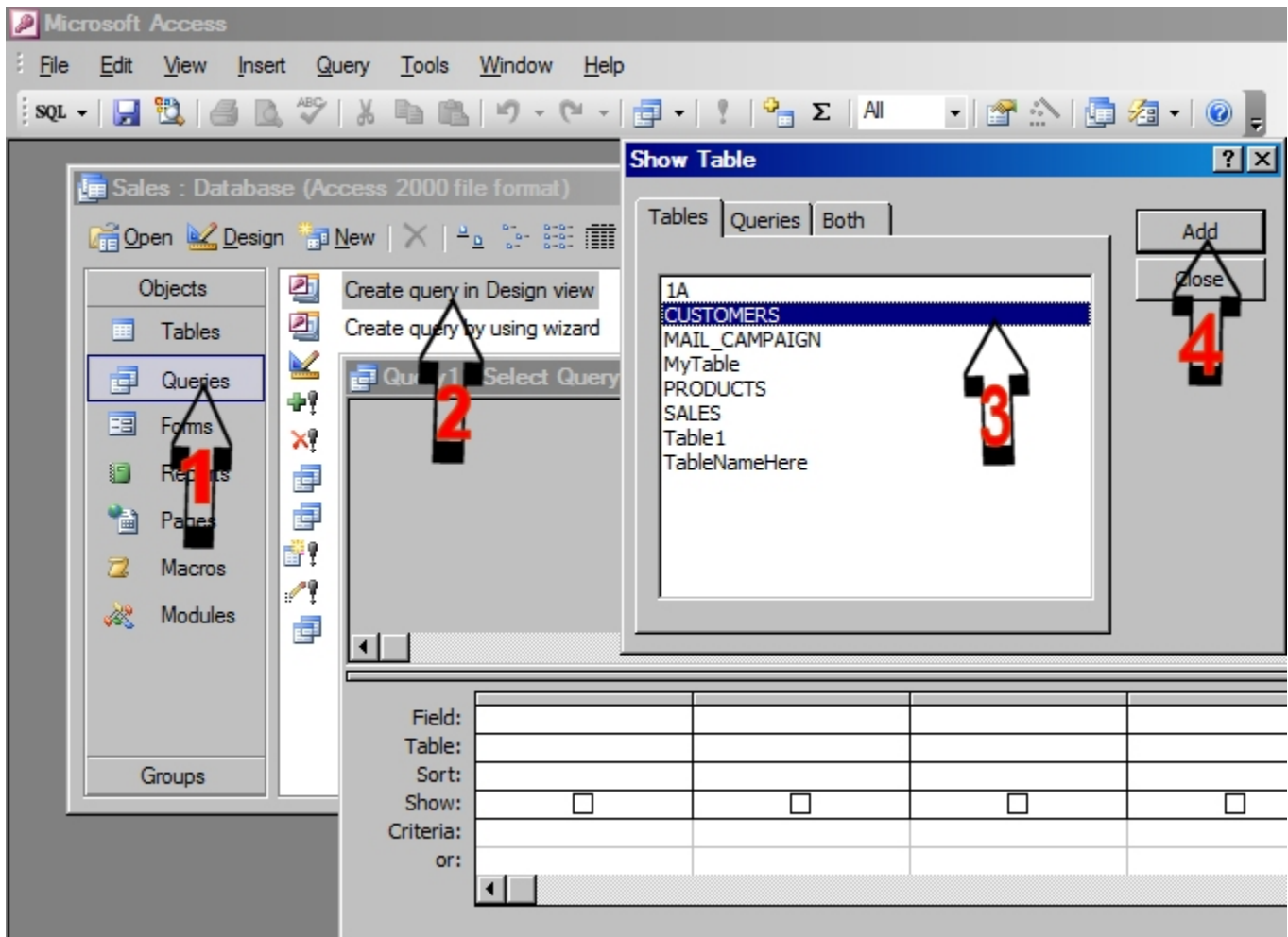
