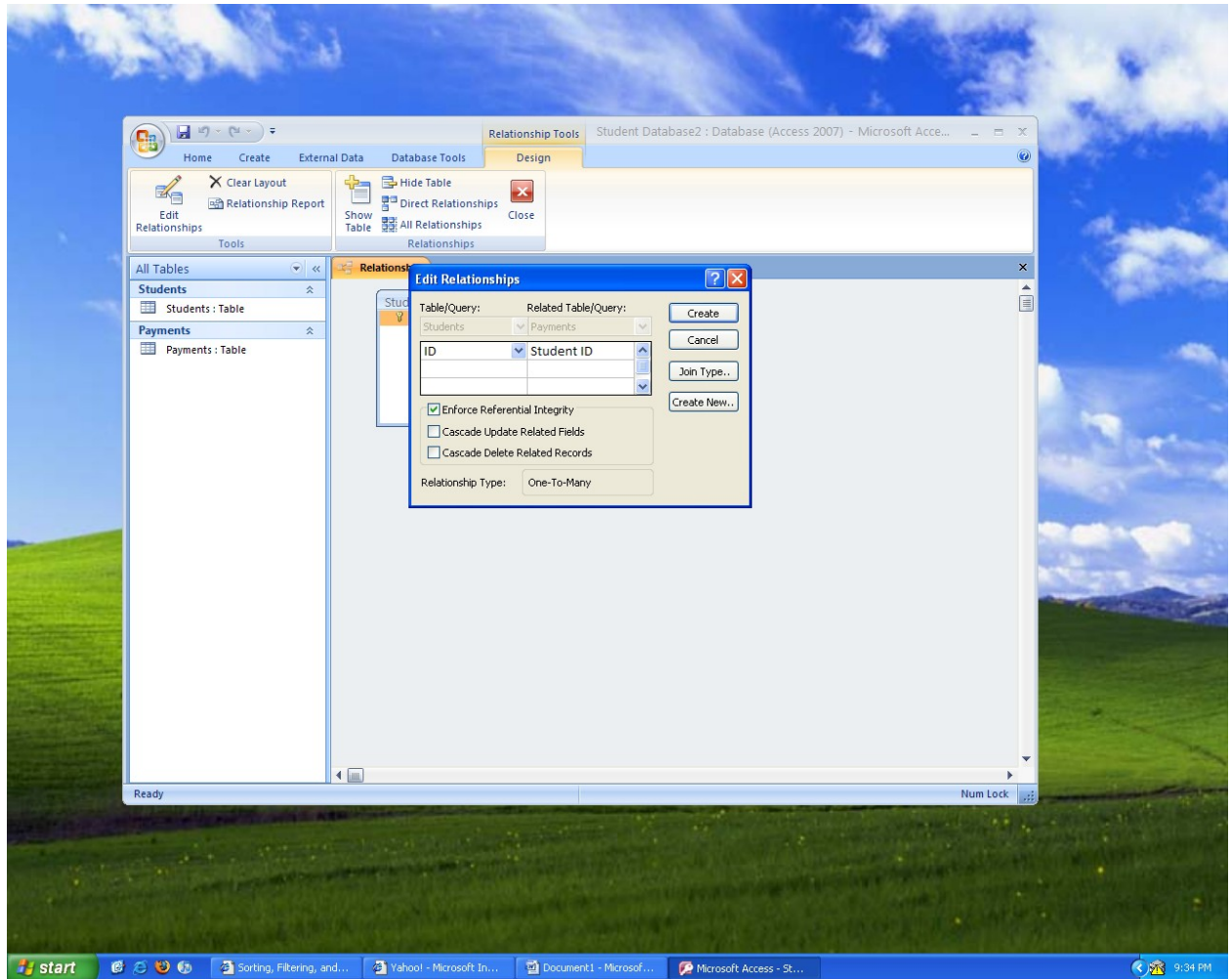
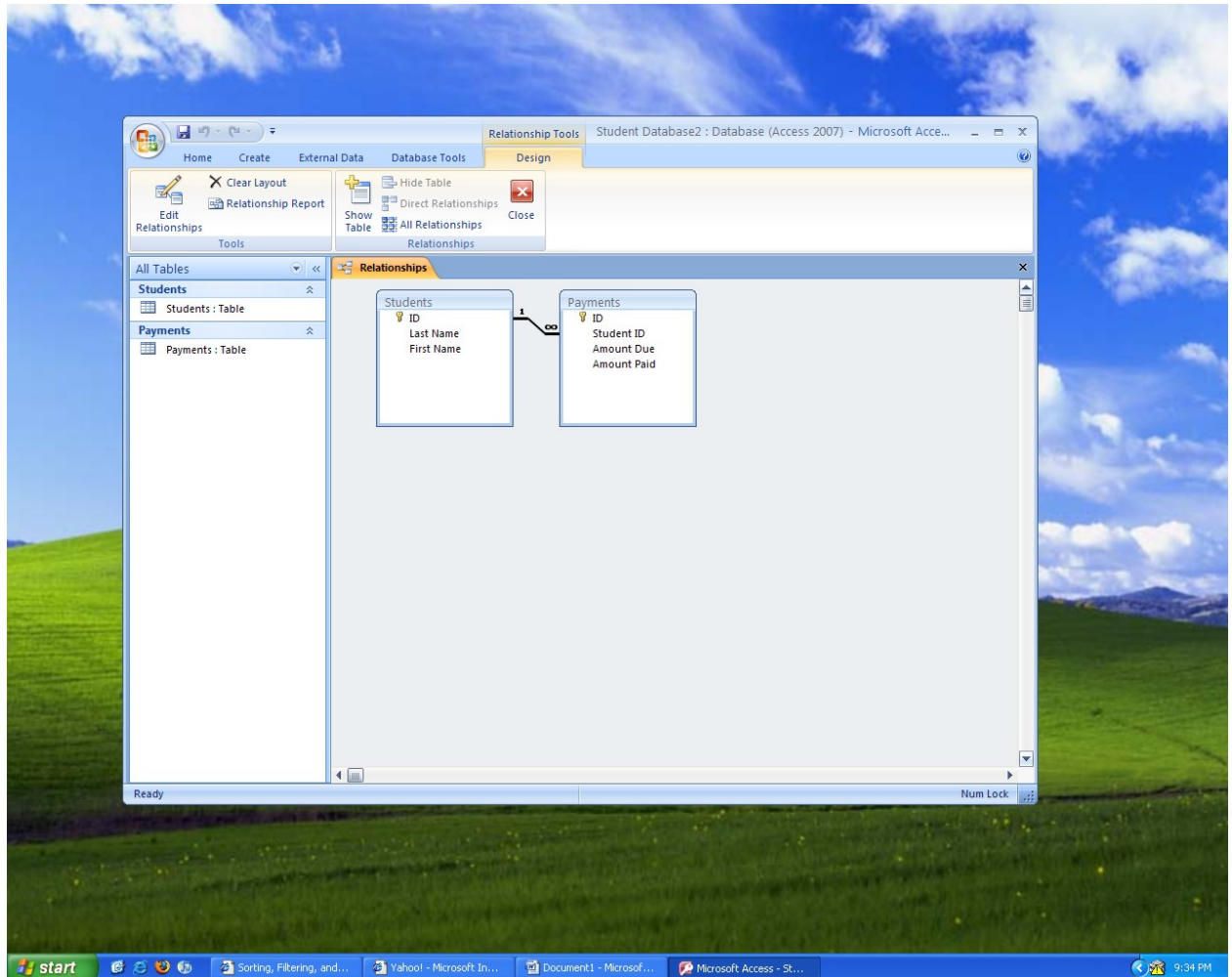


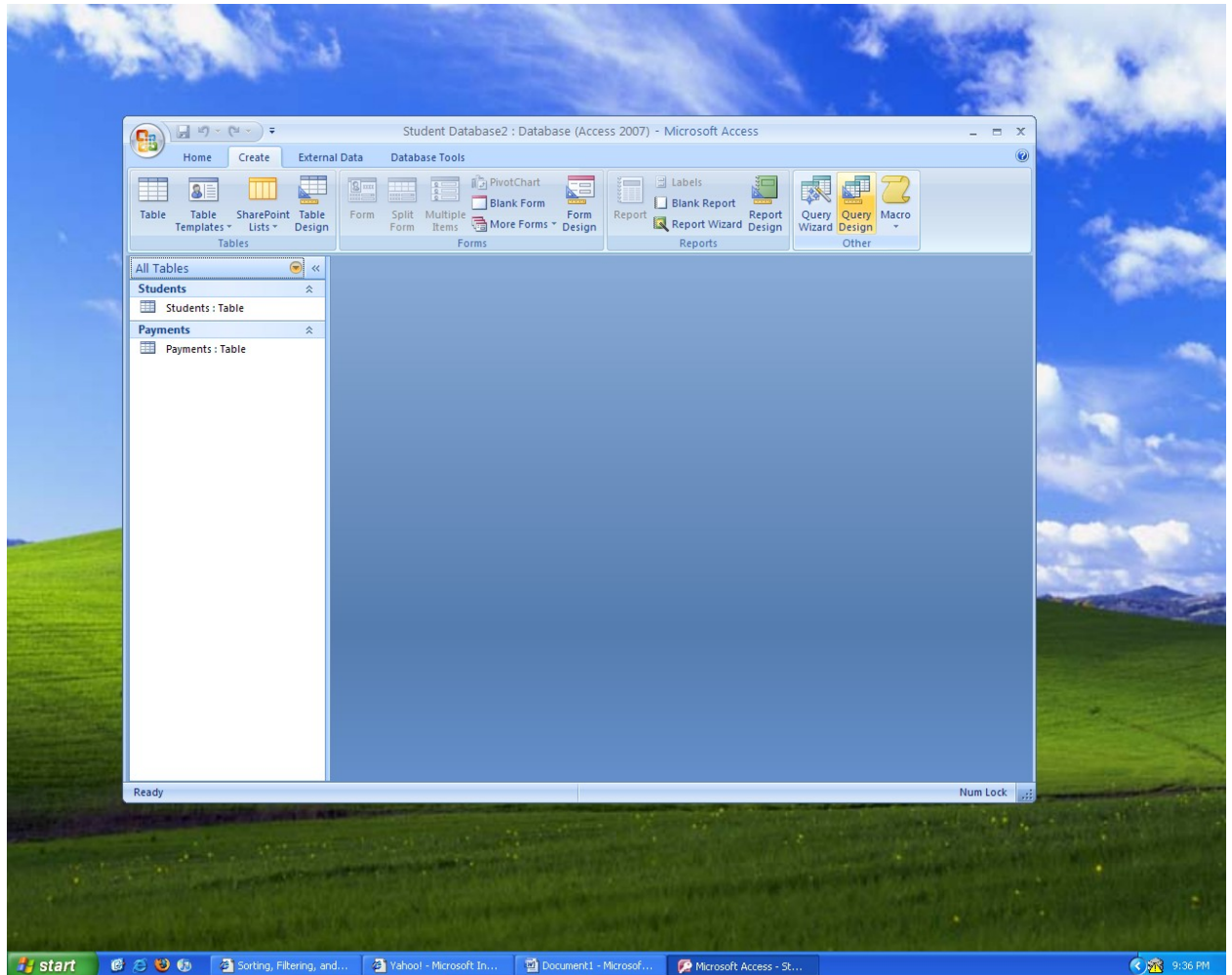
1. Quiz



