


## **Creating an Update Query**

Here are the steps:

Create a new query using the required table. Include the fields that you are going to use to update the data.

You may also include criteria in this query to limit the results.


To check what results this will produce, run the query by clicking on the datasheet  button

When you are happy with the resulting data, you can switch back to design view to convert the query to an Update query.

From the Query Type button  on the toolbar, select Update Query



In the desired column, in the Update To cell, type in the expression **you wish to update** to and press enter.

You now need to Run this query, using the Run button  to update the data in the table that meets the criteria that is applied. The warning dialog box indicates the number of records that will be update, click Yes to accept this:

