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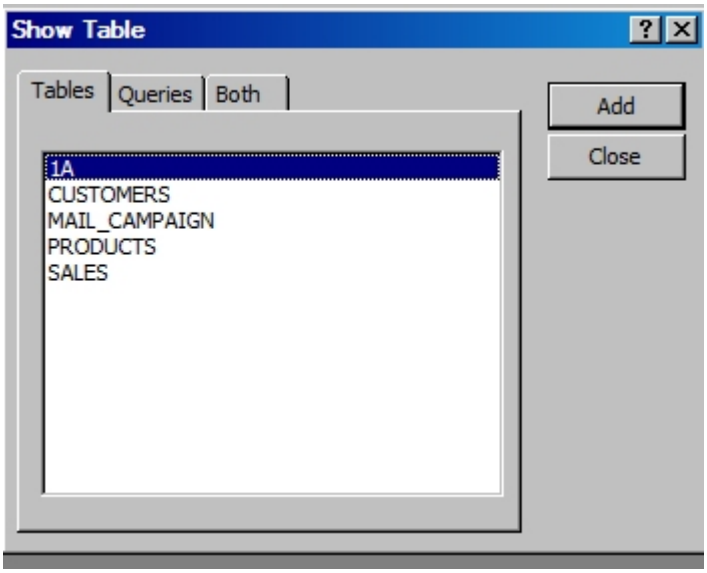
MS Access Insert Into/Make Table Query For MS Access 2000, 2002, 2003

The Access query builder is a powerful tool. With it you build a query visually and run it. Pretty much all versions from Access 97 to 2007 the query builder looks the same. In Access 2007 there are some differences. For the most part this article will be dealing with MS Access 2000-2003. We will now build an Insert Into Query.

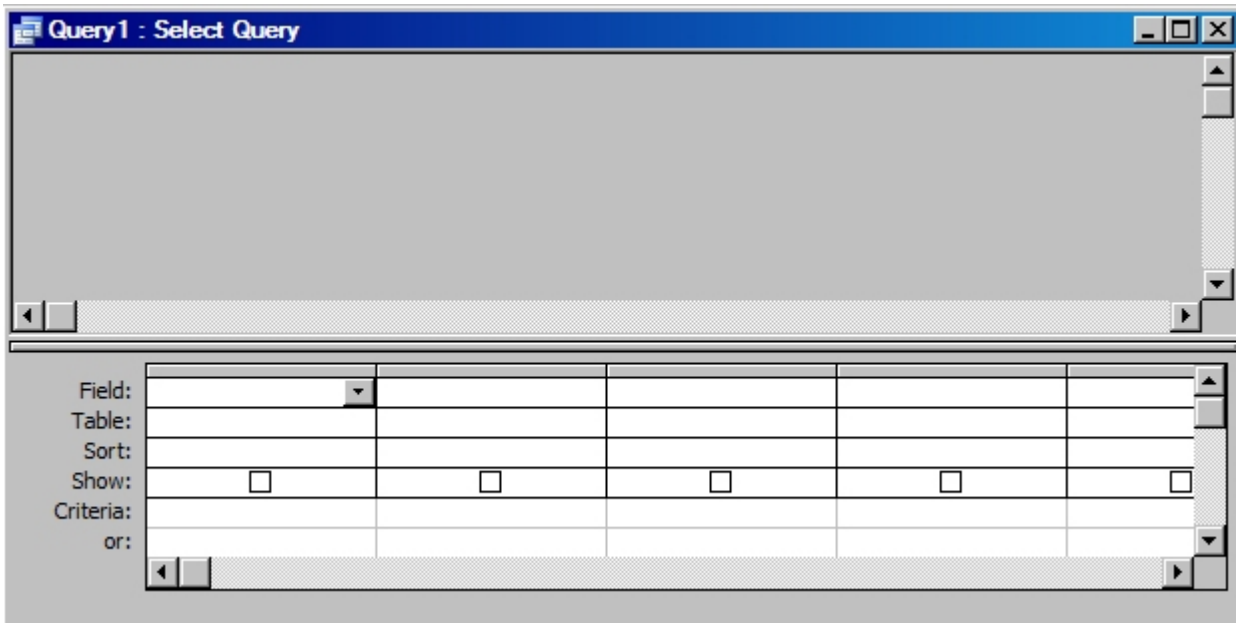
To design the query using the query builder simply click "Objects" in your left hand menu and then "Queries".

