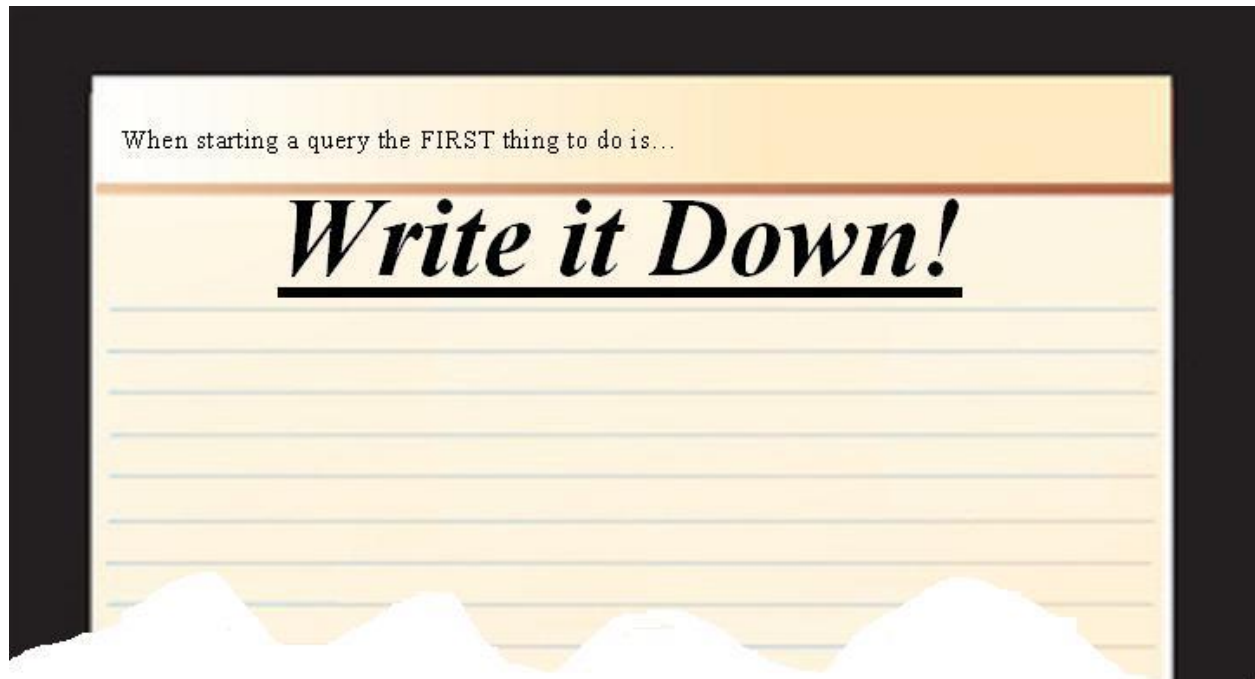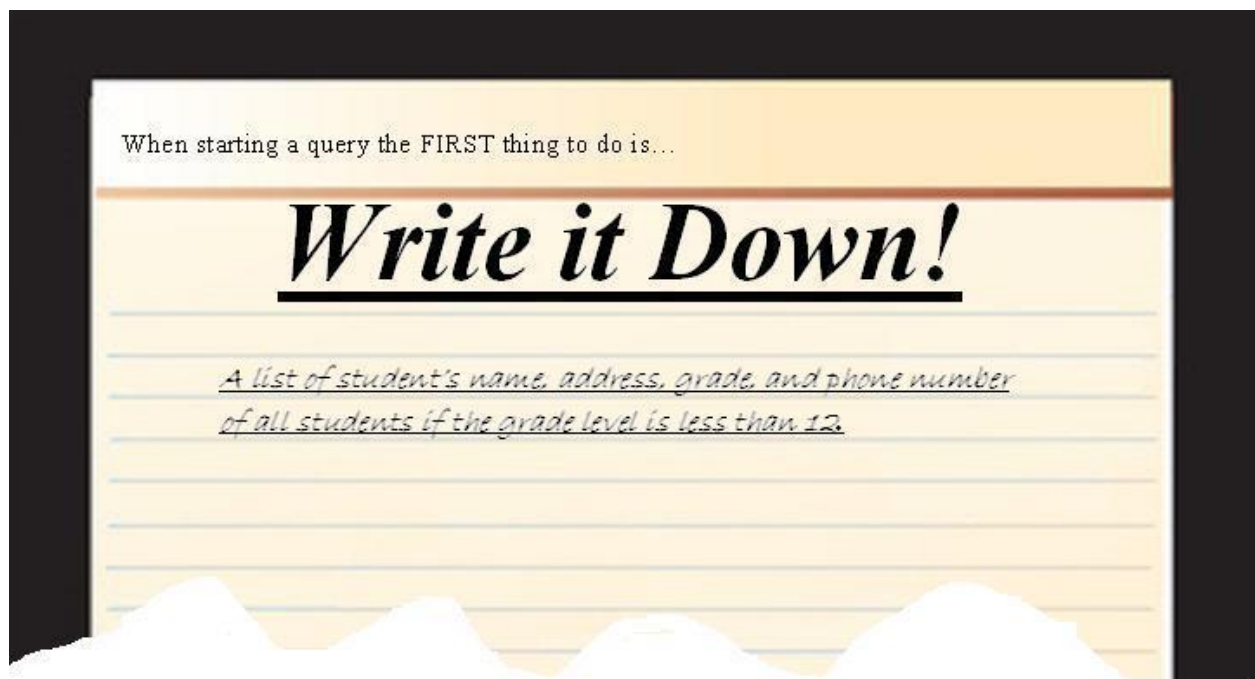When starting a query the FIRST thing to do is…



