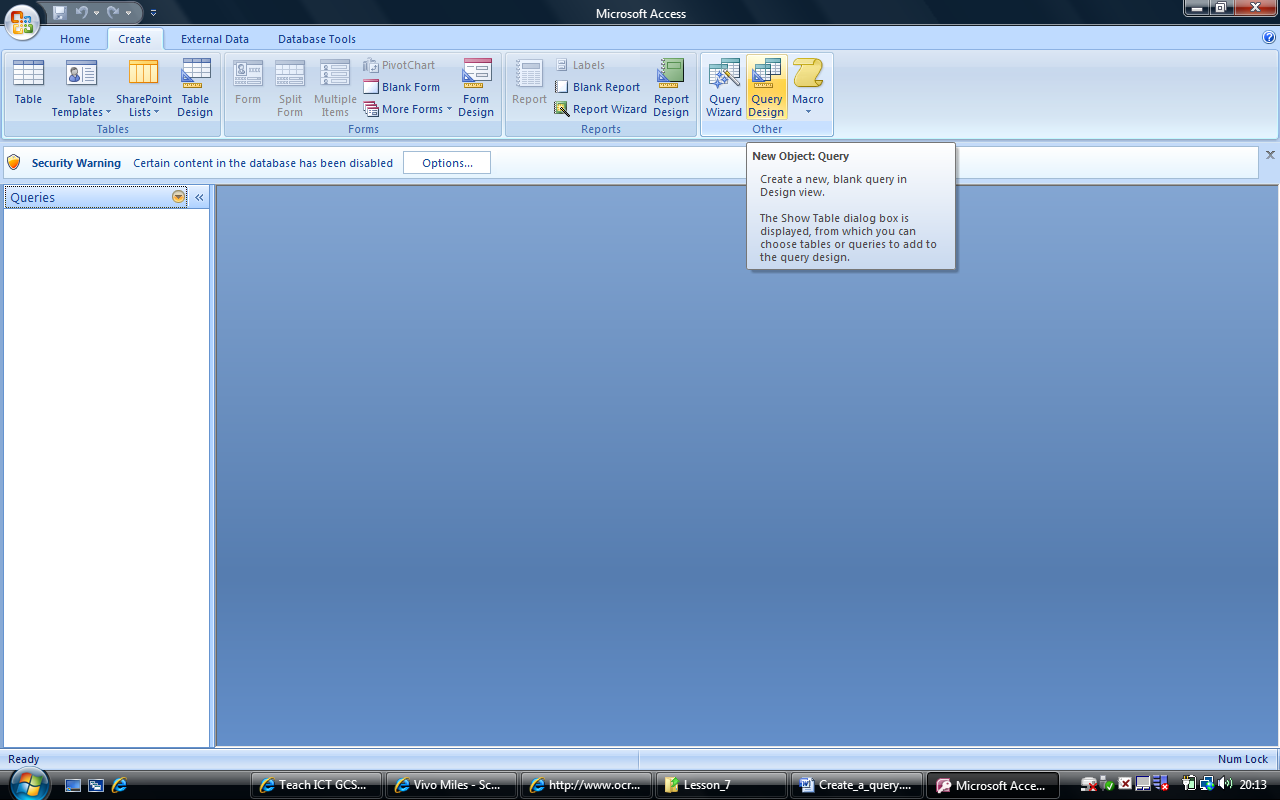
# How to create a Query?