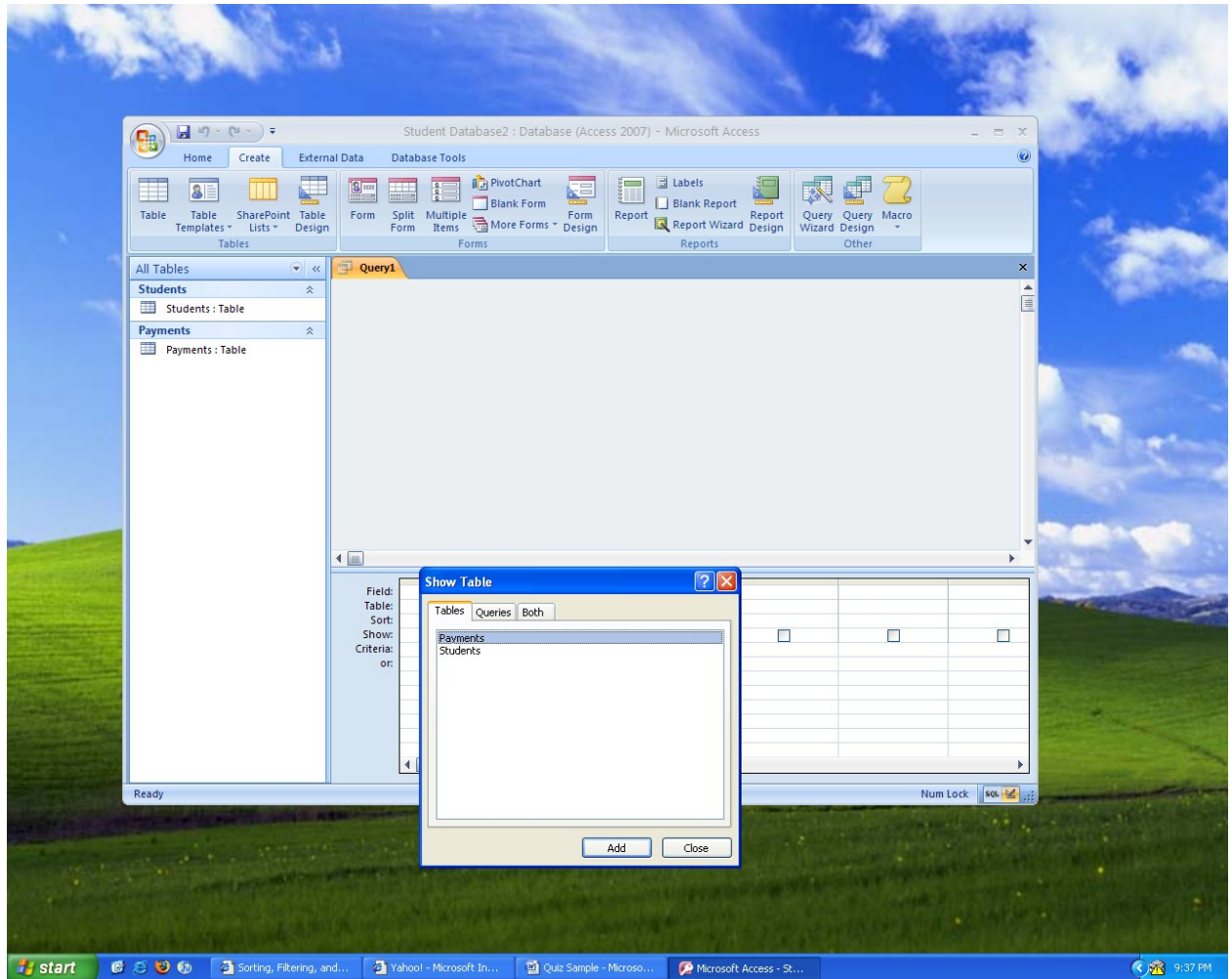
2. This is what you will see. (One-to-Many) Incase you have a problem, start over.



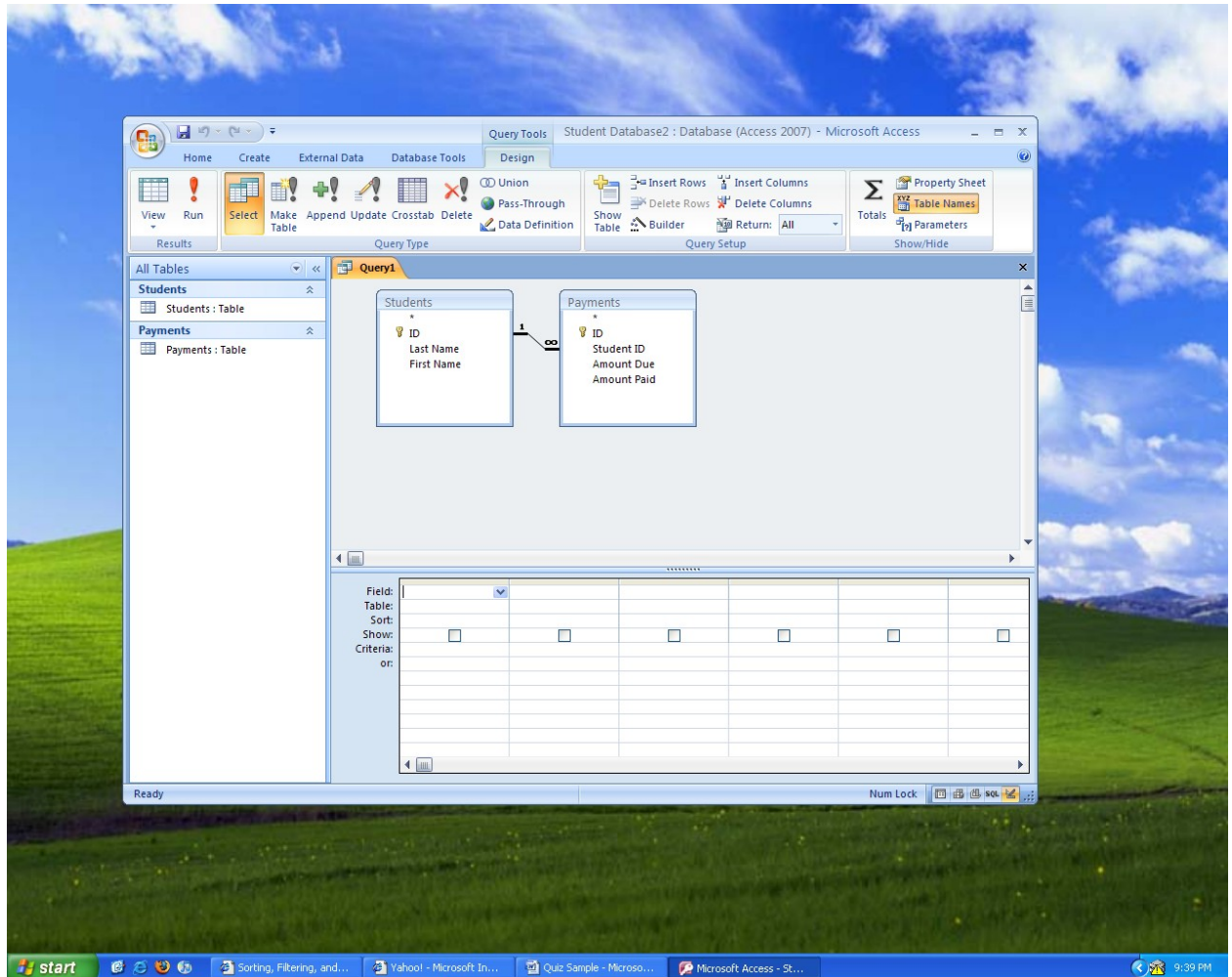
3. Once you have created a relationship, save it. You can now create a Query. Close your Relationship and go to Create to make a Query. Use Query Design.



