ODBC.

The specified utility can't be located. Reinstall ODBC and try the operation again.

Couldn't find Cue Cards; reinstall Microsoft Query.

Cue Cards can't be located; therefore, they aren't available. Reinstall Microsoft Query and try the operation again.

Save failed: not enough connections available.

You're trying to save a result set as a table to a data source that doesn't have any connections available. If you have multiple connections to the data source, try removing one; otherwise, wait until a connection becomes available before trying to use this data source again.

Can't edit grouped query.

You can't edit data in a query that contains totals or that has the Group Records check box selected in the Query Properties dialog box. To edit the data, remove the totals or cancel selection of the Group Records property.

Unable to retrieve values.

Microsoft Query is unable to display the values you've selected for criteria. There may not be enough memory or you may be disconnected from the data source. If you're still connected to the data source, try closing other windows in Microsoft Query, closing other applications, or restarting Microsoft Windows or your Macintosh.

Couldn't create index.

The data source for this table doesn't support indexes.

Length specified must be greater than 0.

The length specified in the Length box in the Table Definition dialog box must be greater than 0.

Some queries are using <connection name>; close anyway?

One or more queries are using the data source you're trying to remove.

- Choose OK to remove the data source and close the queries.
- Choose Cancel to keep the data source in the list and the query open.

Remote links exist; close anyway?

The data in your query is linked to another application (such as Microsoft Excel or Microsoft Word).

- Choose the OK button to close the query and the link. (You can't reestablish the link once you close the query).
- Choose the Cancel button to keep the query open and the link established.

Width must be between 0 and <number>.

Specify a column width between these two numbers, or select the Standard Width option in the Column Width dialog box.

Height must be between 1 and <number>.

Specify a row height between these two numbers, or select the Standard Height option in the Row Height dialog box.

Save large Clipboard from <name>.

You've placed a large amount of data on the Clipboard.

- Choose Yes to save the data on the Clipboard and close the query, or quit Microsoft Query.
- Choose No to delete the data and close the query, or quit Microsoft Query.
- Choose Cancel to continue working in Microsoft Query with the data still on the Clipboard.

Update failed. Continue editing record?

Microsoft Query can't update the data you've just edited.

Possible causes:

- The underlying table or data source is read-only.
- The underlying table is corrupted.
- There isn't enough disk space to store the changes.

Can't edit a calculated column.

You can't edit data in a column on which you've calculated totals or that displays the results of a custom expression.

Only two tables are allowed with an outer join. Delete outer join to add table?

You already have two tables in the Table pane connected with an outer join. If you want to use three or more tables in the Table pane, you must delete the outer join or change it to an inner join.

See Also

Cue Cards:

Change Join Type

Join Tables

User's Guide:

Chapter 6, "Creating Multiple-Table Queries"

Query can have only one outer join.

You can have only one outer join in a query.

Can't have outer joins if there are more than two tables in the query.

You can have only two tables in the Table pane when you use an outer join. Remove the extra tables from the Table pane, and then create the outer join.

See Also

Cue Cards:

Change Join Type

User's Guide:

Chapter 6, "Creating Multiple-Table Queries"

SQL Query can't be represented graphically. Continue anyway?

Microsoft Query can't display the Table pane for this query. If the query returns records, you can't edit them or the query's design in the Query window. However, you can edit the query's design by choosing SQL from the View menu and editing the SQL statement directly.

See Also

Help:

Create a Query Using a Custom SQL Statement

User's Guide:

Chapter 8, "Working with SQL"

Must select one value for the operator <operator>.

When you define criteria with this operator, you must use only one value. Microsoft Query then selects only the records containing this value in the field on which you set the criteria. For example, if you select "begins with" in the Operator box, Microsoft Query searches the field on which you set the criteria for values that begin with the value you specify. It then selects only those records for the result set.

See Also

Cue Cards:

Specify Criteria

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Must select two values for the operator <operator>.

When you define criteria with this operator, you must use two values. For example, if you select "is between" in the Operator box, Microsoft Query searches the field on which you set the criteria for values that fall between the two values you specify. It then selects only those records for the result set.

See Also

Cue Cards:

Specify Criteria

User's Guide:

Chapter 4, "Retrieving the Records You Want"

Column <name> can't be used in the criteria.

You can't specify criteria on a column (field) with this data type.

Column <name> can't be used with the operator <operator>.

Your data source doesn't allow this field to be used with the operator you've specified because of the field's data type. Refer to the documentation for your data source to see which operators you can use with fields of this data type.

Incorrect extension <extension>.

The table name you've specified does not contain a valid file extension. Refer to the documentation for your data source for the correct extension.

Existing tables can't be modified. Changes can be used to create a new empty table.

To create a new table from an existing table, you must change the table name in the View Table Definition dialog box. (The new table doesn't contain the data stored in the existing table.) You can't edit existing table definitions in Microsoft Query.

Can't find record. More columns are needed to identify it, or another user may have modified it.

Microsoft Query can't find a record in the underlying table that matches the record you've updated or deleted in the query. You may not have enough columns in the query to distinguish the record you're trying to update, or another user may have changed the record since the last time you ran the query. Before you update the record, do one of the following:

- Add more columns to the query, or add the column that uniquely identifies the record.
- Choose Query Now from the Records menu (or click the Query Now button on the toolbar) to rerun the query to get the most current data from the underlying table.

Save file as <name>.

You're trying to save a result set as a table with a file name whose extension is either incorrect or missing.

- Choose OK to save the result set to a file with the correct extension for your data source.
- Choose Cancel to return to Microsoft Query without saving the result set.

See Also

Help:

Save a Query's Result Set as a Table

User's Guide:

Chapter 7, "Creating and Deleting Tables"

Nonunique record found.

There are identical records in the result set because the Data pane doesn't include a field whose values uniquely identify each record, such as a customer ID or order ID. Any changes to one of these identical records affects all the identical records.

To distinguish records, it's a good idea to add all the fields from the underlying table to the Data pane before you begin editing data.

See Also

User's Guide:

Chapter 3, "Working with Data"

Since the database is read-only, you can't create or remove tables. Continue?

You can view a table definition in a database that's read-only, but you can't create new or delete existing tables.

Index was created successfully.

Microsoft Query successfully created the index on the specified field or fields in the table.

Failed to create unique index. Create one yourself?

The result set you're trying to save as a new table came from a table containing a unique index, but Microsoft Query was unable to create the unique index for the new table.

Choose Yes to display the Create Index Dialog Box where you can create a uniqe index for the table.

Choose No if you don't want to create a unique index.

No unique indexes exist in this table. Create one yourself?

The result set you're trying to save as a new table came from a table that doesn't contain a unique index.

Choose Yes to display the Create Index Dialog Box where you can create a unique index for the table.

Choose No if you don't want to create an index.

Couldn't access <database>.

The data source you're using allows you to add tables from the current database (or database equivalent) only.

<Number> records match the selection. Delete them all?

Because the Data pane doesn't include a field whose values uniquely identify each record, such as a customer ID or order ID, the result set contains other records that match the one you're trying to delete. If you delete the selected record, Microsoft Query will also delete any identical records.

To distinguish records before you begin editing data, it's a good idea to add all the fields from the underlying table or to create a unique index on the table.

See Also

User's Guide:

Chapter 3, "Working with Data"

Need System 6.0.5 or higher to run.

To run Microsoft Query for the Macintosh, you need the Macintosh Operating System 6.0.5 or higher.

Unable to display Help.

Possible causes:

- Microsoft Query could not find Microsoft Help in the following locations: System Folder:Extensions:Microsoft:Help, or in the current folder. Try moving or copying Microsoft Help to one of these locations.
- The Microsoft Query Help file is not in the current folder. Try moving or copying the file to the current folder.

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Procedures for performing tasks in Microsoft Query are described in Cue Cards and Help.