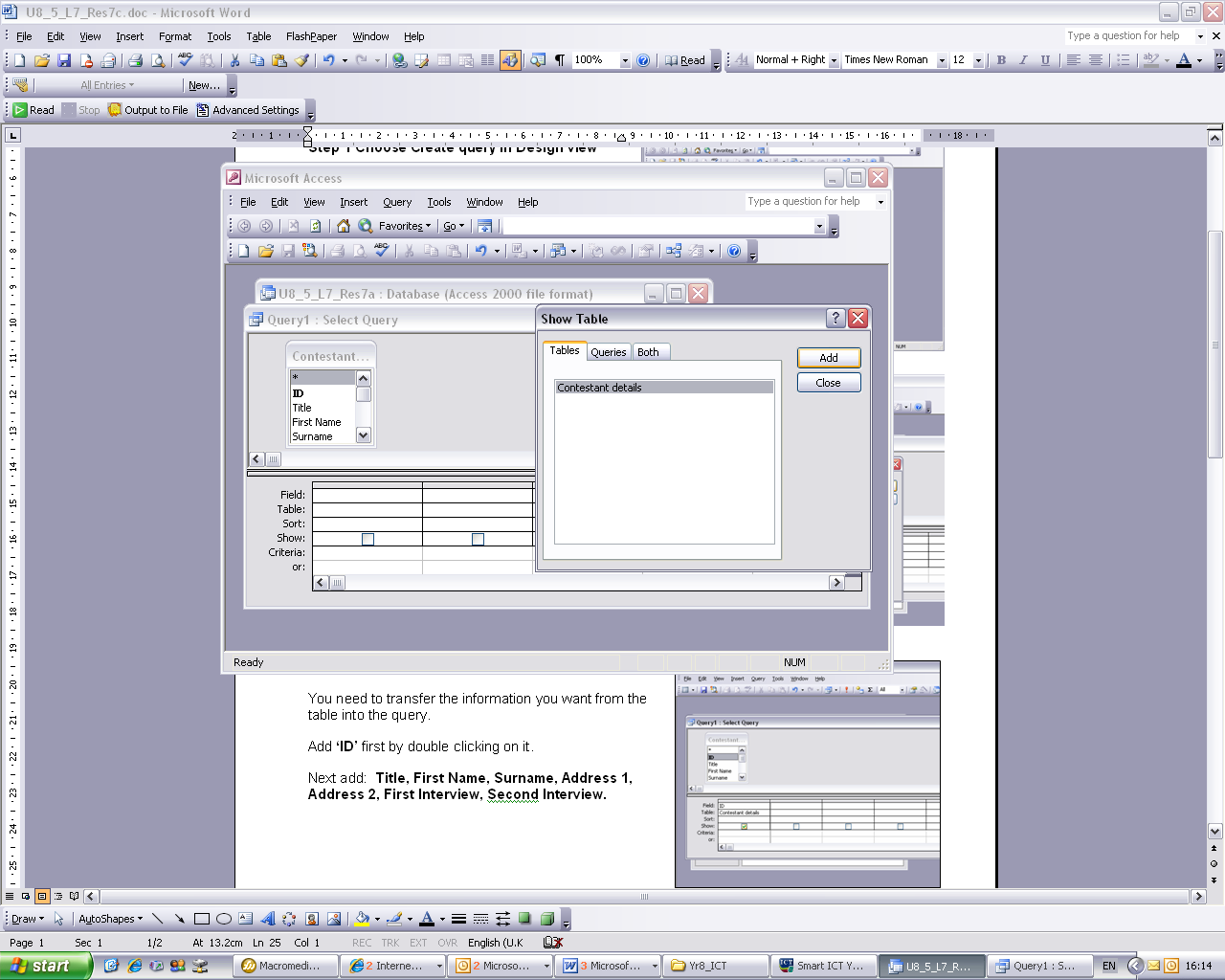
Double click on **Contestant details** to look at the table. You will see that it is just a long list of information. By running a **query**, we are learning how to use the database to find things out.

This sheet will take you through the steps needed to create and run a query using **Design view**. You are going to create a query to find out how many applicants have been rejected after the first round, so you can write to them to inform them that they haven’t got through.