You will be given a choice between "Create query in Design view" and "Create query by using wizard".

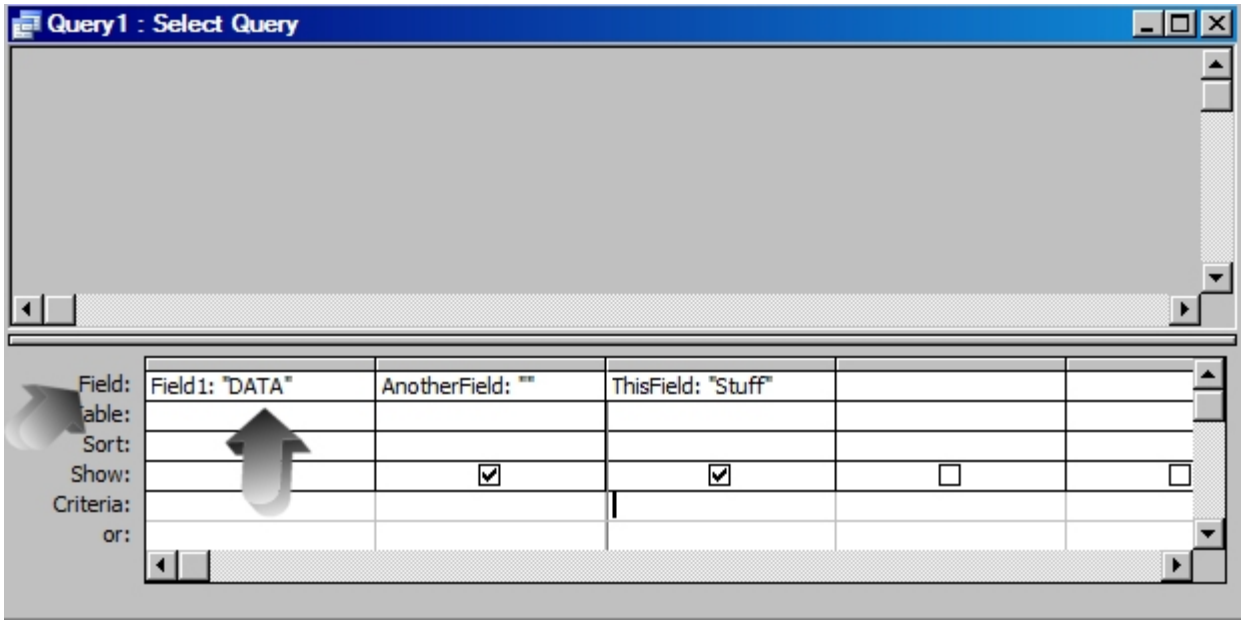
This article will only deal with "Create query in Design view". Now double click "Create query in Design view". You will immediately be presented with a window called "Show Table". Click Close.



You will then be presented with an empty Query in design view.