Cue Cards is an online coach that walks you through the most common Microsoft Query tasks as you work with your own data. Cue Cards includes conceptual information, such as what a query is, and gives step-by-step instruction on the most common query tasks. If a topic is covered in a Cue Card, the topic title is followed by (Cue Card).

Help offers instruction on more advanced topics. If a topic is covered in Help, the topic title is followed by (Help).

If you see an item with a solid or dotted underline in the Help Contents and it's not followed by either (Help) or (Cue Card), it's the title of a category or subcategory of a set of topics. Click the category to see the set of topics.

When you click a Cue Cards topic in the Microsoft Query Help Contents, the cue card is displayed on top of the Query window. The Microsoft Query Help Contents window is behind the Query window.

To redisplay the Microsoft Query Help Contents window, do one of the following

- Press CTRL+ESC, and then select Microsoft Query Help in the Windows Task List.
- If the Help window is visible behind the Microsoft Query window, click the Help window.
- From the Help menu in Microsoft Query, choose Contents.

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ODBC Drivers

Each ODBC driver has its own Help file (separate from Microsoft Query Help), which is installed automatically when you install the driver. If you've installed any of the drivers listed below, you can click the driver name to display its Help file. To return to Microsoft Query Help, you can do one of the following:

- Choose the Back button in the Help window until you return to Microsoft Query Help.
- Choose the History button in the Help window, and then select a Microsoft Query Help topic you displayed previously.
- From the File menu in the Help window, choose Open, then select the file MSQUERY.HLP from the MSQUERY directory.
- From the Help menu in Microsoft Query, choose Contents.

For information about installing drivers, see the Microsoft Query User's Guide, Appendix B, "ODBC Drivers: Requirements, Installation, and Adding Data Sources." For information about additional drivers that are available, contact Microsoft.

dBASE

Microsoft Access

Microsoft FoxPro

Paradox

SQL Server

Keyboard Guide

Microsoft Query has a set of keyboard shortcuts you can use to navigate in the Query window, and select, move, and otherwise work with items in the Query window.

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Overview▸Dynamic Data Exchange (DDE) Command Reference

You send DDE commands to Microsoft Query using the destination application's Execute command. For example, in Microsoft Excel this is the EXECUTE command, in Microsoft Word it is the DDEExecute command, and in Microsoft Visual Basic it is the **LinkExecute** method. Refer to your application's documentation for the syntax and description of its Execute command.

Most commands operate on the contents of the active Query window (the active window for a DDE channel). For example, commands such as **Close** or **QueryNow** are sent to the active window. The active window is not necessarily the selected window.

Make sure that the command sent is appropriate for the active window. By default, the active window is the one opened last. You can use the **Activate** command to change the active window.

Activate Command (DDE)

See Also Example

Activates the specified Query window. This command is used to change the active window when more than one window is open. It is available only on the system channel.

Syntax

Activate (*queryname*)

Argument	Description
queryname	The name of the Query window to activate

Activate Command Example

Suppose you've opened three Query windows: Query1, Query2, and Query3. Because it was created last, Query3 is the active window. The following Microsoft Excel macro statement makes Query1 the active window:

```
=EXECUTE(Chan,"[ACTIVATE('Query1')]")
```

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

AllowEdit Command (DDE)

See Also Example

Determines whether editing is allowed in a Query window. This command is available on both the system channel and the query channel. It is equivalent to Allow Editing on the Records menu.

Syntax

AllowEdit (*allowedit*, *locked*)

or

Allow.Edit (*allowedit*, *locked*)

The two forms of syntax are equivalent.

Argument	Description
allowedit	Enables or disables editing in the Query window: True = Editing is allowed. False = Editing is not allowed.
locked	Disables the Allow Editing command on the Edit menu: True = Command is dimmed. False = Command is available.

AllowEdit Command Example

The following Microsoft Excel macro initiates a DDE channel with Microsoft Query and allows the user to build a query. The SQL statement on which the query is based is saved and later re-executed. The macro then sends the **AllowEdit** command to Microsoft Query to turn off the ability to edit queries and disable the Allow Editing menu command. Sending the **UserControl** command to Microsoft Query again allows the user to view but not edit data in the data source. Finally, data is returned to the worksheet, and the channel is closed.

```
Chan=INITIATE("MSQuery","System")
=EXECUTE(Chan,"[UserControl('&Return to Excel', 3, True)]")
Sql=REQUEST(Chan, "QueryDefinition")
...
=EXECUTE(Chan,"[BuildSQL('"&Sql&"')]")
=EXECUTE(Chan,"[QueryNow ()]")
=EXECUTE(Chan,"[AllowEdit(False, True)]")
=EXECUTE(Chan,"[UserControl('&Return Data', 3, False)]")
Rows=REQUEST(Chan,"NumRows")
Cols=REQUEST(Chan,"NumCols")
=SET.VALUE(OFFSET(!B1,0,0,Rows,Cols),REQUEST(Chan,"All"))
=TERMINATE(Chan)
=RETURN()
```

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

BuildSQL Command (DDE)

See Also Example

Builds an SQL statement one item at a time to create a new query on the DDE channel. This command is available only on the system channel.

Syntax

BuildSQL [(*sqltext*)]

Argument	Description
sqltext	A valid SQL statement. If *sqltext* is 0 or not specified, the SQL statement is cleared.

Remarks

The **BuildSQL** command is useful for building long SQL statements. For example, if an SQL statement is too long to send in a single Microsoft Excel macro statement, you can send it in several smaller pieces.

After you build an SQL statement, you can execute it using the **QueryNow** command.

BuildSQL Command Example

You could use the QueryDefinition request item in a Microsoft Excel macro to return the SQL statement for a query:

```
Sql=REQUEST(Chan,"QueryDefinition")
```

Then you could use the **BuildSQL** command to resend the SQL string:

```
=EXECUTE(Chan,"[BuildSQL('"&Sql&"')]")
```

See Also

User's Guide:

Chapter 8, "Working with SQL"

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

Close Command (DDE)

See Also Example

Closes the current query. This command is available on both the system channel and the query channel.

Syntax

Close ( )

Close Command Example

Microsoft Excel macro statement:

```
=EXECUTE(Chan,"[Close()]")
```

WordBasic macro statement:

```
DDEExecute Chan,"[Close()]"
```

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

Command Command (DDE)

See Also

Sends an Execute [**Open** ( )] statement to Microsoft Query. This command is provided for those macro languages, such as the Microsoft Excel macro language, that limit the length of command strings (commands used with the Execute statement).

This command is available only on the system channel.

Syntax

Command (*opnum, execstring*)

Argument	Description
opnum	A number from 1 to 3 that specifies how Microsoft Query receives the commands: 1 = Initializes the buffer in Microsoft Query with *execstring* (clearing the buffer if it exists), but doesn't execute the query. 2 = Concatenates *execstring* to the end of the buffer. 3 = Concatenates *execstring* to the end of the buffer and executes the complete command buffer. Because the command buffer is cleared after execution, *execstring* can't be re-executed.
execstring	Segments of an [**Open** ( )] command. The entire string must be enclosed in single or double quotation marks. Microsoft Query supports sending only the **Open** command using the **Command** command.

Note This command is provided for Q+E compatibility only. It is recommended that you use the **BuildSQL** command, if possible, to send long SQL statements.

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

Exit Command (DDE)

See Also

Exits Microsoft Query. This command is available only on the system channel.

Syntax

Exit (*exitall*)

Argument	Description
exitall	Determines whether Microsoft Query will exit if queries on channels other than the one executing the **Exit** command are open. This argument can be either True or False. Use True to exit Microsoft Query regardless of which queries are open. If Microsoft Query is under user control for another channel (that is, the **UserControl** command has been executed), this setting closes that channel and returns control to the application that started Microsoft Query in user control. Use False to exit Microsoft Query only if any open queries were opened on the channel executing the **Exit** command.

Note This DDE command is also used to quit Microsoft Query for the Macintosh.

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

Fetch and Fetch.Advise Commands (DDE)

See Also Example

The **Fetch** command retrieves data from Microsoft Query and sends it directly to the destination application.