## Step 1: Choose Create query in Design view

Click on **Create** on the top menu in the database window, as shown on the right and select **Query Design.**



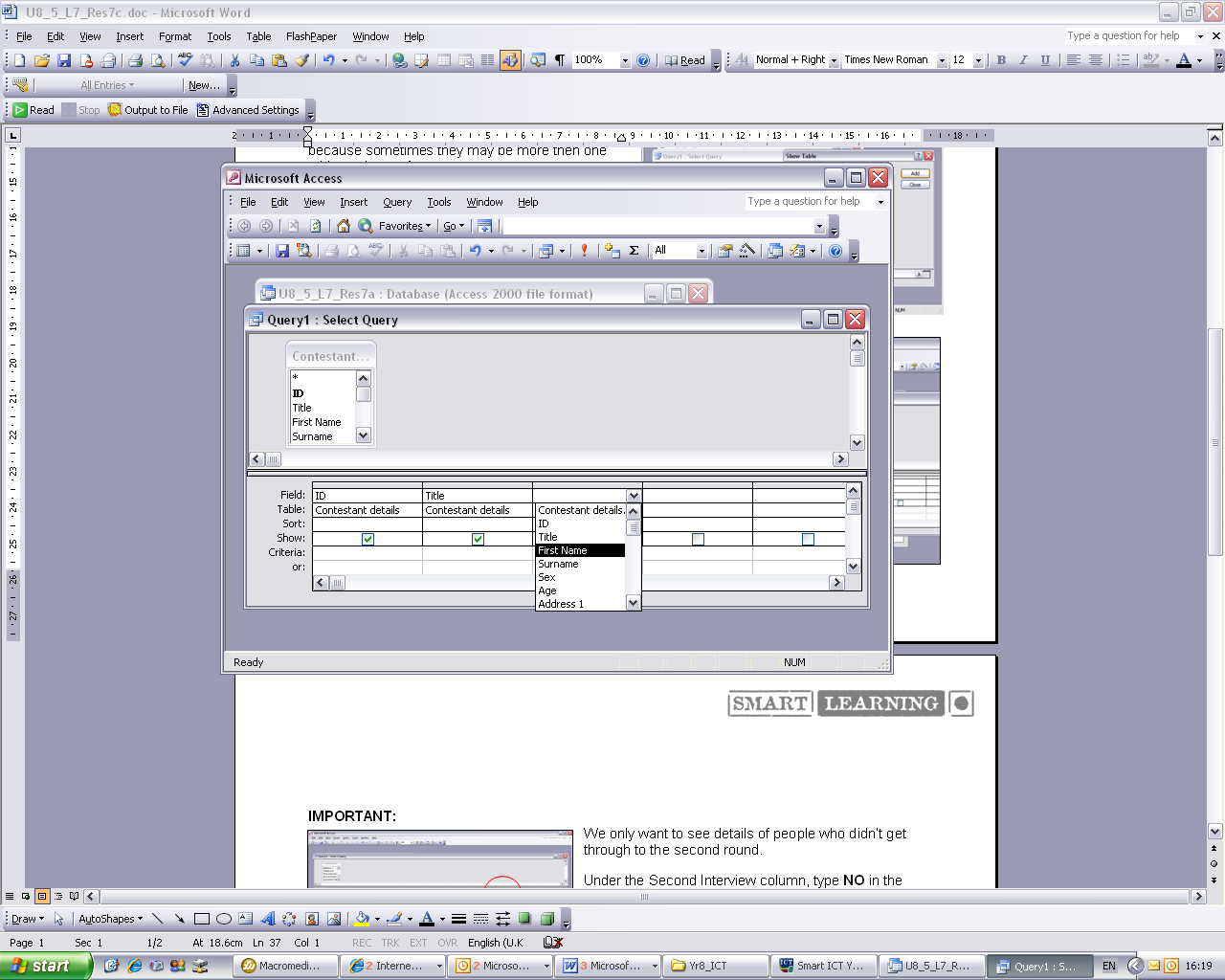
### Step 2: Add a table to a query

You need to tell the query which table to look in, because sometimes they may be more then one table to choose from.

In the Show Table box, make sure **Contestant details** is selected.

Choose **Add**. A table of contents will appear on the query.