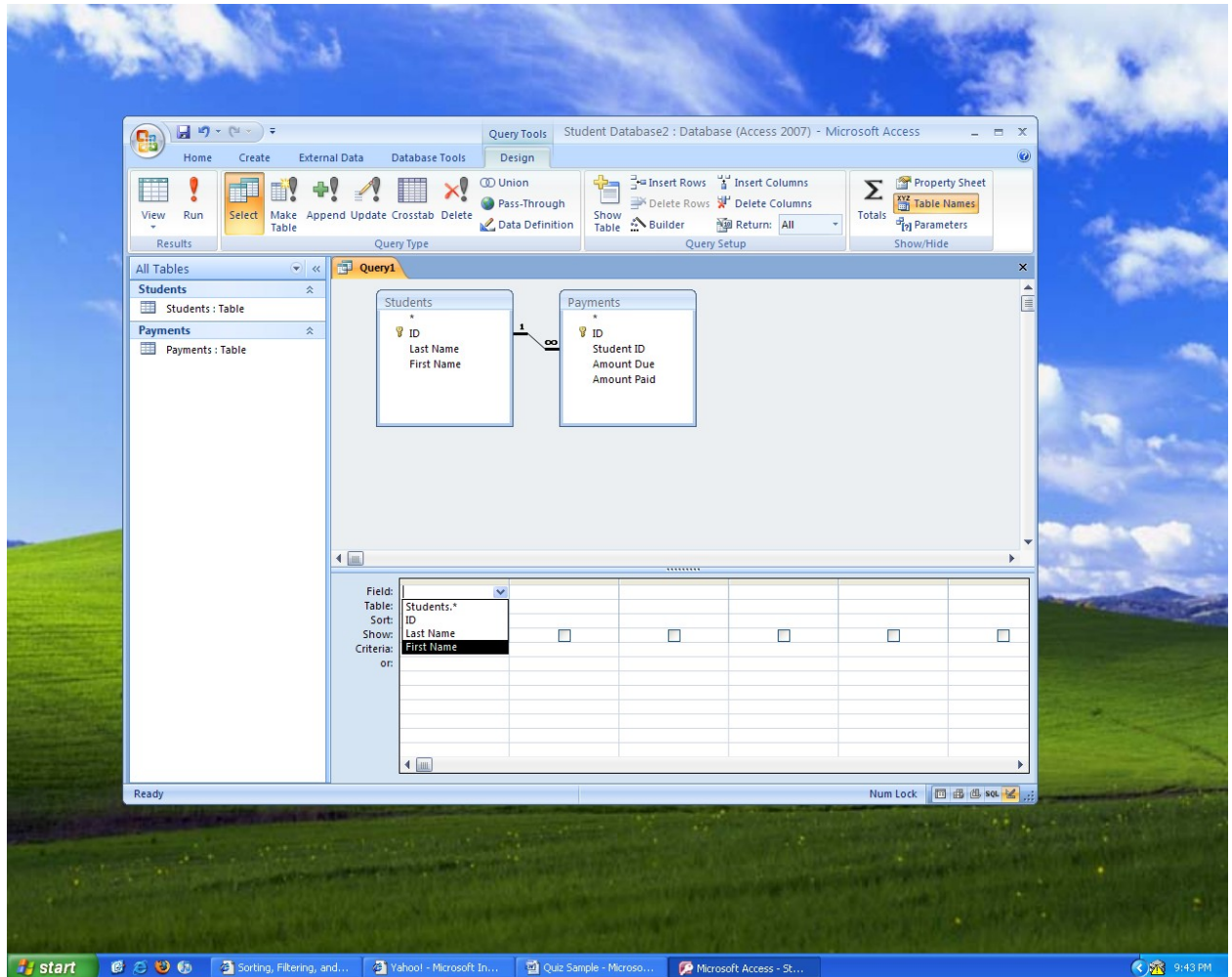
4. Once you click on Query Design, your tables will come up.



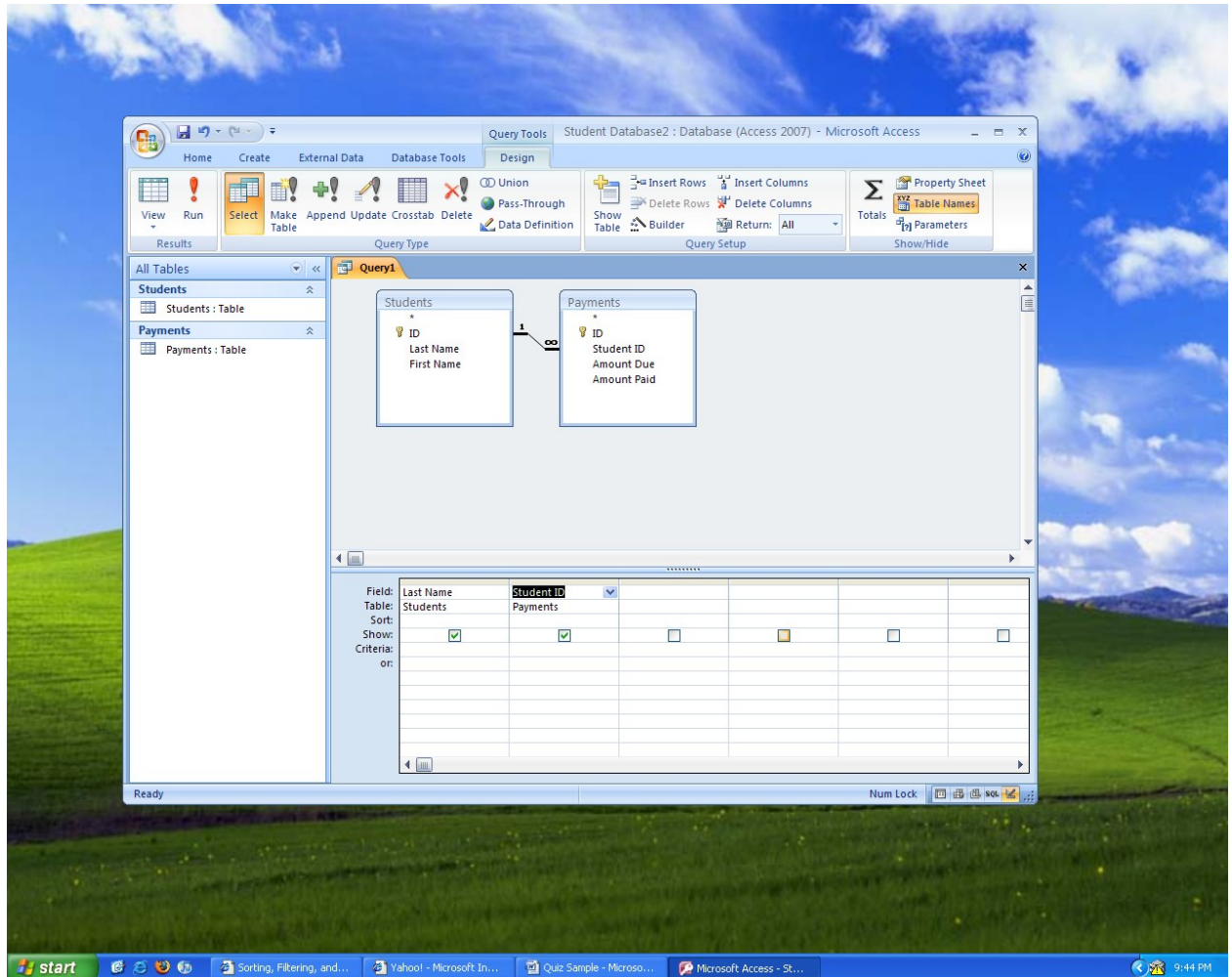
5. Add both tables. Then click on Close.