The **Fetch.Advise** command updates the destination application automatically as values in Microsoft Query change, not just when the **Fetch.Advise** command is sent.

These commands are available on both the system channel and the query channel.

Syntax

Fetch.Advise (*appname, topic, range, values*)

Fetch (*appname, topic, range, values*)

Argument	Description
appname	The name of the destination application to which the data is to be sent. Here are the *appname* arguments you'd use for some applications: Microsoft Access = MSAccess Microsoft Excel = Excel Microsoft Word for Windows = WinWord
topic	The name of the worksheet, document, or control to which the data is to be sent.
range	The area of the worksheet, document, or control to which the data is to be sent.
values	The values to be retrieved from Microsoft Query (see the table below for valid values).

Note The **Fetch.Advise** command automatically updates only query data, not request items or *row#col#* references.

The *values* argument can be one of the following.

values	**Description**
Request item	Specifies the information to return; for example, QueryDefinition. (See Requesting Information in Chapter 9, "Using Dynamic Data Exchange with Microsoft Query" in the *Microsoft Query User's Guide* for a complete list of request items.)
row#col#	A reference to retrieve specific rows and columns, such as R3C5 from Microsoft Excel.
/Headers	Retrieves column names.
/Rownum	Retrieves row numbers.
All	Retrieves all records.

Remarks

For **Fetch.Advise**, the channel created to return data to the destination application isn't closed until a **Fetch.Unadvise** or **Close** command is sent.

Fetch, Fetch.Advise Commands Example

This Microsoft Excel macro uses the NumRows and NumCols request items to return the number of rows and columns in the query, and then returns the values with column headings to a Microsoft Excel worksheet named Sheet1:

```
  Rows=REQUEST(Chan,"NumRows")
  Cols=REQUEST(Chan,"NumCols")
  =EXECUTE(Chan,"[Fetch('Excel','Sheet1','R1C1:R"&rows&"C"&cols&"','All/
Headers')]")
```

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

Fetch.Unadvise Command (DDE)

See Also

Removes the automatic updating feature set by **Fetch.Advise** and closes the channel opened by Microsoft Query to pass data to the destination application. This command is available on both the system channel and the query channel.

Syntax

Fetch.Unadvise (*appname*, *topic*, *range*)

Argument	Description
appname	The name of the destination application to which the data is to be sent. (See the **Fetch** command for examples.)
topic	The name of the worksheet, document, or control to which the data is to be sent.
range	The area of the worksheet, document, or control to which the data is to be sent.

Remarks

Unlike the **Fetch.Advise** command, **Fetch.Unadvise** doesn't include a *values* argument.

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

Logoff Command (DDE)

See Also

Logs off the specified data source. This command is available only on the system channel.

Syntax

Logoff (*source*)

Argument	Description
source	The name of the data source you want to disconnect from.

See Also

Help:

Logon Command

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

Logon Command (DDE)

See Also

Displays a dialog box that enables you to log on to a data source. This command is available only on the system channel.

Syntax

Logon (*source*)

Argument	Description
source	The name of the data source you want to connect to.

See Also

Help:

Logoff Command

ODBCLogon Command

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

ODBCLogon Command (DDE)

See Also Example

Allows an application to connect to a data source. You can specify whether dialog boxes are presented to the user at logon time. This command is available only on the system channel.

Syntax

ODBCLogon (*connectstring, dialog*)

Argument	Description
connectstring	A string that supplies information (such as the data source name, user ID, and password) required by a driver to connect to a data source. This argument must follow the format required by the driver you're using. (For more information on the connection string, see the documentation for your data source).
dialog	A value specifying whether dialog boxes are displayed at logon time: 0 No dialog boxes are displayed. 1 Dialog boxes are displayed to obtain additional information from the user not provided by the connection string. 2 Dialog boxes are displayed with values from the connection string filled in as default values. 3 Same as 1, except that information not required to connect to the data source is dimmed.

ODBCLogon Example

This WordBasic macro uses the ConnectionString request item to return the string needed to connect with a data source. If you save this string after a user logs on to a data source, you can use the **ODBCLogon** command to connect to the data source without user input.

```
Connstr$ = DDERequest$ (Syschan, "ConnectionString")
...
DDEExecute Syschan, "[ODBCLogon (Connstr$,0)]"
```

See Also

User's Guide:

Chapter 1, "Getting Started with Queries"

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

Open Command (DDE)

See Also Example

Opens and executes a query and displays the data in the Data pane. This command is available only on the system channel.

Syntax

Open (*query*)

Argument	Description
query	The name of the Microsoft Query file (for Windows, the file extension is .QRY) or Q+E file (Windows only; the extension is .QEF) that contains the query; or the SQL SELECT statement to execute.

Open Command Example

The following examples use a Microsoft Excel macro to open a query named Sales.

For Windows:

```
=EXECUTE(chan,"[Open('c:\msquery\sales.qry')]")
```

For the Macintosh:

```
=EXECUTE(chan,"[Open('drivename:msquery:sales')]")
```

This example opens the same query using a WordBasic macro:

For Windows:

```
DDEExecute chan, "[Open('c:\msquery\sales.qry')]"
```

For the Macintosh:

```
DDEExecute chan, "[Open('drivename:msquery:sales')]")
```

This statement uses an SQL SELECT statement to execute a new query:

```
=EXECUTE(chan,"[Open('SELECT * FROM pubs.dbo.titles')]")
```

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

QueryNow Command (DDE)

See Also Example

Executes the active query for the open DDE channel. If you've used the **BuildSQL** command to build the query, this command executes the SQL statement in the buffer and opens a Query window. This command is available on both the system channel and the query channel.

Syntax

QueryNow ( )

QueryNow Command Example

The following portion of a Microsoft Excel macro saves an SQL statement from a query and later sends the same statement to re-execute the query:

```
Sql=REQUEST(Chan,"QueryDefinition")
...
=EXECUTE(Chan,"[BuildSQL('"&Sql&"')]")
=EXECUTE(Chan,"[QueryNow()]")
```

See Also

Help:

Query Now Command (Records Menu)

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

SaveAs Command (DDE)

See Also

Saves a new query's design, an existing query's design under a different name, or a query's result set as a table. Performs the same function as Save As on the File menu and is available on both the system channel and the query channel.

Syntax

SaveAs (*queryname, destination***)**

or

Save.As (*queryname*, *destination***)**

The two forms of syntax are equivalent.

Argument	Description
queryname	The new name for the query or table.
destination	The name of the data source that the query or table file is to be stored in. If you omit this argument, Microsoft Query automatically creates a query file using the data source the query was opened from. (In Microsoft Query for Windows, a query file has the .QRY extension.) To save the query as a new Query Definition file, enter "QueryFile" as the *destination* argument.

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

SetWindowState Command (DDE)

See Also

Specifies whether the active window is normal, minimized, or maximized when opened. This command is available on both the system channel and the query channel.

Syntax

SetWindowState (*state*)

Argument	Description
state	A number from 1 to 3 that specifies the state of the active window: 1 = Normal 2 = Minimized (Windows only) 3 = Maximized

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

ViewPane Command (DDE)

See Also

Specifies which panes in the Query window are displayed. This command is available on both the system channel and the query channel.

Syntax

ViewPane (*pane*)

Argument	Description
pane	A number from 0 to 3 that specifies which panes are displayed: 0 = Data pane only 1 = Data pane and Table pane 2 = Data pane and Criteria pane 3 = Data pane, Table pane, and Criteria pane

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

UserControl Command (DDE)

See Also Example

Activates Microsoft Query and allows users to create, open, or edit a query as if they were running Microsoft Query as a stand-alone application.

This command is available only on the system channel.