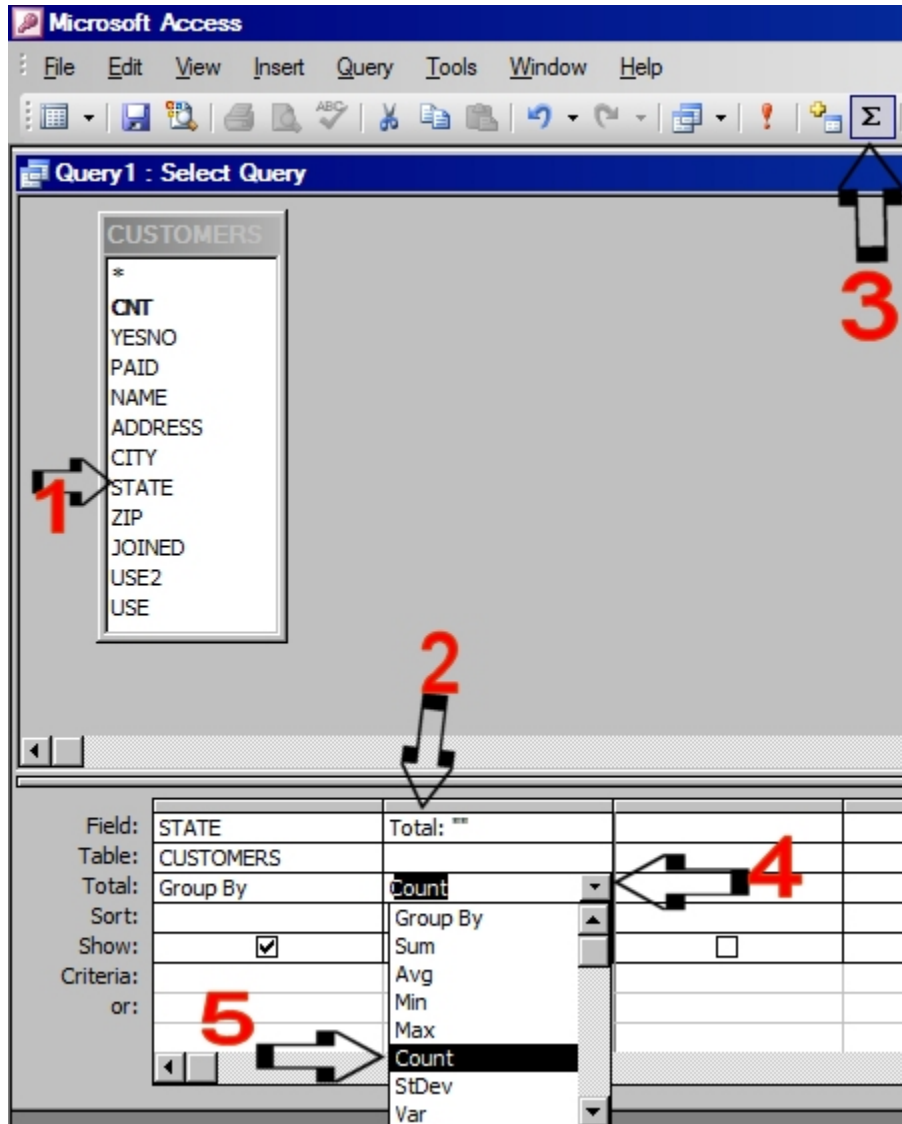