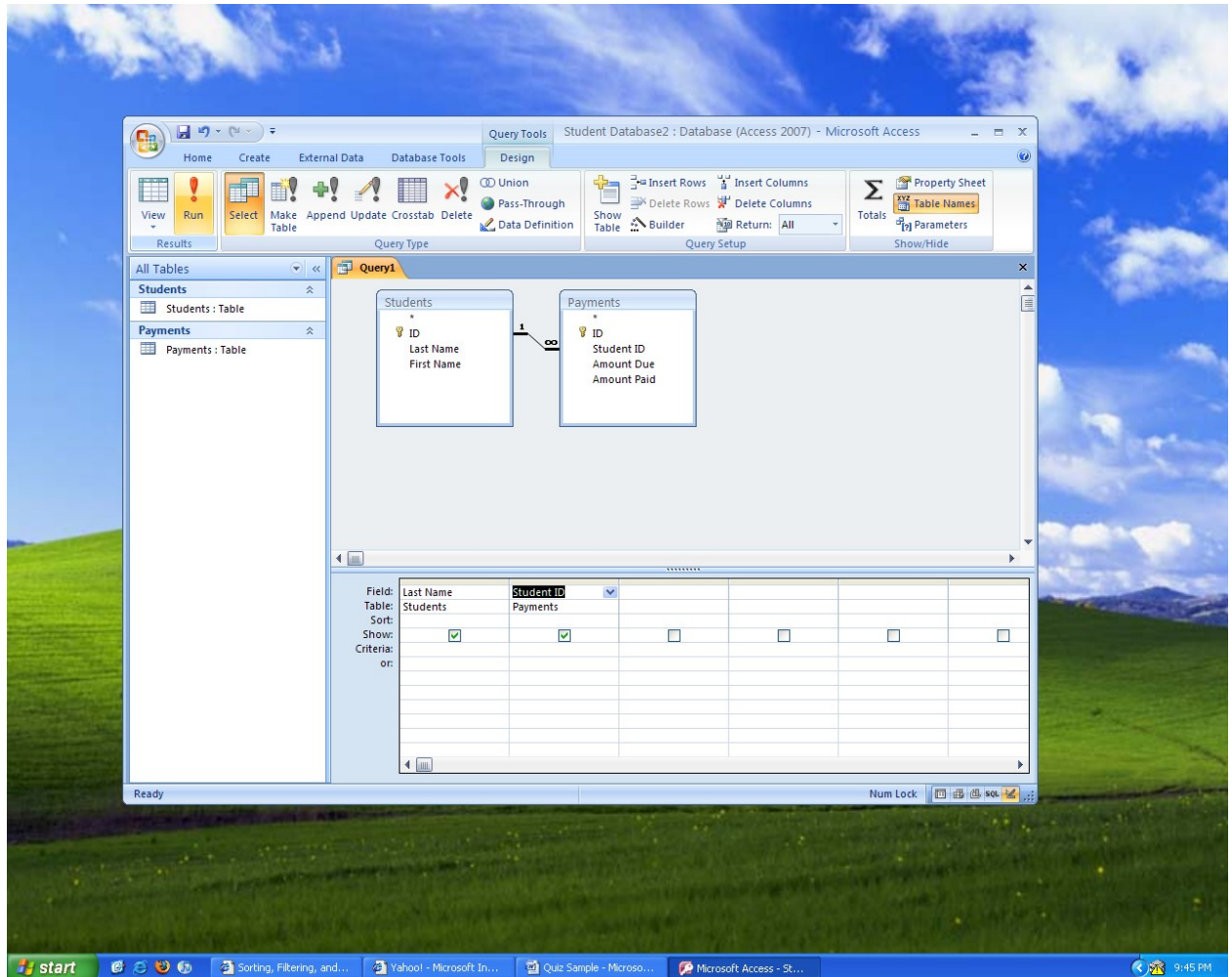
6. Your relationship will come up on the screen. Go to Table and use the drop down list to find Students and then go to Field to select which Field you want to create a Query from.