Syntax

UserControl (*exittext, appstate, newquery*)

Argument	Description
exittext	The name of the Exit command used to exit Microsoft Query after a DDE conversation. If *exittext* isn't specified, Return is used.
appstate	A number that specifies the state of the application: 1 = Normal 2 = Minimized (Windows only) 3 = Maximized If *appstate* isn't specified, the current state of Microsoft Query is used.
newquery	Specifies whether the Select Data Source dialog box is displayed when Microsoft Query is started during a DDE conversation. You can use True or False. If *newquery* isTrue, the Select Data Source dialog box is displayed, asking the user to select a data source. If *newquery* is False (the default), no dialog box is displayed and any open queries for that channel are accessible.

Remarks

User control ends when the user chooses Exit from the File menu in Microsoft Query for Windows or Quit from the File menu in Microsoft Query for the Macintosh. Microsoft Query then returns to its previous application state and returns control to the destination application.

Important Do not allow an application that includes a time-out feature to time out before user control ends.

While Microsoft Query is running under user control, any new or existing queries are opened on the same DDE channel.

UserControl Command Example

The following Microsoft Excel macro statement starts Microsoft Query as a maximized application. and replaces the Exit command on the File menu in Microsoft Query for Windows (or the Quit command on the File menu in Microsoft Query for the Macintosh) with the Return to Excel command. Then it displays the Select Data Source box.

```
=EXECUTE(Chan,"[UserControl('&Return To Excel',3,True)]")
```

See Also

User's Guide:

Chapter 9, "Using Dynamic Data Exchange with Microsoft Query"

Undo Command (Edit Menu)

See Also

Reverses the most recent change you made to data or the query's design. The name of the command changes to indicate what you can currently undo; for example, "Undo Current Record."

Notes

- You must undo your most recent changes to a field or record before you begin editing another record or switch to another window. You can move to another pane in the Query window and still undo changes to the last record you edited in the Data pane.
- You can't undo the deletion of a record.

Shortcuts

Keys:	To undo typing in Microsoft Query for Windows, press ALT+BACKSPACE or CTRL+Z.
	To undo typing in Microsoft Query for the Macintosh, press CONTROL+Z (extended keyboard) or COMMAND+Z.
	To undo changes in the current field in Microsoft Query for Windows, press ESC. (Press ESC twice to undo changes to the current record.)
	To undo changes in the current field in Microsoft Query for the Macintosh, press ESC (extended keyboard) or COMMAND+PERIOD. (Press ESC or COMMAND+PERIOD twice to undo changes to the current record.)

See Also

Cue Cards:

Undo Changes to Data

User's Guide:

Chapter 3, "Working with Data"

Cut Command (Edit Menu)

See Also

Removes the data you've selected and places it onto the Clipboard. You can then paste it elsewhere. Use Cut to save time and avoid typing errors when you want to move data from one cell in the Criteria pane or Data pane to another cell in the same pane, or between the two panes.

Important You may not be able to cut items under some circumstances. For example, you can't cut data from a disabled field, a locked field or record, a field that requires a value, a query that uses more than one table, or a field that displays a total or the results of a custom expression.

Notes

- To reverse the most recent cut operation, choose Undo Current Record from the Edit menu.
- To insert the item in a new location or reinsert it in the same location, choose Paste from the Edit menu.

Shortcuts

Keys: In Microsoft Query for Windows, press CTRL+X.

In Microsoft Query for the Macintosh, press CONTROL+X (extended keyboard) or COMMAND+X.

See Also

Help:

- Copy Command (Edit Menu)
- Delete Command (Edit Menu)
- Paste Command (Edit Menu)

Cue Cards:

- Copy or Move Data
- Delete Data

User's Guide:

- Chapter 3, "Working with Data"

Copy Command (Edit Menu)

See Also

Copies the data you've selected onto the Clipboard. You can then paste it elsewhere. Use Copy to save time and avoid typing errors when you want to copy data from one cell in the Criteria pane or Data pane to another cell in the same pane, or between the two panes. You can also use Copy to copy data to another application.

Note If you're copying data to another application, and you want to include row or column headings with your data, use Copy Special from the Edit menu instead of Copy.

Shortcuts

Keys: In Microsoft Query for Windows, press CTRL+C.

In Microsoft Query for the Macintosh, press CONTROL+C (extended keyboard) or COMMAND+C.

See Also

Help:

Cut Command (Edit Menu)

Cue Cards:

Copy Data to Another Application

Copy or Move Data

Insert a Value

Replace a Value

User's Guide:

Chapter 3, "Working with Data"

Copy Special Command (Edit Menu)

See Also

Copies data from the result set, including row numbers or column headings, to another application. After choosing this command, switch to the application into which you want to paste data. You can then paste data so it is either static or dynamic. Choose Paste for static data and Paste Link for dynamic data.

Note Some applications may use a different Paste command for pasting dynamic data. Check the Paste commands in your application to determine which one to use.

Dialog Box Options

Include Column Headings

Select this option to copy the selected data and the corresponding column headings from the Data pane.

Include Row Numbers

Select this option to copy the selected data and the corresponding row numbers from the Data pane.

See Also

Help:

- Copy Command (Edit Menu)
- Exit Command (File Menu - Windows)
- Paste Command (Edit Menu)
- Quit Command (File Menu - Macintosh)

Cue Cards:

- Copy Data to Another Application
- Copy or Move Data

User's Guide:

- Chapter 3, "Working with Data"

Paste Command (Edit Menu)

See Also

Inserts the value from the Clipboard into a cell in the Criteria pane or Data pane. Use Paste with Copy or Cut to copy or move a value.

Note To reverse your paste operation, choose Undo Current Record from the Edit menu.

Shortcuts

Keys: In Microsoft Query for Windows, press CTRL+V.

In Microsoft Query for the Macintosh, press CONTROL+V (extended keyboard) or COMMAND+V.

See Also

Help:

Copy Special Command (Edit Menu)

Cue Cards:

Copy Data to Another Application

Copy or Move Data

User's Guide:

Chapter 3, "Working with Data"

Delete Command (Edit Menu)

See Also

Removes the selected item without placing it onto the Clipboard. Choose Delete when you want to remove an item and don't want to paste it elsewhere. You can delete:

- A field list from the Table pane.
- A column, row, or cell containing criteria in the Criteria pane.
- A field or record of data in the Data pane.
- Information in dialog boxes that you can edit.

Notes

- To reverse the most recent deletion, choose Undo Delete <item> from the Edit menu.
- If you can't delete data, it may be for one of the following reasons:
- The Allow Editing command (Records menu) isn't checked.
- The data source doesn't allow it.
- The query has more than one table.
- The query contains totals or custom expressions.
- The field you're trying to edit is locked or disabled, or the field is in a locked record.
- The data you're trying to edit is from a database that requires certain values in a field.

See Also

Cue Cards:

- Copy or Move Data
- Delete Data
- Delete Part of a Query
- Hide Columns
- Undo Changes to Data

User's Guide:

- Chapter 3, "Working with Data"

About Cue Cards

Cue Cards replaces the standard tutorial that typically requires you to follow a set path. Cue Cards operates more like a coach, helping you to work with your query as you learn.

You use Cue Cards and Microsoft Query at the same time, without having to switch back and forth between them. Cue Cards walks you through common Microsoft Query tasks step by step. You can use Cue Cards to help you create an entire query, or you can call on it when you want help with a specific task.

To display specific Cue Card topics

You can display specific Cue Card topics by:

- Using Help Search to find a specific cue card.
- Jumping to Cue Cards from Microsoft Query Help Contents or the See Also pop-up window in Help topics.

To close Cue Cards

- Double-click the Control-menu box in Microsoft Query for Windows and the Control box in Microsoft Query for the Macintosh.

Create a New Table

See Also

A table is a collection of records about a particular category of information, such as a list of employees or a list of products your company sells.

Fields are the building blocks of tables. Each field contains information about one aspect of the category, such as a last name or a product ID.

You can use an existing table that's similar to the one you want to create as a template for your new table, or you can create your table from scratch.

Note When you create a new table from an existing one, Microsoft Query doesn't include the data from the existing table in the new table. To create a new table with data from one or more existing tables, save a query's result set as a table.