Standard Count Query Example For MS Access 2000, 2002, 2003

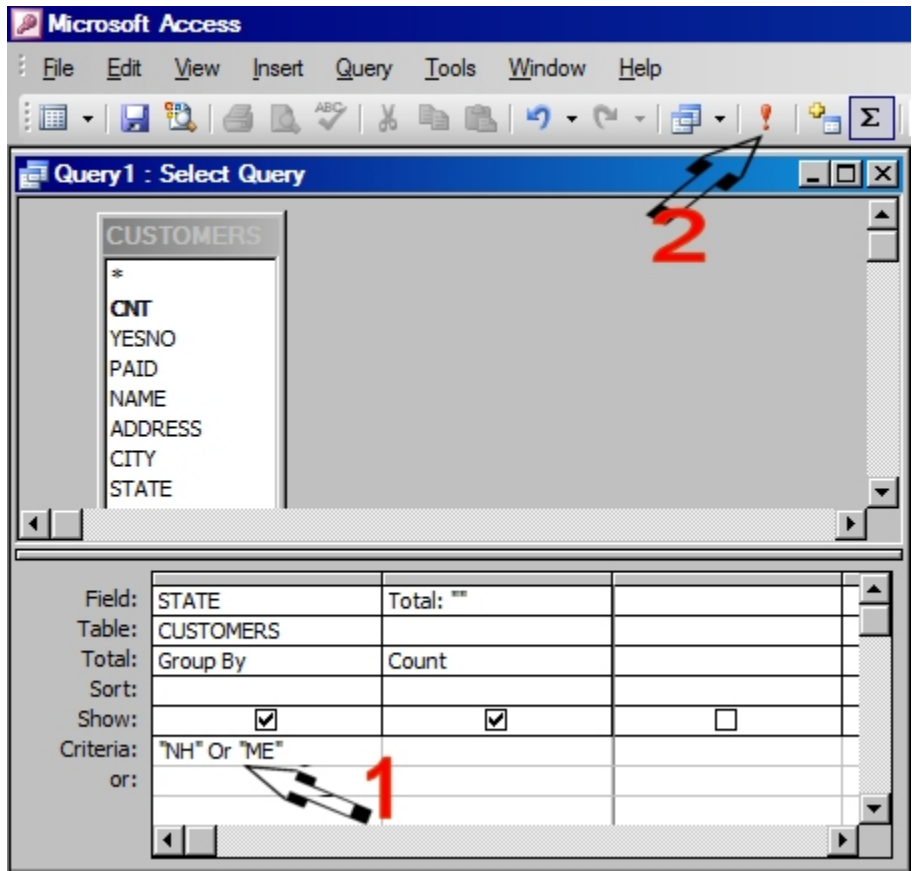
We will start this **Access Count Query** by clicking "Queries" under the "Objects" menu and then "Create query in Design View". After clicking "Create query in Design View" the "Show Table" window will pop up. Select your table, click "Add" and then Close it.



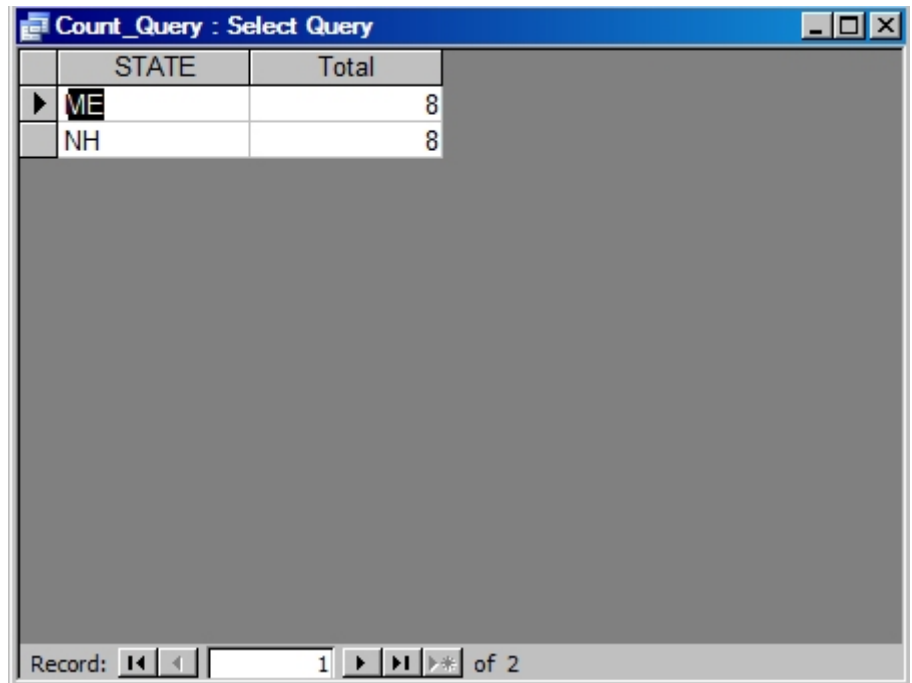
Once you have selected your table you are ready to begin the Count Query in earnest. You will have a Table in the Query Builder which lists all the selectable fields. Bring one down to the bottom half of the window by either double clicking it or clicking and dragging it down. In an adjacent and empty Column type in a name for your Count Field in the Field row, add a colon and two quotes. Mine will be Total: "". Next you will need to click the Totals Button (3 in the picture below). In the Totals row you will see the words "Group By", change the one in your count field to "Count". Your Access Count Query is complete.



You can now run the query to count all the items in the field or fields. In my case, all States in the database. You can also enter specific criteria in the designated row at the bottom of the Query window. If you wish to count specific criteria enter it in the Criteria row below your chosen Field. Separate different criteria with "Or" without the quotes. Finally click run (2 in the picture below).



When you run the Query you should now have something like picture below.



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