Example Query Design Grid

Query Name: qryTutorContactDetails

Purpose of Query: Produces a list if tutor contact details for all tutors. Used to produce rptTutorContactDetails.

Type of Query: Simple / ~~Multi-Table~~ / ~~Parameter~~ / ~~Delete~~

Field	**Table**	**Criteria**
tutorForename	tblTutor	
tutorSurname	tblTutor	
tutorPhone	tblTutor	
tutorMobile	tblTutor	
tutorEMail	tblTutor	

Sorted by: alphabetically by tutor surname and then by tutor forename.