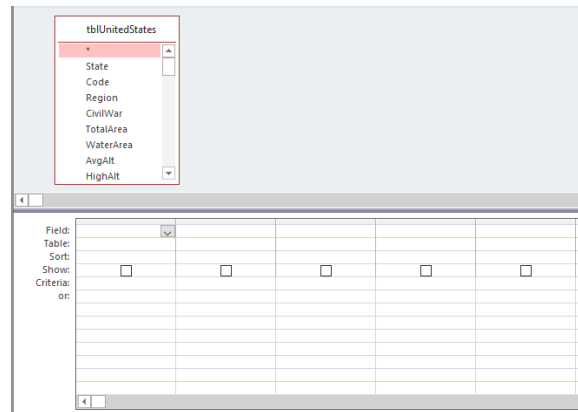


**Our Customers Get their Computer Work Done in Less than Half the Time!**  
Feel in control \* Get better looking results \* Feel less frustrated \* Get it done right \* Save money

Learn more at [LaunchTraining.com](http://LaunchTraining.com) or call 781-395-9565.

## Launch Tip of the Month July 2020

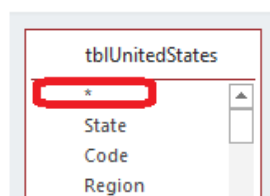
Querying makes it possible to ask questions about the information in your Microsoft Access database. To do so, you'll need to add fields to the QBE (Query by Example) grid. It will be easier, if you know these tricks for adding and removing fields from the grid.



### Methods of Adding Fields to the Grid

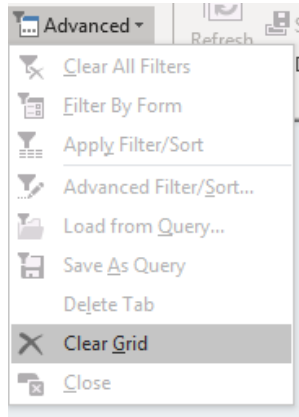
- Drag and drop a field from the field list into the grid.
- Double-click the name of a field.
- Click in the Field row of the QBE grid. Select a field from the drop-down list.
- Start typing the name of a field in the Field row of the QBE grid. Press Enter when the desired field name appears.
- To add every field in the field list to the grid, double-click the title bar of the field list. All the fields will become highlighted. Drag any one of them into the grid and they all fill the grid!

Double-clicking the asterisk at the top of the field list is another way to make sure every field ends up in the grid. However, you won't see the individual field names. The benefit is that if new fields are added to the data source, they will automatically be added to the query.

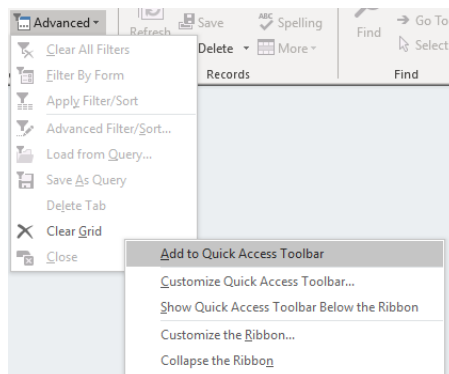


## Methods of Removing Fields from the Grid

- Click the gray bar above the field name. Press Delete.
- To remove several at the same time, click and drag across the gray bars above several fields and press Delete.
- To remove all the fields from the grid, select Home-Advanced-Clear Grid.



Power Tip: Right-click Clear Grid and select Add to Quick Access Toolbar to make it accessible without having to leave the Query Tools Ribbon.



---

Want to learn more about Microsoft Access? Launch offers eight different courses. Course durations vary from 12 hour, 6 hour, 3 hour and 90 minute instructor-led webinar formats.

### **Featured Course: Fundamentals of Querying Databases**

- Saving and Reusing Queries
- Sorting Query Results
- Creating AND and OR Queries
- Using Comparison Operators, Keyword Operators and Wildcards
- Using Totals (Numeric Summaries)
- Creating Expressions

Visit <https://www.launchtraining.com/outlines> to view all of our class outlines.