Open a Table
1. Select database you want to open.
2. Make copy of that database and rename it so you can identify it.
3. Open Microsoft Access program.
4. Under **MS icon on far left Menu bar**, click **Open**. Select database file you just copied and click on it. (If Microsoft Excel site, use Link Spreadsheet Wizard. Remember to check First Row Contains Headings box if necessary!)
5. Rename Sheet1 to a name you will remember, click Finish. You will get a message saying the spreadsheet and table are not linked.
6. Click on **Tables** (under the All Tables column on the left rail) and the database should appear.
7. Double click on the database and it should open on the screen.

Query the data using QBE (Querying By Example, an Access feature that makes the process simple)
1. Click on **Create** tab on the Menu bar.
2. Go to Other Section and Click **Query Design**.
3. A new menu appears called **Show Table**.
4. Select the table(s) you want to query and click **Add**.
5. Then close the Show Table box (click on Close in the box.)
6. Then in the **Query I sheet**, in each drop down box, select the field (or columns) you want to include in your query (or you can double click the field from the list in the Table.
7. The **Table** name will appear automatically. If you are querying more than one table, you need to make sure the correct table is listed.
8. Then gradually build your query using **Sort, Show, Criteria, or**
9. You can also add a **Group By** condition by clicking on the Σ (Sigma) sign on the menu bar. Within that drop down menu you can count, sum, average, where commands, etc. You can count text, but you can only sum and average numbers or currency.
10. To run a query you click on the ! (RED exclamation point) in the menu bar.
11. To run another query, go to **View** on the Menu bar (next to the RED exclamation point and click on **Design** and build a new query.

**Enterprise Matching:** To link two or more tables, you need a common field(s) of information. Make sure the tables are added to the Query. Then click and hold your mouse on the common field name in the first table and
drag it to the matching field name in the second table. Release the mouse and a line should appear linking the two tables. From there, just use the drop down boxes like before.

All data is dirty, so sometimes to insure better results you need to use * as a wild card. You can put it in front and at the end of a text word. The wild card only works in text fields, not number, currency or other fields.

In numbers and date queries:
**Greater than is:**  >  **Great than or equal to is:**   >=
**Less than is:**  <  **Less than or equal to is:**   <=
Tip to remember: Less than goes left.

**Other tips:**

Always get the **Record Layout** (in some places it's called the Data Dictionary). This gives you the abbreviations and codes for the information within the data.

Check the how various fields (columns) are formatted (e.g. text, numbers, currency, dates, etc.) If a field should be numbers or currency, you may need to change it in the Datasheet. Click on **View** icon on the left ribbon bar.