### Step 3: Add fields to a query

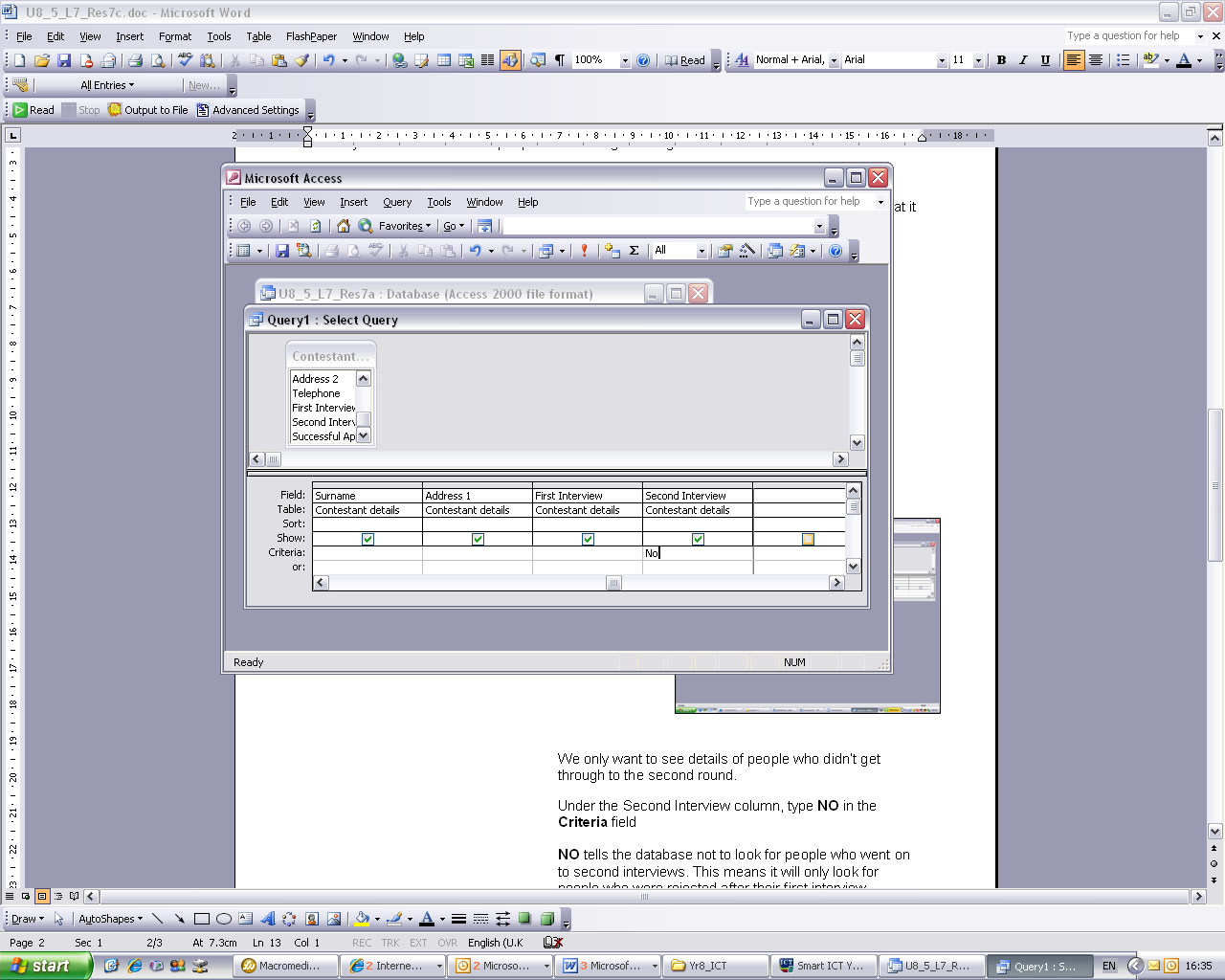


You need to add the fields you need into your query. Think about what information you need in order to write to the applicants. Do you need to know their age, or telephone number?

You can either double-click on the field names in the table of contents, or use the dropdown menus as shown opposite.