To create a new table from scratch or by using an existing table as a template

1. From the File menu, choose Table Definition.

   Microsoft Query displays the Select Data Source dialog box, where you select the data source you want to use for your table.

   Note If the data source you want isn't listed, choose the Other button, and then select the data source you want from the ODBC Data Sources dialog box. If your data source isn't listed in this dialog box, choose the New button to add a data source for an installed driver. Proceed to Step 2.

   ---

2. Select the data source you want, and then choose the Use button.

   Microsoft Query displays the Select Table dialog box that's appropriate for your data source.

3. If you're creating a table from scratch, choose the New button.

   -or-

   If you're using an existing table as the template for your new table, select the table you want as the template, and then choose the View button.

   As appropriate, Microsoft Query displays the New or View Table Definition dialog box, where you can add, remove, change, and rename fields (columns) to create a new table.

To define fields in the table

1. Follow Steps 1 through 3 in the previous procedure.
2. In the Table Name box, type a name for your new table. If you're using an existing table as a template, replace the existing table name with the name you want for your new table.

   Note The number and type of characters allowed in the table name varies, depending upon your data source. For more information, see the documentation that comes with the driver your data source uses, or contact the driver vendor. (In Microsoft Query for Windows, click "ODBC Drivers" in Microsoft Query Help Contents to display a list of ODBC drivers whose Help you can access.)

   ---

3. In the Field Name box, type a name for the first field.
4. In the Type box, click the arrow (or press ALT+DOWN ARROW in Microsoft Query for Windows) to display a list of data types. Select one for the field.

   Note The data types available vary, depending upon your data source. For more information, see the documentation that comes with the driver your data source uses, or contact the driver vendor.

   ---

5. If you want, select additional specifications for the field. The options available vary, depending upon the field's data type.

   Length Microsoft Query displays the maximum number of characters allowed for the data type you selected, including decimal places for numeric types . You may be able to save disk space and help prevent data-entry errors by specifying the smallest possible number. For example, if postal codes are always 5 characters, you could specify a length of 5.

   Decimal Type the number of decimal places you want to display for numeric data types.

   Required Select this option if you want to require that there always be data in the field.

6. When you've finished, choose the Add button.

   Microsoft Query adds the field to the Fields box in the lower part of the dialog box, and displays any additional specifications you made next to the field.

7. Repeat Steps 3 through 6 for each field you want to add to your table.

Note You can't edit a field once you've added it. If you want to make changes to a field, remove it and then add it again with the changes you want. Remove a field by selecting it in the Fields box, and then choose the Remove button.

---

8. When you've finished adding fields, choose the Create button.

   Microsoft Query creates your new table in the location specified by your data source and displays a message confirming that the table was successfully created.

9. Choose the OK button.

See Also

Help:

Delete a Table

User's Guide:

Chapter 7, "Creating and Deleting Tables"

Delete a Table

See Also

If you no longer want a table, you can delete it.

Warning When you delete a table, you're also deleting all the data stored in it. After you've deleted a table and its data, you can't undo your deletion.

To delete a table

1. From the File menu, choose Table Definition.
   Microsoft Query displays the Select Data Source dialog box, where you select the data source for the table you want to delete.

   Note If the data source you want isn't listed, choose the Other button, and then select the data source you want from the ODBC Data Sources dialog box. If your data source isn't listed in this dialog box, choose the New button to add a data source for an installed driver. Proceed to Step 2.

2. Select the data source you want, and then choose the Use button.
   Microsoft Query displays the Select Table dialog box that's appropriate for your data source.
3. Select the table you want to delete, and then choose the Remove button.
   If you confirm the delete when Microsoft Query prompts you, it deletes the table and the data in it.

See Also

Help:

Create a New Table

Save a Query's Result Set as a Table

User's Guide:

Chapter 7, "Creating and Deleting Tables"

Save a Query's Result Set as a Table

See Also

You can create a new table using the fields and data in a query's result set. You can then use a query to retrieve data from this new table.

To save a query's result set as a table

1. Open or create the query containing the result set you want to save as a table.
2. From the File menu, choose Save As.

   Microsoft Query displays the Select Data Source dialog box.

   Note If the data source you want isn't listed, choose the Other button, and then select the data source you want from the ODBC Data Sources dialog box. If your data source isn't listed in this dialog box, choose the New button to add a data source for an installed driver.

   ---

3. Select the data source you want, and then choose the Save button.

- If your data source stores data in tables (as do SQL Server and Microsoft Access), Microsoft Query displays a Save As Table dialog box.
- If your data source stores data in files used as tables (as do Microsoft Excel and Microsoft Word), Microsoft Query displays a Save As dialog box.

4. Type a name for your new table.

   Leave the Save Indexes check box option checked if the result set you're saving as a new table came from a table that already contained an index. Microsoft Query will then try to create an index on the same fields in the new table as well. (You create an index for a table to help Microsoft Query find values more quickly in fields that you often search or sort. Microsoft Query looks up the location of the data in the index.)

5. Choose the OK button in Microsoft Query for Windows or the Save button in Microsoft Query for the Macintosh.

   Note Because the data in this table isn't linked to the source query, the data remains the same even if the data in the source query changes.

See Also

Help:

Delete a Table

Create a New Table

User's Guide:

Chapter 7, "Creating and Deleting Tables"

View or Edit an Existing Query's SQL SELECT Statement

See Also

After you create a query, you can view its corresponding SQL SELECT statement. If you want, you can modify a query by changing the SQL statement directly rather than making the equivalent changes in the Query window, or you can use the statement as the basis for a more complex query you can't create directly in the Query window, such as one that uses a sub-SELECT statement.

Note You use the following procedure to view or modify only an existing SQL statement that returns a result set. To execute a new SQL statement or an SQL statement that doesn't return a result set, choose Execute SQL.

To view or edit the SQL SELECT statement of a new or existing query

1. Create a new query, or open an existing query.
2. Click the View SQL button on the toolbar. (Or, from the View menu, choose SQL.)

   Microsoft Query displays the SQL dialog box with the SQL SELECT statement that corresponds to the current query.
3. If you want to make changes, enter them into the SQL statement, and then choose the OK button. (To add a new line in the SQL Statement box, press ENTER.)

   Microsoft Query executes the SQL statement and displays the result set in the Data pane.

   If the query wasn't executed successfully, Microsoft Query displays the SQL error message that corresponds to the problem. Click the OK button to return to the SQL dialog box and correct the statement.

Notes

- To change or replace the SQL statement, use the SQL syntax Microsoft Query uses or the syntax your data source supports. (See the SQL documentation for your data source.) Microsoft Query tries to interpret the syntax you use and display both the query's design and its result set in the Query window.
- If Microsoft Query can't display the query's design (because it can't interpret something in the syntax you used), it still displays the result set. However, the only modifications you can make to the result set are formatting modifications, such as changes to the display font or column width. You can't edit data, and you must make any changes to the query definition, such as adding or removing fields or changing conditions, through the SQL dialog box.

See Also

Help:

Create a Query Using a Custom SQL Statement

Execute Procedures

User's Guide:

Chapter 8, "Working with SQL"

Create a Query Using a Custom SQL Statement

See Also

If you can't create the query you want in the Query window, create it by defining and executing a custom SQL statement in Microsoft Query's Execute SQL dialog box. You might do this for queries that, for example, grant privileges, modify existing tables, or create indexes on data.

To execute a new or existing SQL statement

1. From the File menu, choose Execute SQL.

   Microsoft Query displays the Execute SQL dialog box. The current data source if there is one, is listed next to the Data Sources button in the lower-left corner of the dialog box.

- To execute an SQL statement on a table in another data source, choose the Data Sources button. Select a data source from the Available Data Sources box in the Select Data Source dialog box, and then choose the Use button.

Note If the data source you want isn't listed, choose the Other button, and then select the data source you want from the ODBC Data Sources dialog box. If your data source isn't listed in this dialog box, choose the New button to add a data source for an installed driver.

