

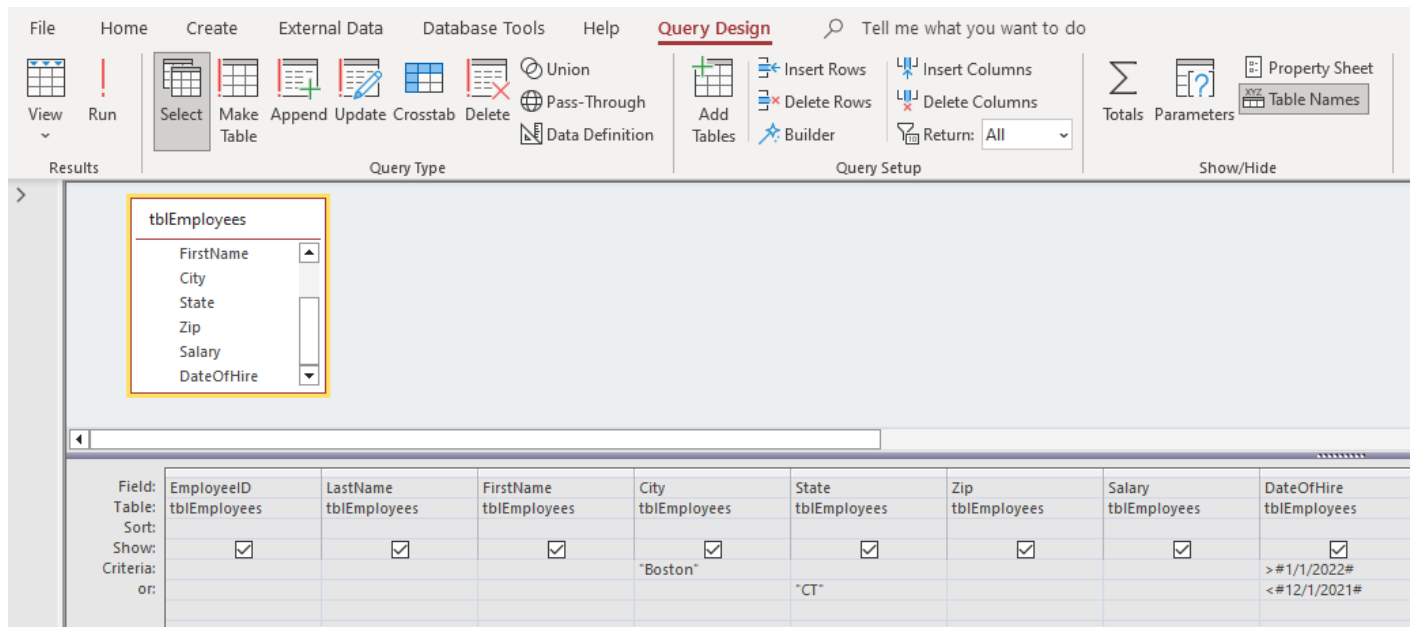
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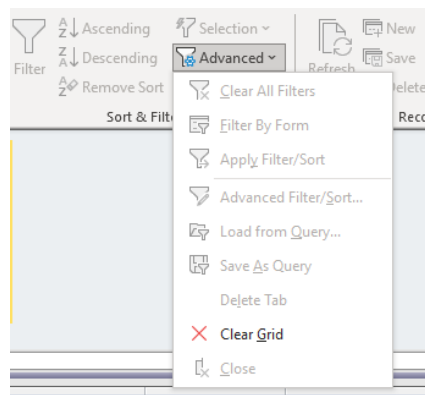
Launch Tip of the Month May 2022

Queries make it easy to get the specific information you want out of an Access database. It's easy to clear the grid where criteria are entered if you know this trick.

For reasons I'll never understand, the icon to clear the QBE (Query by Example) grid cannot be found on the Query Design ribbon.



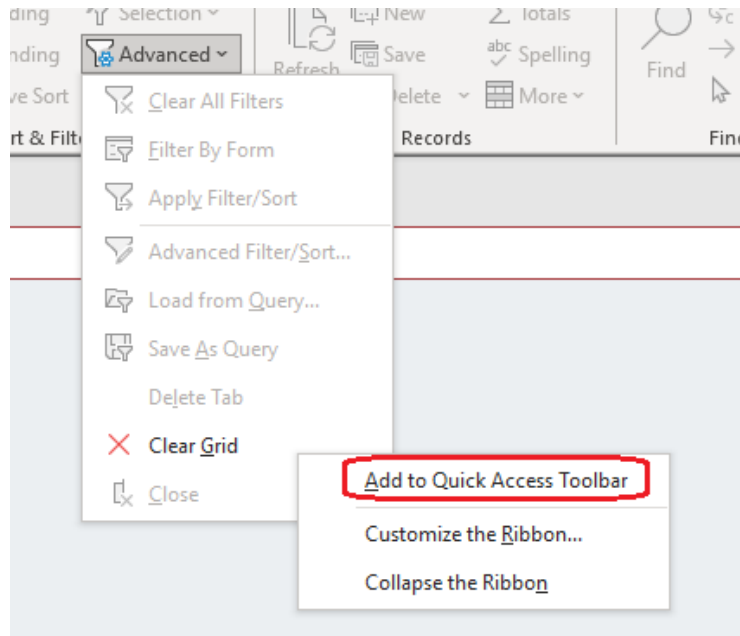
1. Select Home to display the Home ribbon.
2. Select the Advanced icon on the ribbon to expand the drop-down menu.



3. Select Clear grid.

The entire grid is now empty!

Power Trick: Add the icon to your Quick Access Toolbar by right-clicking the Clear grid icon and selecting Add to Quick Access Toolbar. It appears as an X.



Want to learn more about Microsoft OneNote? Launch offers an instructor-led class at your site as well as an instructor-led webinar.

Featured Course: Microsoft Access: Advanced Querying Techniques

- Creating parameter queries
- Finding duplicate records
- Finding unmatched records
- Creating crosstab queries
- Using a form to provide criteria for a query
- Using Action queries
 - Creating make table queries
 - Creating delete queries
 - Creating append queries
 - Creating update queries
- Creating union queries

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