You need to add the following fields: **ID,** **Title, First name, Surname, Address 1, Address 2, First Interview, Second Interview.**

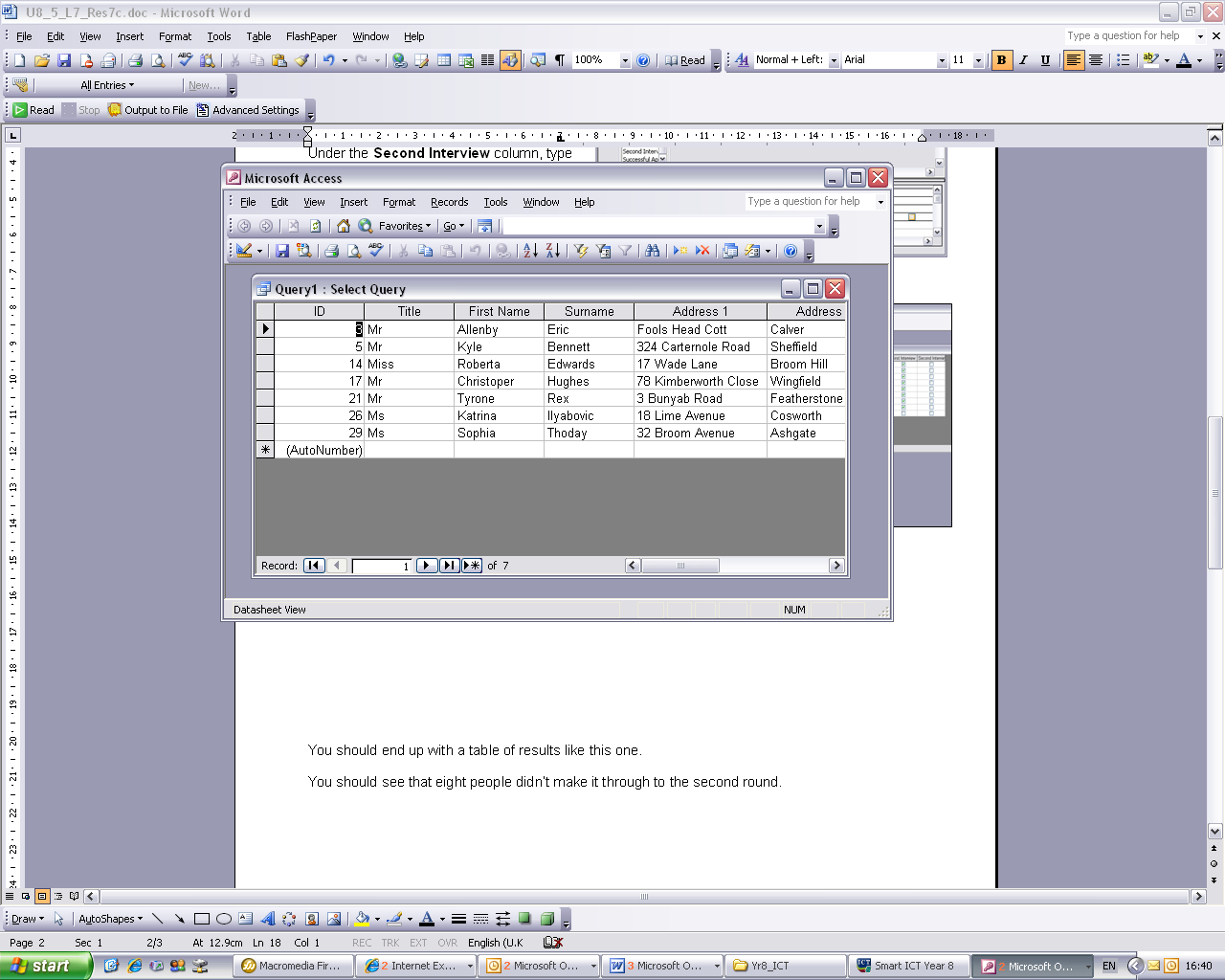
## Step 4: Add criteria to a query



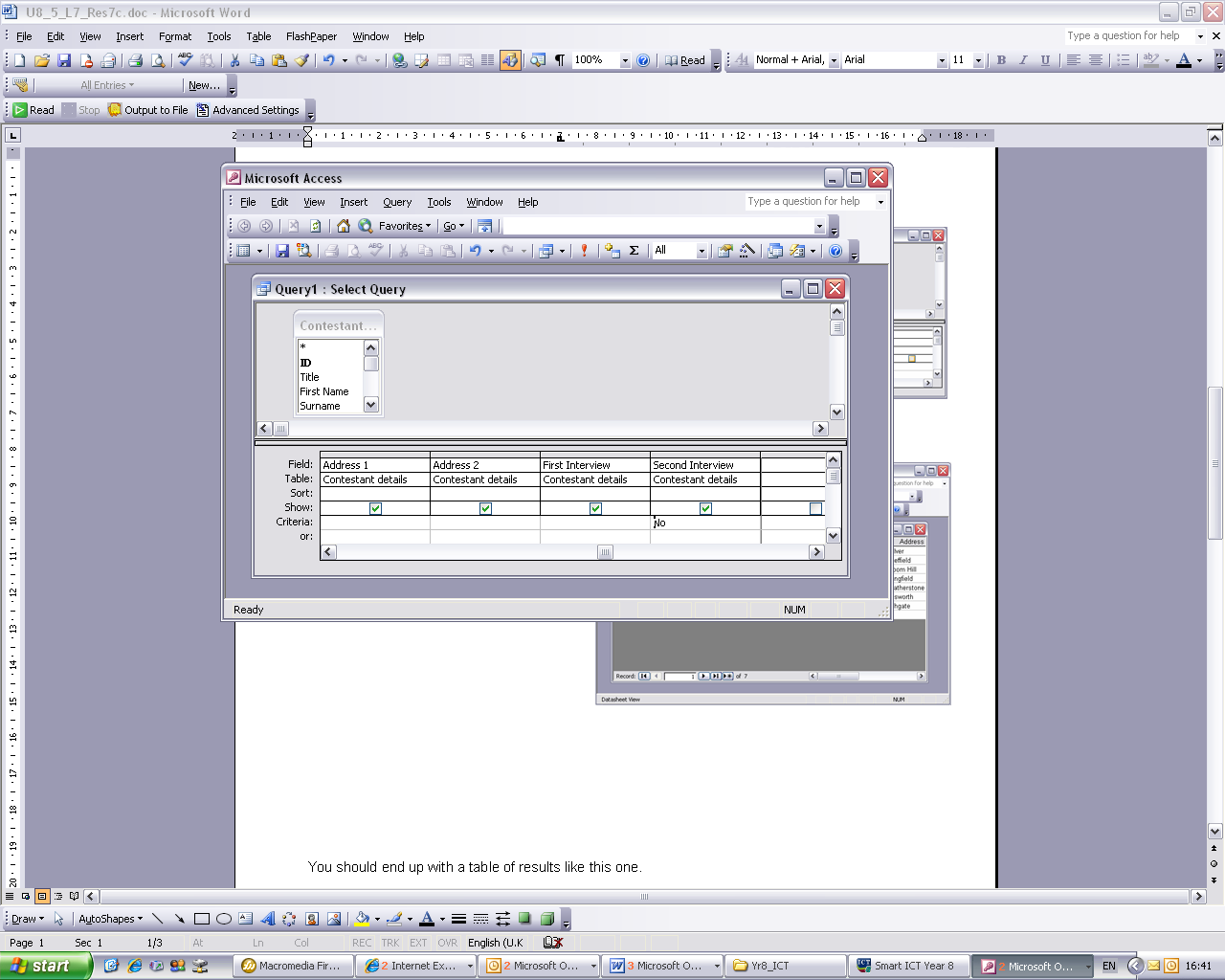
We only want to see details of people who didn’t get through to the second round.

Under the **Second Interview** column, type **NO** in the **Criteria** field.

This tells the database not to look for people who went on to second interviews. This means that it will only find the people who have been rejected after the first interview.