- To change the database, select a name from the Database list box. (If your data source doesn't use the term database, the list box displays the label that's appropriate to your data source.)

2. In the SQL Statement box, type the SQL statement you want to execute.

   -or-

   Choose the Open button, select the file that contains the SQL statement you want to execute, and then choose the OK button.

   Microsoft Query displays the statement in the SQL Statement box.

3. Choose the Execute button to run the query. Microsoft Query does one of the following:

- If the query returns one or more result sets, Microsoft Query displays the first one in the Data pane. (It doesn't display the others.)
- If the query succeeds but doesn't return a result set, Microsoft Query displays a message that the statement was executed successfully. (If the query affected rows in the underlying table, the message also specifies how many rows were affected.)
- If the query wasn't executed successfully, Microsoft Query displays the SQL error message that corresponds to the problem. Click the ok button to return to the Execute SQL dialog box and correct the statement.

To save an SQL statement

1. In the Execute SQL dialog box, choose the Save button.

   Microsoft Query displays the Save As dialog box.

2. Type a name and choose a drive and directory, or folder, where you want to store the query file, and then choose the OK button.

See Also

Help:

Execute Procedures

View or Edit an Existing Query's SQL SELECT Statement

User's Guide:

Chapter 8, "Working with SQL"

Execute Procedures

See Also

If your data source contains procedures, you can display a list of them in Microsoft Query. You can then select the one you want to execute and paste it into the Execute SQL dialog box.

To execute a procedure

1. From the File menu, choose Execute SQL.

   Microsoft Query displays the Execute SQL dialog box. The current data source, if there is one, is listed next to the Data Sources button in the lower-left corner of the dialog box.

▸ To execute a procedure in a different data source, choose the Data Sources button, and then select the data source from the Available Data Sources box in the Select Data Source dialog box. Choose the Use button.

Note If the data source you want isn't listed, choose the Other button, and then select the data source you want from the ODBC Data Sources dialog box. If your data source isn't listed in this dialog box, choose the New button to add a data source for an installed driver.

▸ To change the database, click the down arrow in the Database box, and then select the database from the list. (If your data source doesn't use the term database, the list box displays the label that's appropriate to your data source.)

Note If the data source doesn't have any procedures, the Procedures button is disabled.

---

2. Choose the Procedures button.

   Microsoft Query displays the Select Procedure dialog box, which contains the list of procedures available through the current data source.

3. Select the procedure you want to execute, and then choose the Paste button. (Or, double-click the procedure.)

   Microsoft Query pastes the procedure statement into the SQL Statement box. If the box contains text, Microsoft Query replaces it with the procedure statement.

Note If the procedure contains input arguments, the names of those arguments are included in parenthesis. Replace the argument names with the values you want to pass to the procedure.

---

4. Choose Execute to run the procedure. Microsoft Query does one of the following:

▸ If the procedure returns a result set, Microsoft Query displays it in the Data pane. (If the procedure returns multiple result sets, Microsoft Query displays the first one in the Data pane. It doesn't display the others.)

▸ If the procedure succeeds but isn't the type that returns a result set, Microsoft Query displays a message that it was executed successfully.

▸ If the procedure wasn't executed successfully, Microsoft Query displays the appropriate error message from the data source to identify the problem. Click the OK button to return to the Execute SQL dialog box and correct the statement.

Note Microsoft Query can execute most procedures whether or not they return a result set. However, Microsoft Query doesn't execute procedures that have output arguments and doesn't show a return value from a function.

See Also

Help:

Create a Query Using a Custom SQL Statement

View or Edit an Existing Query's SQL SELECT Statement

User's Guide:

Chapter 8, "Working with SQL"

Use Your Own Expressions to Perform Calculations

See Also

You can create a field in the result set that displays the results of a calculation you define. This is useful when you want to use one or more types of totals in a calculation. For example, if employees receive a 15 percent commission on their total sales, you can calculate the commission by adding up each employee's sales and multiplying the total by 0.15.

To perform a calculation using your own expression

- In the Data pane, type the expression for the calculation in the blank column's heading, and then press ENTER. (Or choose Add Column from the Records menu, and then type the expression in the Field box.)

Notes

- If the Automatic Query option is turned on, Microsoft Query displays the results of the calculation below the column heading displaying the expression. If the Automatic Query option is turned off, click the Query Now button on the toolbar or choose Query Now from the Records menu to display the results.
- How you formulate the expression depends on the data source you're using. See your data source's documentation for more detailed information on expressions.

See Also

Help:

Expressions Overview

Cue Cards:

Add a Calculated Field

Criteria Expressions

User's Guide:

Chapter 5, "Performing Calculations on Data"

Expressions Overview

See Also Examples

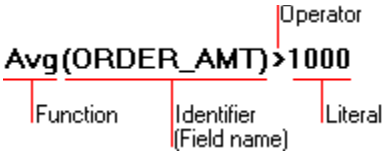
Microsoft Query uses expressions for calculations and specifying criteria. For example, the expression PRICE*QUANTITY multiplies the value in the PRICE field by the value in the QUANTITY field for each record.

In many instances Microsoft Query defines the expression for you.

- If you (a) click the Totals button on the toolbar or (b) choose Add Column from the Records menu, and then select a total from the Total box, Microsoft Query defines the expression for calculating the type of total you selected.
- If you set criteria by clicking the Add Criteria button or by choosing Add Criteria from the Criteria menu, Microsoft Query translates the choices you make into an expression, and then places the expression into the Criteria pane.

In some cases, however, you define the expressions for Microsoft Query yourself. This happens when you want to calculate values other than the totals you can choose in Microsoft Query, or when you prefer to set criteria by typing them directly into the Criteria pane.

The following is an example of an expression with its parts labeled.



This expression specifies the criterion "Average order amount is greater than 1000."

Parts of an Expression

Element	Example	Description
Operator	*, +, <, >, **And, Or, Between, Like**	Indicates an operation to be performed on one or more elements
Identifier	ORDER_AMT, PRICE*QUANTITY	Refers to the value of a field
Function	**Avg, Sum, Min**	Returns a value based on the results of a calculation or other operation.
Literal	50, #1993-03-29#, 'Susan Thomas'	Represents a number, string, or date that Microsoft Query uses as entered
Wildcard Characters	%, _	Combined with part of a value, represents pattern of characters to search for in the records.

Note After you enter an expression into the Criteria pane, Microsoft Query automatically adds single quotation marks (' ') around text and number signs (#) around dates. However, it's a good idea to enter the single quotation marks and number signs yourself to make sure that Microsoft Query recognizes values correctly as text or dates.

Some data sources use characters other than quotation marks to surround text. To find out which characters your data source displays, see the documentation that comes with the driver your data source uses, or contact the driver vendor. (In Microsoft Query for Windows, check the ODBC Drivers item in Microsoft Query Help Contents to see if your driver is listed.)

Tips

- **Numbers** Type only digits and decimal points. Don't use currency symbols or the symbols for separating thousands (such as a comma).
- **Dates** Microsoft Query recognizes dates in a variety of formats. In general, you can always use the format **yyyy-mm-dd**. For example, you could type 1993-01-15 for January 15, 1993.
- **Text** If the text is more than one word, type single quotation marks around it.

See Also

Cue Cards:

- Criteria Expressions
- Multiple Criteria
- Wildcard Characters

Functions

See Also

A function returns a value based on the results of a calculation or other operation. For example, the **Sum** function returns the sum of two or more values.

Note Microsoft Query assumes that your data source allows you to use the functions (also called "Totals" in Microsoft Query) listed in the following table. Some data sources support other functions as well. To find out which functions your data source supports, see the documentation that comes with the driver your data source uses, or contact the driver vendor. (If your data source uses an ODBC driver that came with Microsoft Query for Windows, click "ODBC Drivers" in Microsoft Query Help Contents, and then click the name of the driver.)