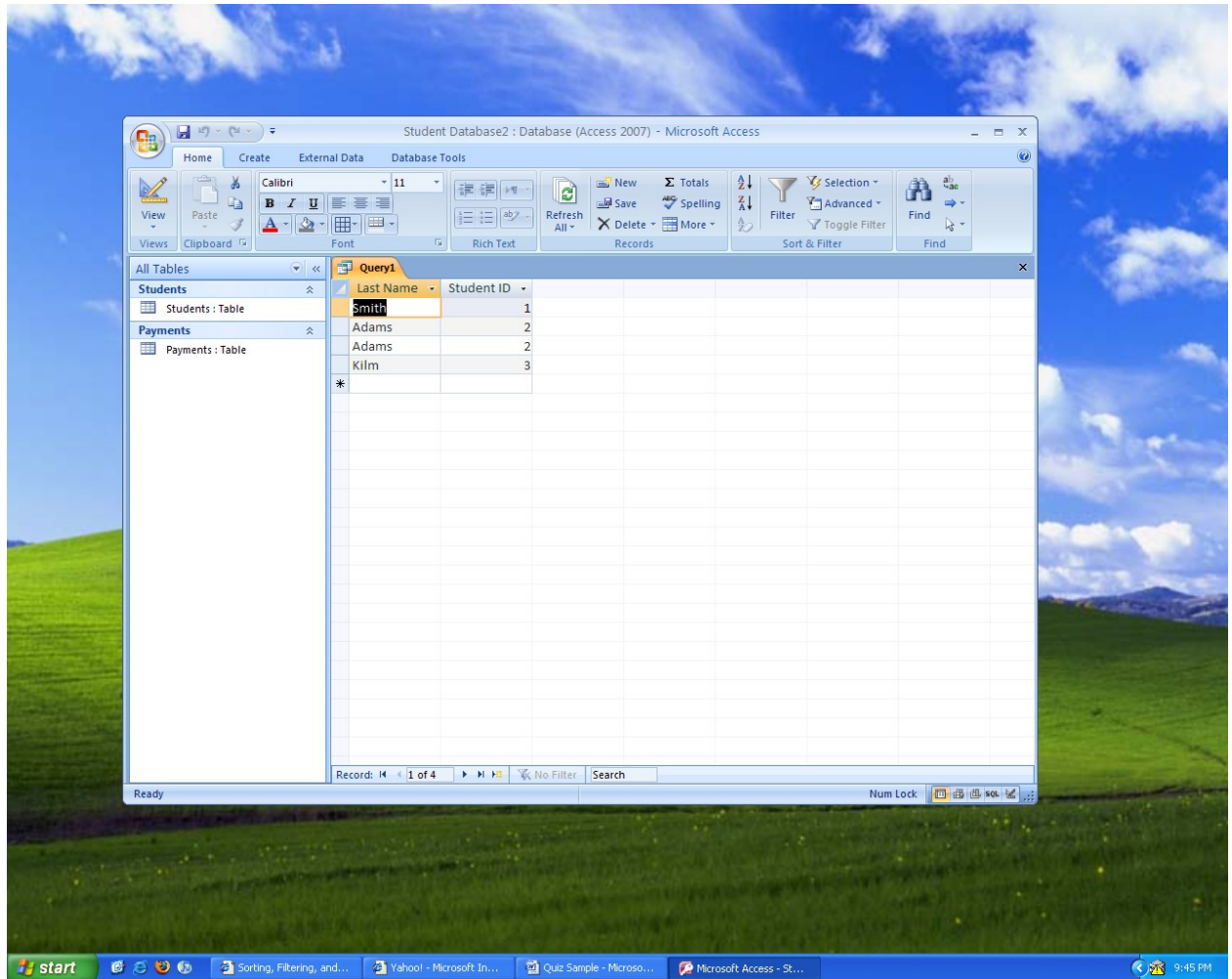
7. Continue doing that on 2 to 3 columns.



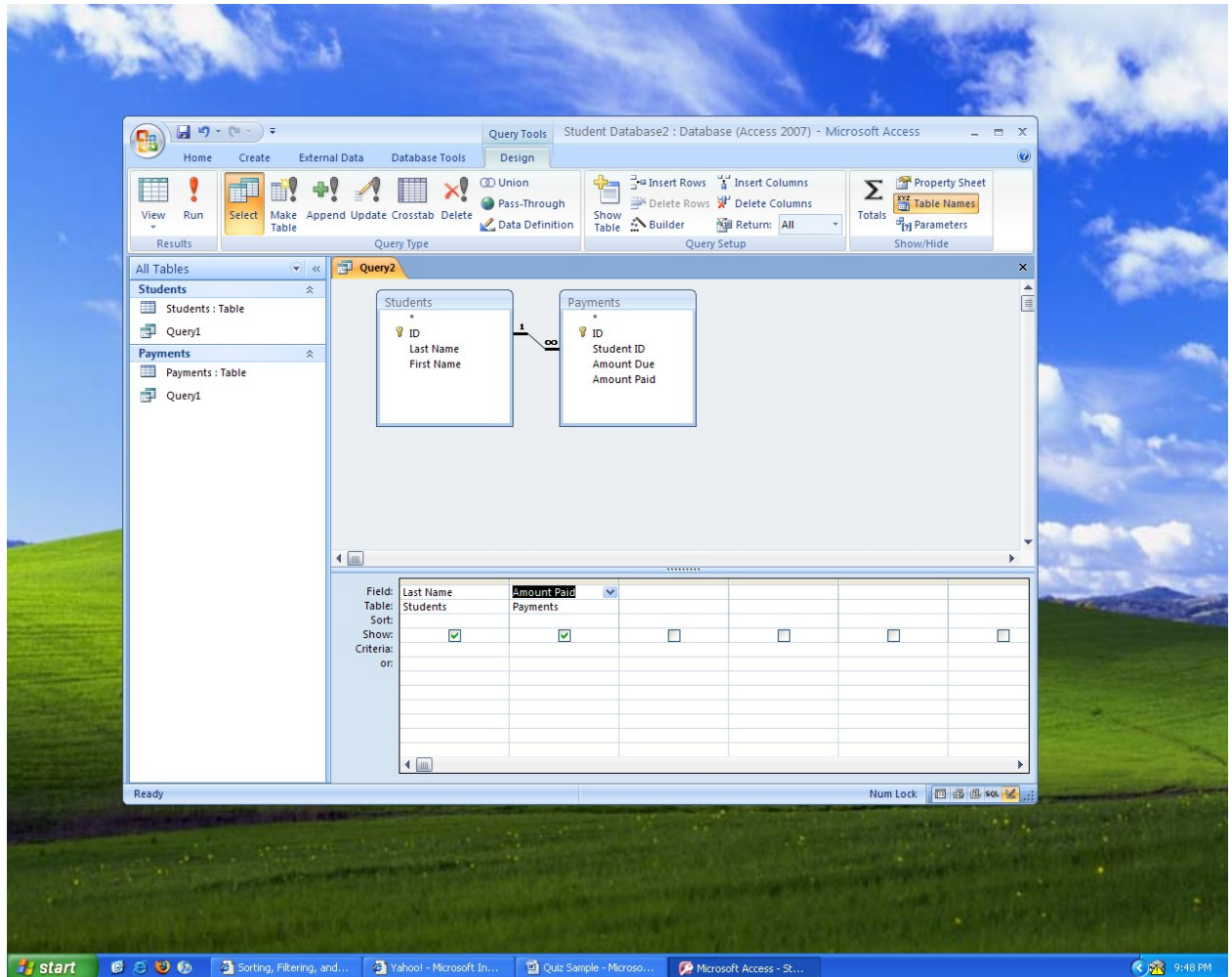
8. When this is done, click on Run (It is the RED Exclamation Point on top of the screen).



