

REPORTS → A WELL-DESIGNED PRINTED PAGE (SIMPLY MORE ATTRACTIVE THAN PRINTING A TABLE)

GROUPING → organizes the records by a particular field.

QUERIES → answer questions about the information in a database (Queries resemble filters. Filters are temporary; queries are more permanent.)

After you design a query, switch to Datasheet View to see the results. Access searches for records according to the instructions you gave it on the design grid. These resulting records are called a **dynaset**, which appears as a table.

Criteria → may be text, numbers, or an expression. You enter criteria in a query to select certain records and exclude others. When you view the results of a query with selection criteria, you see only those records that match the criteria.

Criteria	Makes the Criteria True	How to enter criteria in grid
AND	Two conditions must be met	Enter the conditions on the same Criteria row in the design grid
OR	Only one condition needs to be met	The conditions are placed on different Criteria rows in the design grid