Function	Returns
Avg	The average of values in a field
Count	The number of values in a field
Max	The maximum value in a field
Min	The minimum value in a field
Sum	The sum of values in a field

See Also

Expressions Overview

Identifiers

See Also

An identifier is the name of an object in a data source. Some examples of identifiers are database names, table names, and field names. For example, ORDER_AMT is the identifier (field name) for a field that contains the amount of each order. You can also use an expression, such as "PRICE*QUANTITY", in place of an identifier.

See Also

Expressions Overview

Operators

See Also

An operator tells Microsoft Query to perform an operation. For example, the + operator tells Microsoft Query to perform an arithmetic operation (addition).

Microsoft Query allows you to use arithmetic, comparison, and logical operators as described below.

Note Microsoft Query assumes that your data source allows you to use the operators listed in the following tables. Arithmetic operators may vary, depending upon your data source, but most data sources support the standard arithmetic operators. Some data sources support additional operators not listed in the tables. To find out which operators your data source supports, see the documentation that comes with the driver your data source uses, or contact the driver vendor. (If your data source uses an ODBC driver that came with Microsoft Query for Windows, click "ODBC Drivers" in Microsoft Query Help Contents, and then click the name of the driver.)

Arithmetic Operators

You use arithmetic operators to perform numeric calculations. For example, the following expression uses the + operator to calculate the sum of order amount and freight:

ORDER_AMT+FREIGHT

Arithmetic Operator	Used to
*	Multiply two numbers
+	Add two numbers
-	Subtract one number from another
/	Divide one number by another

Comparison Operators

You use comparison operators to compare two values. For example, the following expression uses the **<** operator to determine if there are fewer than five units in stock.

UNITS_IN_STOCK<5

Comparison Operator	Meaning
<	Less than
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to
=	Equal
<>	Not equal to

Logical Operators

You use logical operators with expressions that evaluate to true or false. In the following example, the **And** operator combines the expression COUNTRY = 'Japan' with the expression COMPANY = 'Tokyo Traders.' The entire expression evaluates to true if the COUNTRY value equals "Japan" and the COMPANY is "Tokyo Traders":

COUNTRY = 'Japan' And COMPANY = 'Tokyo Traders'

Logical Operator	Meaning
And	This criterion *and* another criterion must be true for the records in the result

set.

Or	This criterion *or* another criterion must be true for the records in the result set.
Not	This criterion must *not* be true for the records in the result set

Other Operators

The following table lists other operators you can use with Microsoft Query.

Operator	Example	How used
Between	Between 10 And 100	To determine if a value falls within a certain range
In	In('British Columbia', 'Quebec')	To determine if a value is equal to any of several values in a list
Is	Is Null Is Not Null	With the keyword **Null** to determine if a value is null (has no value) or not null (has a value)
Like	Like 'Sm%'	To compare two values using a wildcard character

See Also

Expressions Overview

Literals

See Also

A literal is a number, date, or text that Microsoft Query uses exactly as you enter it. Some examples of literals are 100 (number), #1993-01-15# (date), and 'British Columbia' (text).

See Also

Expressions Overview

Wildcard Characters

See Also

If you want to select records based on a pattern of characters, you can use wildcard characters such as the percent sign (%) or underscore (_).

Note Wildcard characters vary, depending upon your data source. To find out which wildcard characters your data source recognizes, see the documentation that comes with the driver your data source uses, or contact the driver vendor. (If your data source uses an ODBC driver that came with Microsoft Query for Windows, click "ODBC Drivers" in Microsoft Query Help Contents, and then click the name of the driver.)

The following table shows examples that use wildcard characters.

You can use	If you search for	Microsoft Query displays records with these values
An underscore (_) as a placeholder for a single character.	Sm_th	Smith Smyth
A percent sign (%) as a placeholder for a group of characters.	L%ng	Ling Doverling Leka Travel and Trading L378NG

See Also

Expressions Overview

Examples of Expressions

See Also

Here are some examples of expressions and the records included in the result set.

This expression	Shows records where
'France'	Value is France.
Not 'France'	Value is not France.
In('France','Germany', 'Italy')	Value is France, Germany, or Italy.
<'M'	Value begins with the letters A▶L
>='M'	Value begins with the letters M▶ Z.
100	Numeric value is 100.
<=20	Numeric value is less than or equal to 20.
>=#1993-01-15#	Date is on or after January 15, 1993.
Between #1993-01-01# And #1993-12-31#	Date is in the year 1993.
Is Null	The field does not contain a value.
Is Not Null	The field contains a value.

See Also

Expressions Overview

Display the Same Total for Each Record in a Group

In some cases, you may want to display in the Data pane the total for each group of records in a query as well as the individual amounts that went into each total. For example, you can display the total of all employees' salaries for a division in a company next to each individual salary amount. If there are eight salaries, the total of those eight salaries is displayed next to each of the individual salary amounts. You might do this if, for example, you want to provide a side-by-side comparison of the parts (individual salaries) to the whole (total salaries).

Note Some data sources, including dBASE, don't support this type of operation. If the data source doesn't support it, Microsoft Query displays an error message.

To display the same total for each record in a group

1. Create a new query, and add the fields you want to use for grouping the totals (for example, Employee ID in the example above).
2. Add two instances of the field you want to total (Salary) to the Data pane.

   You use one instance to display the totals and the other instance to display the individual amounts.
3. Select the field you want to use for displaying the totals, and then click the Totals button on the toolbar until the column heading indicates the type of total you want to calculate (Sum of Salary). (Or double-click the column to display the Edit Column dialog box, and then select the total you want from the Total box.)

   Microsoft Query doesn't actually display the totals until you complete Steps 4 and 5.
4. Double-click the column heading for the field that will display the individual amounts (Salary).

   Microsoft Query displays the Edit Column dialog box.
5. In the Total list box, choose the "For Each" option, and then choose the OK button.

   This tells Microsoft Query that for each individual amount in a group of records, it should display the total for that group in the totaled column.

Create a Join Not Based on Equality

See Also

The joins between tables in the Table pane don't have to be equi-joins. For example, instead of selecting records based on equal values in the joined fields, you can select records based on one value being greater than, less than, or not equal to the other value. For example, you can create a greater-than join that compares the hire dates of employees to determine who has seniority.

You can use the following join operators:

- does not equal
- is greater than
- is greater than or equal to
- is less than
- is less than or equal to

To create a join not based on equality

(The example referred to in parenthesis is based on a self-join on the Employee table in the Northwind Traders data.)

1. Create a query and add the tables containing the fields you want to join to the Table pane. (Add the Employee table twice.)
2. Join the fields whose values you want to compare. (Join the HIRE_DATE fields.)
3. To change the comparison operator for the join, double-click the join line or choose Joins from the Table menu. In the Joins dialog box, choose the operator you want to use, and then choose the Add button. (From the Operator box, choose "is greater than.")
4. Add the fields you want to the Data pane.

   Microsoft Query displays the records in the result set that meet the join condition. (For the first column, add the FIRST_NAME field from the left table; for the second column, add the FIRST_NAME field from the right table. For each employee in the first column, Microsoft Query displays the names of all employees who have seniority over that employee in the second column.)

See Also

Help:

Create a Self-Join

Cue Cards:

Change Join Type

Join Tables

User's Guide:

Chapter 6, "Creating Multiple-Table Queries"

Add Data Sources for Installed Drivers

See Also

When you're selecting a data source from the Select Data Source dialog box or the ODBC Data Sources dialog box, you may discover that the data source you want isn't listed. However, you can add the data source to the ODBC Data Sources dialog box, and from there add it to the Select Data Source dialog box. You can add data sources from within Microsoft Query or from the ODBC Control Panel in Windows or the ODBC Configuration Manager Control Panel option on the Macintosh.

To add a data source to the ODBC Data Sources dialog box, its ODBC driver must already be installed on your machine. For driver installation information and for information about adding data sources from the Control Panel, see Appendix B, "ODBC Drivers: Requirements, Installation, and Adding Data Sources" in the *Microsoft Query User's Guide,* or the ODBC Control Panel Option Help in Windows or the ODBC Configuration Manager Control Panel documentation for the Macintosh.