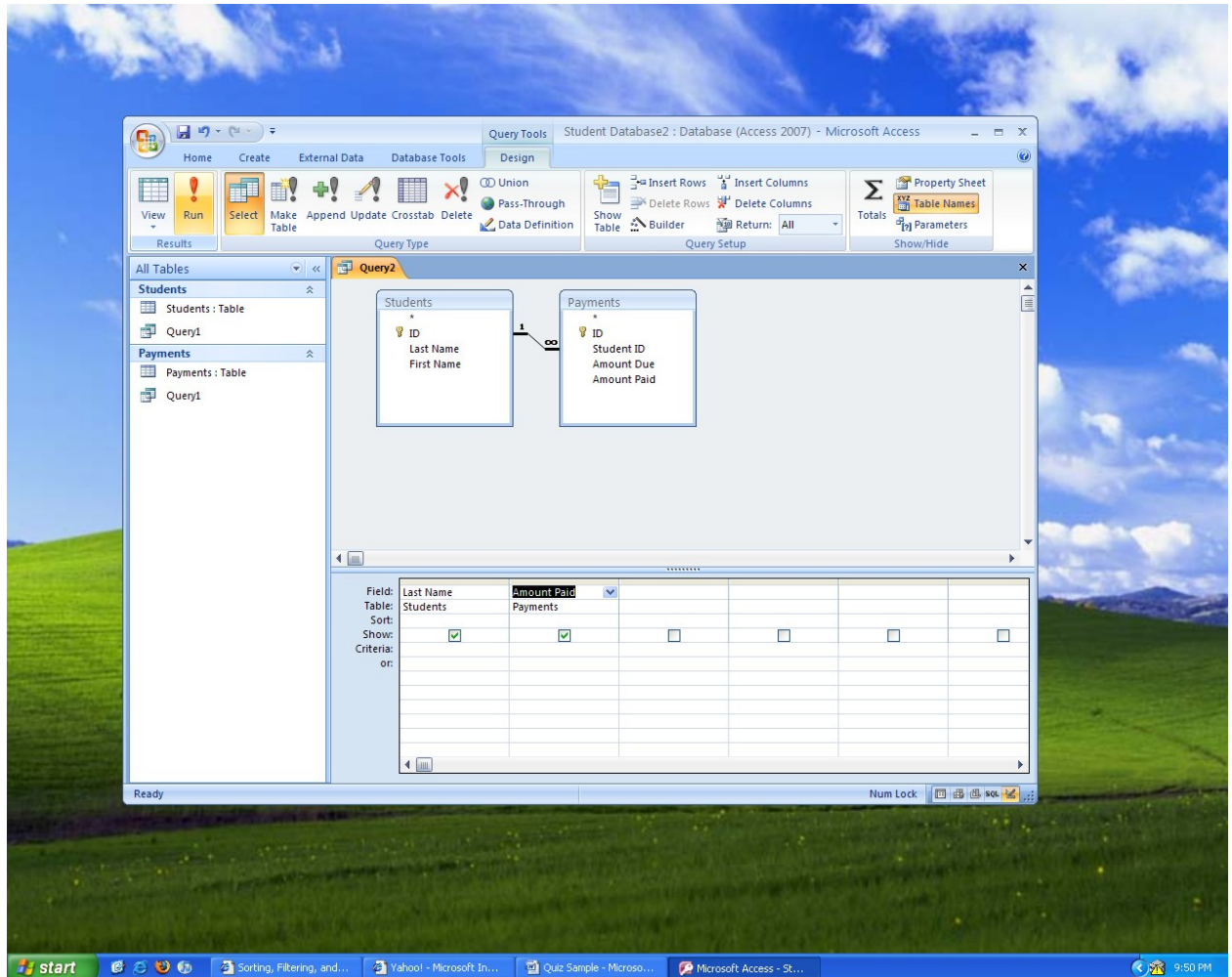
9. After clicking on RUN, your Query1 has now been created.



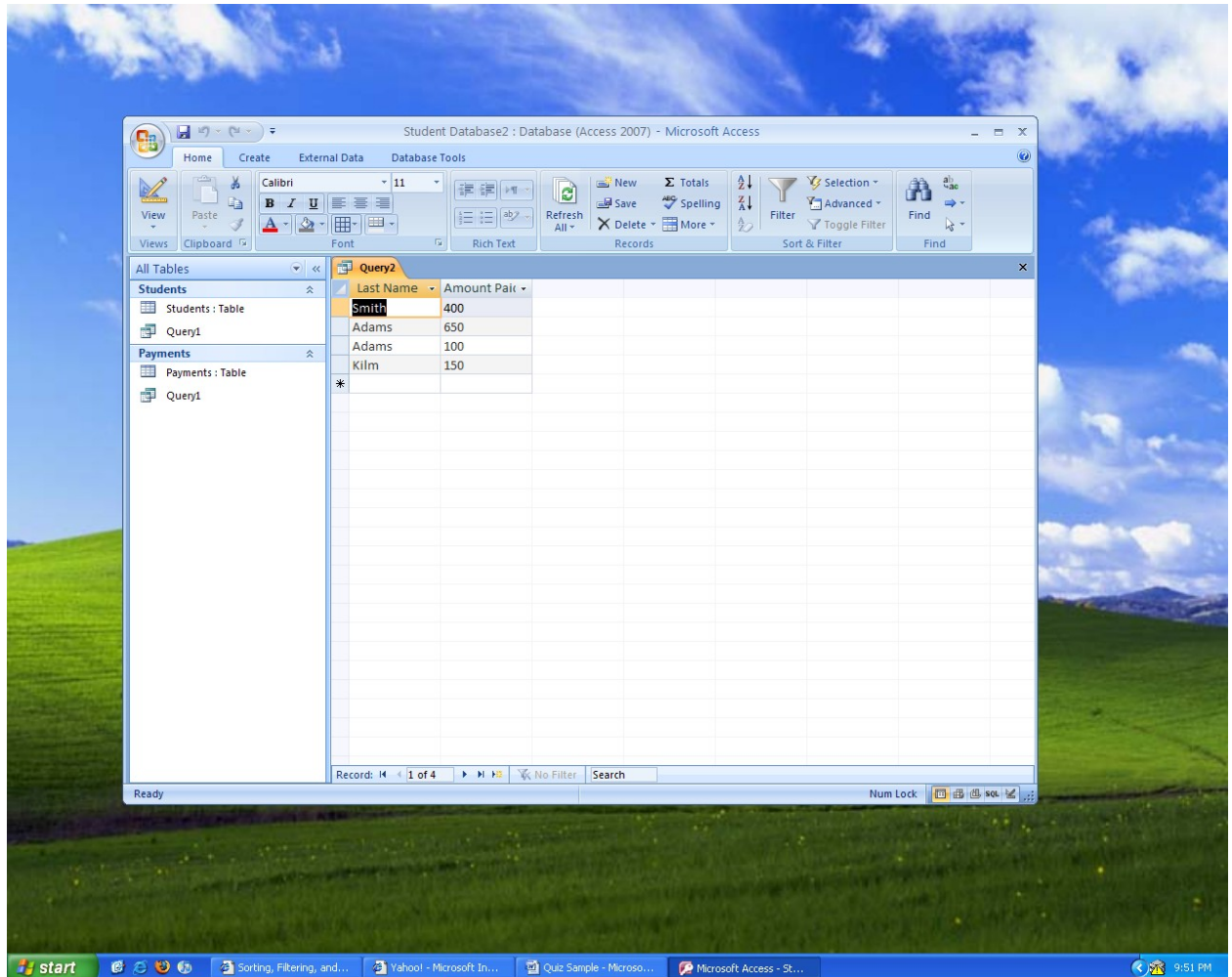
10. Then create more Queries for Student-Last Name and Payment-Amount Paid.



11. When you encounter a Problem after you hit RUN, such as “Type mismatch in expression” then there is something wrong with your Table and the Data Type of your information. For example, if the Data Type is Text, it has to be linked to another information with the same Data Type.



12. Once you have successfully clicked on RUN, your Query 2 has now been created.



13. You can make more Queries and create more tables.

Good Night! ☺