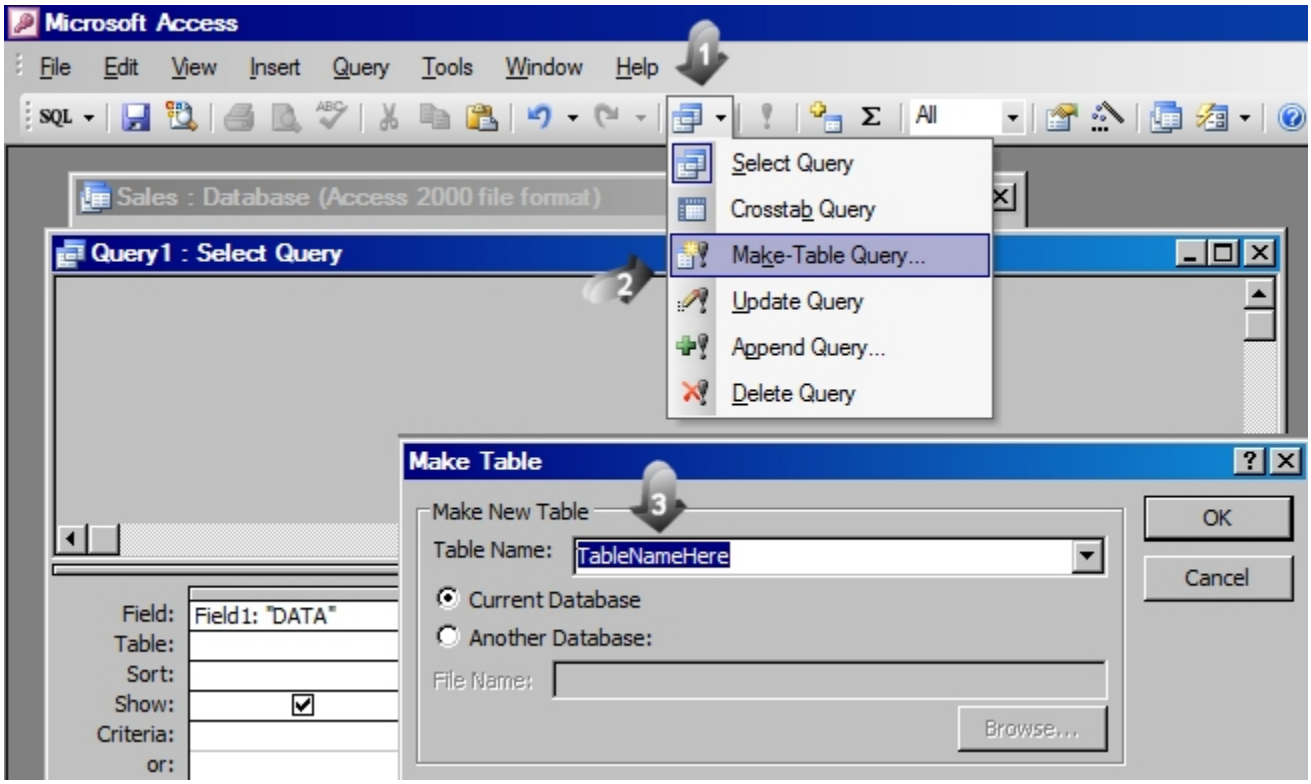


Now that we have our empty query we can fill the rows adjacent to the "Field:" row with our field names. They should look like this: FieldName:"Data" where "Data" is blank or whatever you wish to insert into the first row of your soon to be new Table. Quotes must wrap your data or blank space. Alternatively you could add a table to the Query by Rt clicking the Query window, select "Show Table", then select your table and finally click Add. You could then insert the table's fields into the "Field:" row.

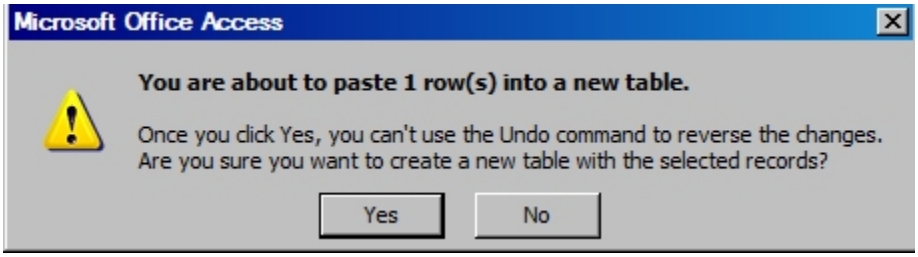


In essence this Insert Into Query is a Make Table Query in MS Access you could also create an Insert Into Query which Appends multiple records to an existing table. Go

ahead and click the Query Type Button at the top middle of your tool bar. Select Make Table. You will be presented with a window named Make Table. In the options you can Name your table and even select a different database for it to be created in. Name your Table and click OK.



Go ahead and click the run button (red Exclamation point on the toolbar). You will be presented a confirmation box, click "Yes" create the Table.



Here is the SQL View:
SELECT "DATA" AS Field1, "" AS AnotherField, "Stuff" AS ThisField INTO TableNameHere;

As this Query is now, it will overwrite any preexisting table.

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