Think of what exactly you want to produce with you query then write a statement.

Example:

***A list of student's name, address, grade, and phone number of all students if the grade level is less than 12.***
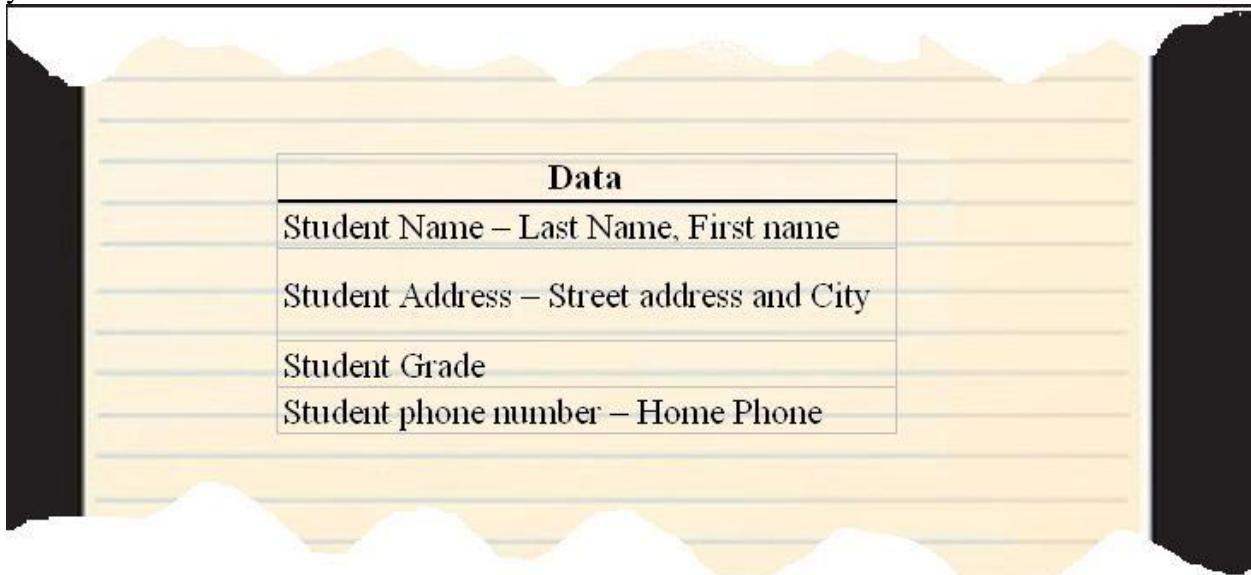
Once you have the statement, then decide what fields you would like.

**Student name** – Do you want fist name, middle name, and last name? Do you want last name and then first name? Do you want last name "," first name all in one field?
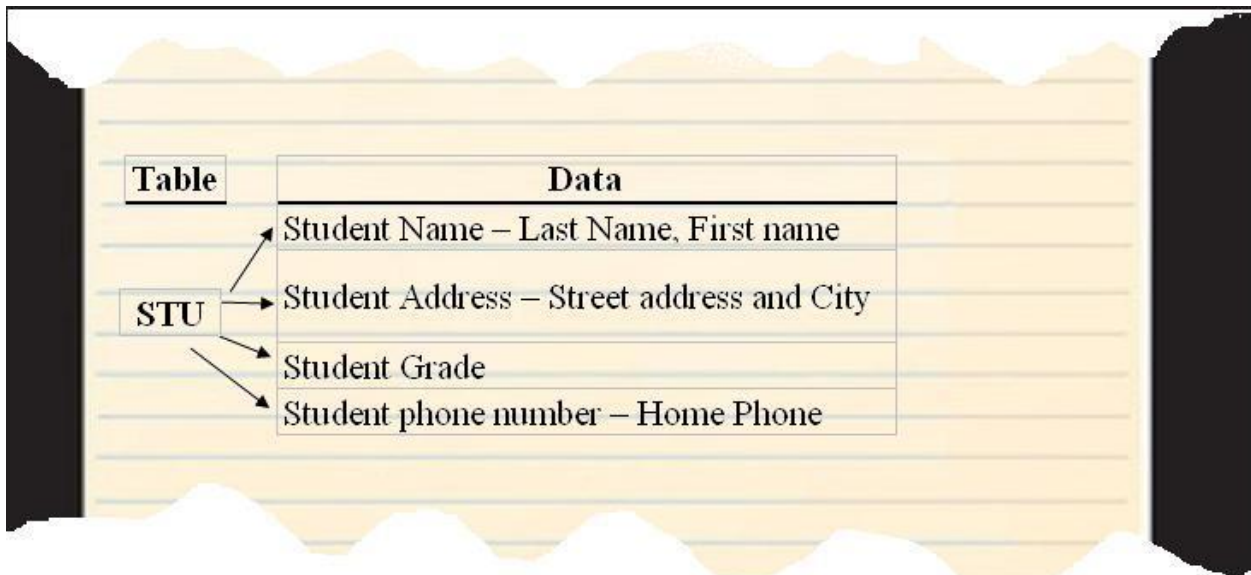
**Address** – Do you want just the street address or do you want also the City, State, and Zip Code?