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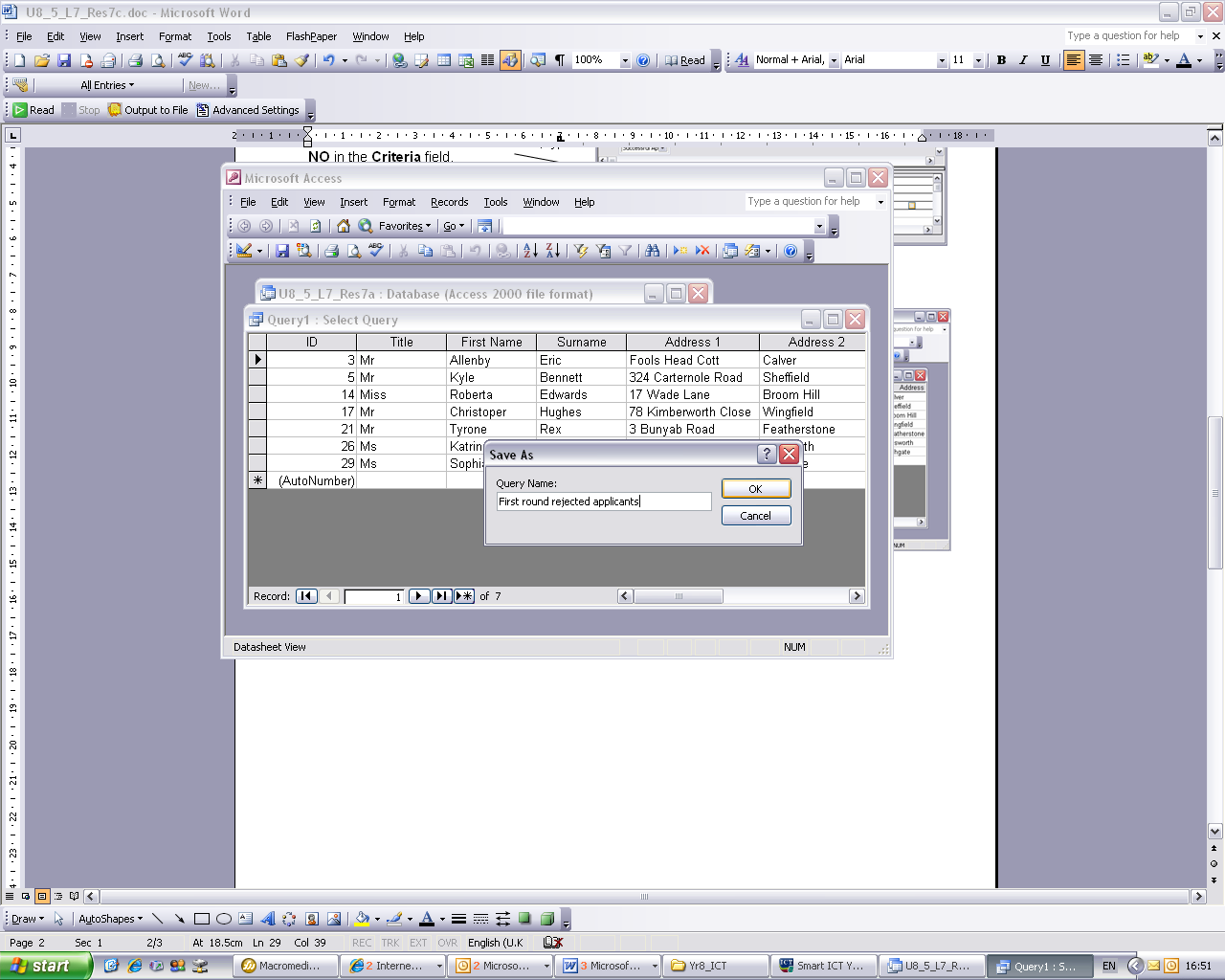
## Step: 5 Run your query

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Click on the **red exclamation mark** on the top toolbar to run your query.

The list of people rejected after the first interview will be displayed as shown opposite.

You should see that seven people did not make it through the first round of interviews.



## Step 6: Save your query

Choose **File > Save** on the top toolbar and save your query as **First round rejected applicants**.