To add a data source from within Microsoft Query

1. In the Select Data Source dialog box, choose the Other button. Microsoft Query displays the Select Data Source dialog box when you choose from the File menu New Query, Save As, Table Definition, or Execute SQL (and then choose the Data Sources button).

   Microsoft Query displays the ODBC Data Sources dialog box.

2. Choose the New button.

   Microsoft Query displays the Add Data Source dialog box in Microsoft Query for Windows and the Select DBMS Driver dialog box in Microsoft Query for the Macintosh, both of which list the ODBC drivers installed on your machine.

3. In the Installed ODBC Drivers box, select the driver for the data source you want to add to the ODBC Data Sources dialog box, and then choose the OK button.

   Microsoft Query displays a Setup dialog box or boxes specific to the data source you're adding. It requests information about the data source, such as the name you want to assign to it and the database directory or folder. (The name you assign to the data source is the name that appears in the ODBC Data Sources dialog box.)

4. Complete the dialog box and choose the OK button.

   Microsoft Query redisplays the ODBC Data Sources dialog box with the data source you added. To use the data source for querying, you follow the procedure "To make a data source available for querying" under "Selecting a Data Source" in Chapter 1, "Getting Started with Queries."

Note For information about modifying and deleting data sources for drivers that come with Microsoft Query, see the documentation that comes with the driver your data source uses, or contact the driver vendor. (If your data source uses an ODBC driver that came with Microsoft Query for Windows, click "ODBC Drivers" in Microsoft Query Help Contents, and then click the name of the driver.)

See Also

Cue Cards:

Choose a Data Source

Your Data Source Isn't Listed

User's Guide:

Chapter 1, "Getting Started with Queries"

Create a Self-Join

See Also

If you want to compare values within a single table, you can use a self-join, which can be either an outer join or an inner join. You create a self-join by adding two copies of the same table to a query. For example, you can add two copies of the Employee table from the Northwind data to find out which manager each employee reports to.

If you use just one copy of the Employee table, the REPORTS_TO field shows you only the manager employee IDs, not his and her names. If you use two copies of the same table and join the REPORTS_TO field to the EMPLOY_ID field, Microsoft Query can compare the data between the fields and determine which manager's name belongs with the employee ID in the REPORTS_TO field.

To create a self-join

1. Create a new query and add two copies of the same table to the Table pane. (For the example above, add the Employee table twice.)

   Microsoft Query adds "_1" to the title of the second copy to distinguish it from the first copy of the table.
2. Join the fields whose values you want to compare. Use the = operator for the join. You can see which operator Microsoft Query is using by double-clicking the join line or choosing Joins from the Table menu, and then selecting the fields for the right and left side of the join line. (Join the REPORTS_TO field in the left table with the EMPLOY_ID field in the right table.)
3. Add the fields you want to see to the Data pane.

   (From the left table, add the following fields to the Data pane: FIRST_NAME, LAST_NAME, and EMP_TITLE. From the right table, add the LAST_NAME field to the Data pane. To distinguish the last name of the employee from the last name of the manager the employee reports to, rename the LAST_NAME field (choose Edit Column from the Records menu) from the right table to "Manager." In this example, you've told Microsoft Query to combine each employee's record in the first table with the record of the employee from the second table whose ID is in the REPORTS_TO field. Since you added the MANAGER (LAST_NAME) field from the second table, Microsoft Query finds the last name of the person whose employee ID is the same as the ID stored in the REPORTS_TO field in the record from the first table.)

See Also

Help:

Create a Join Not Based on Equality

Cue Card:

Join Tables

User's Guide:

Chapter 6, "Creating Multiple-Table Queries"

Error Message Reference

A

B

C

D

Didn't expect <text> after the column list in the GROUP BY clause.
Didn't expect <text> after the column list in the ORDER BY clause.
Didn't expect <text> after the select list in the SELECT statement.
Didn't expect <text> after the HAVING clause.
Didn't expect <text> after the WHERE clause.
Driver error.

E

Error during save operation.
Error in the name <name>.
Executed SQL statement successfully.
Executed SQL statement successfully: <number> rows affected.
Existing tables can't be modified. Changes can be used to create a new empty table.
Expected 'BY' after 'GROUP'.
Expected 'BY' after 'ORDER'.
Expected expression after 'GROUP BY'.
Expected expression after 'HAVING'.
Expected expression after 'ORDER BY'.
Expected expression after 'WHERE'.
Expected HAVING expression.
Expected 'JOIN' after 'OUTER'.
Expected join operator after table <name>.
Expected LEFT or RIGHT after table <name>.
Expected 'oj' after '{'.
Expected 'ON' after right join table.
Expected 'OUTER' after LEFT/RIGHT.
Expected table name after FROM.
Expression too complex.
Expression too long.
Expression too long for the QBE grid and has been truncated.
Extra ')'.

F▶G

Failed to create unique index. Create one yourself?
File name isn't valid.
First select a data source.
Function <name> can't be used with <column name>.
General ODBC Error

H

Height must be between 1 and <number>.
Help isn't available due to lack of available memory or improper installation of Windows or Microsoft Query.

I▶R

I/O error during load.
I/O error during save.

Incompatible version of <file name>; Microsoft Query can't run. (Windows only)
Incorrect column expression: <expression>.
Incorrect extension <extension>. (Windows only)
Index was created successfully.
Invalid table name.
Invalid use of '.', '!', or '( )'.
Left and right outer joins must be equi-joins.
Length <number> must be numeric.
Length specified must be greater than 0.
Maximum length for type <datatypename> is <number>.
Message queue filled; DDE message lost.
Missing ')', ']', or '|'.
Must have two instances of the table to create a self-join.
Must select one value for the operator <operator>.
Must select two values for the operator <operator>.
Need System 6.0.5 or higher to run. (Macintosh only)
No procedures found.
No unique indexes exist in this table. Create one yourself?
Nonunique record found.
Not a recognized unit of measurement.
Not all functions supported by driver.
Not enough system resources to update display.
Number is too large.
Number of digits after the decimal should be less than or equal to the total length.
<Number> records match the selection. Delete them all?
<Number> records will be updated.
Only two tables are allowed with an outer join. Delete outer join to add table?
Out of memory during calculation.
Outdated <filename> file. Please reinstall Microsoft Query.
Query can have only one outer join.
Record doesn't exist.
Refresh failed.
Remote links exist; close anyway?

S

Save changes to Query <name>?
Save failed: not enough connections available.
Save file as <name>. (Windows only)
Save large Clipboard from <name>.
Save stopped due to invalid query state.
Since the database is read-only, you can't create or remove tables. Continue?
Some queries are using <connectionname>; close anyway?
SQL execution failed.
SQL Query can't be represented graphically. Continue anyway?
Stop the save?

Syntax error.
Syntax error in date.
Syntax error in GROUP BY clause.
Syntax error in HAVING clause.
Syntax error in JOIN expression.
Syntax error in number.
Syntax error in ORDER BY clause.
Syntax error in string.

T

Table <name> already exists; replace it?
Table <name> already in the query; add it again?
Table <name> was created successfully.
Table <name> was deleted successfully.
Text too long; paste canceled.
The other application is busy.
The other application quit.
The other application won't perform the DDE operation you attempted.
The DDE transaction failed. Check to ensure you have the correct version of DDEML.DLL. (Windows only)
Timeout while waiting for DDE response.
Too many values selected.

U▶Z

Unable to display Help. (Macintosh only)
Unable to execute query. View SQL text?
Unable to quit Microsoft Query.
Unable to retrieve values.
Update failed. Continue editing record?
<Value> exceeds the numerical range of this column.
<Value> has too many digits after the decimal.
<Value> isn't a Boolean value.
<Value> isn't a valid date.
<Value> isn't a valid number.
Value must be a number.
Width must be between 0 and <number>.