**Phone Number** – Do you want home phone, Father's Work number, mother's work number, or student's Cell phone number?

As you are deciding what fields you want, start listing them down the middle of your paper under your statement.

| Data |
| --- |
| Student Name – Last Name, First name |
| Student Address – Street address and City |
| Student Grade |
| Student phone number – Home Phone |

Once you have all the tables and fields then you need to find out what tables they come from:

| Table | Data |
| --- | --- |
| | Student Name – Last Name, First name |
| STU | Student Address – Street address and City |
| | Student Grade |
| | Student phone number – Home Phone |

Then what are the field names:

| Table | Data | Field |
|---|---|---|
| | Student Name – Last Name, First name | NM |
| STU | Student Address – Street address and City | AD |
| | | CY |
| | Student Grade | GR |
| | Student phone number – Home Phone | TL |

Then you should decide what sort order you would like then to appear.

| Table | Data | Field | Order |
|---|---|---|---|
| | Student Name – Last Name, First name | NM | 1 |
| STU | Student Address – Street address and City | AD | 3 |
| | | CY | 4 |
| | Student Grade | GR | 2 |
| | Student phone number – Home Phone | TL | 5 |

Next is do you want them sorted by student name? Or do you want them sorted by Grade then student name? Or perhaps you would like them reverse sorted by Grade then student name. (You do not have to add the Student name after the "BY". Aeries will automatically sort Student Name)

Example: BY GR REV

The last step is to consider any conditions you have placed in your statement such as only listing if grade is less than 12

 Example: IF GR < 12



*Reverse sort my list by Grade-* BY GR REV

*If the Grade is less than 12* - *IF GR < 12*
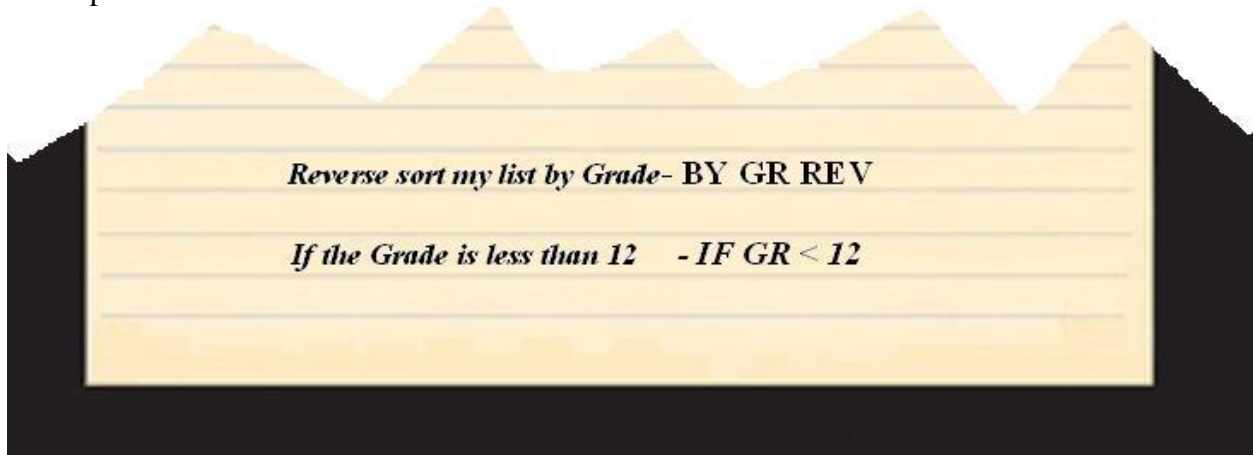
Now you are ready to go to Aeries Query.

1. **First click on ALL the tables listed in the first column.**

2. **Second click on the field names in the order you had predetermined.**

3. **Third click on the condition then the fields that make the statement true.**