

MS Access - Lesson 11: Calculating field

The calculation field is a field that receives its information from calculations performed on other fields.

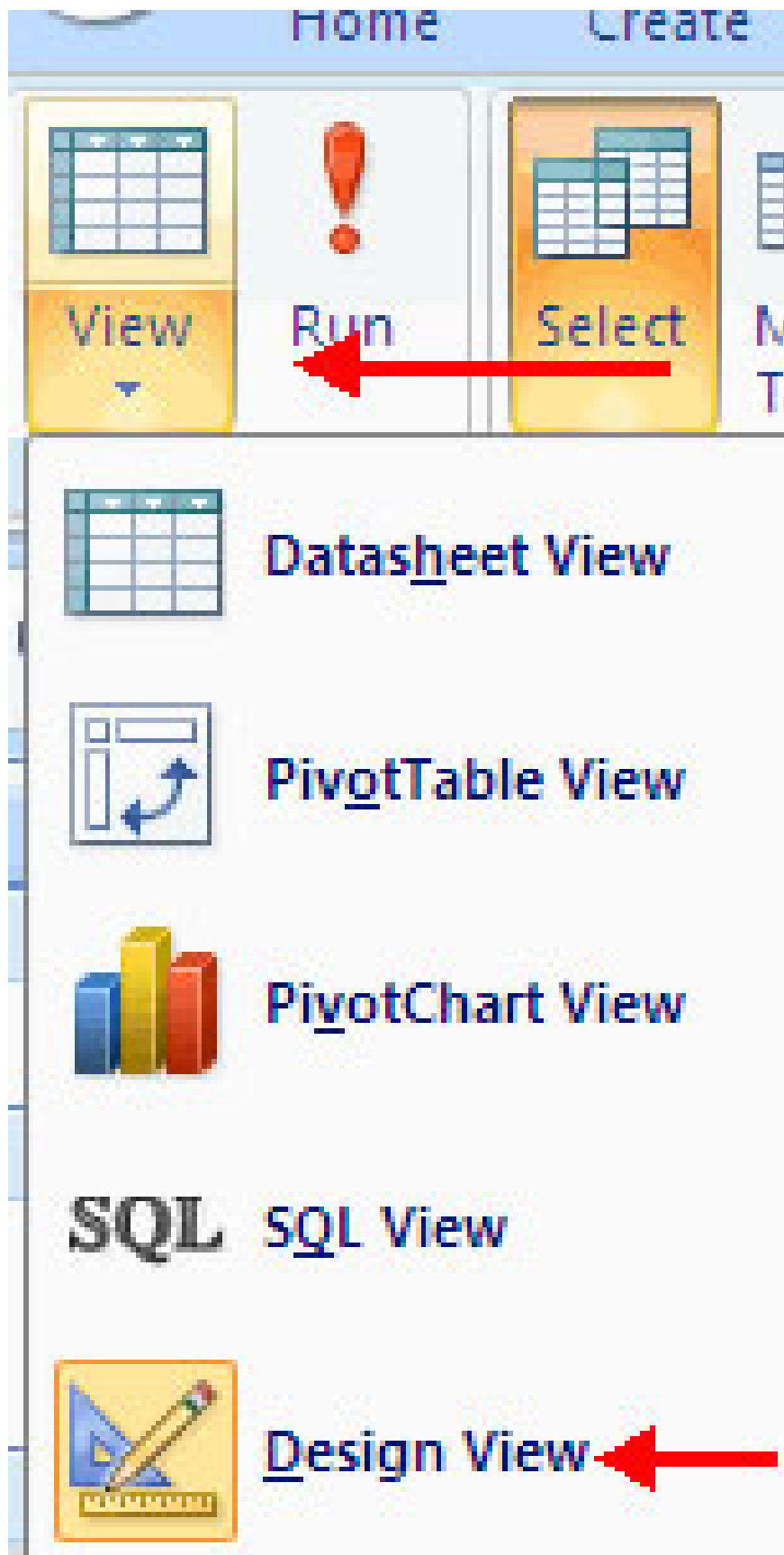
TipsMake.com - Calculation field is a field that receives its information from the calculation made on other schools. You can build the calculation result domain in the Query screen using addition (+), minus (-), multiplication (*) and division (/).

Expression

Expressions are combinations of functions, field names, numbers, text, and operations listed above.

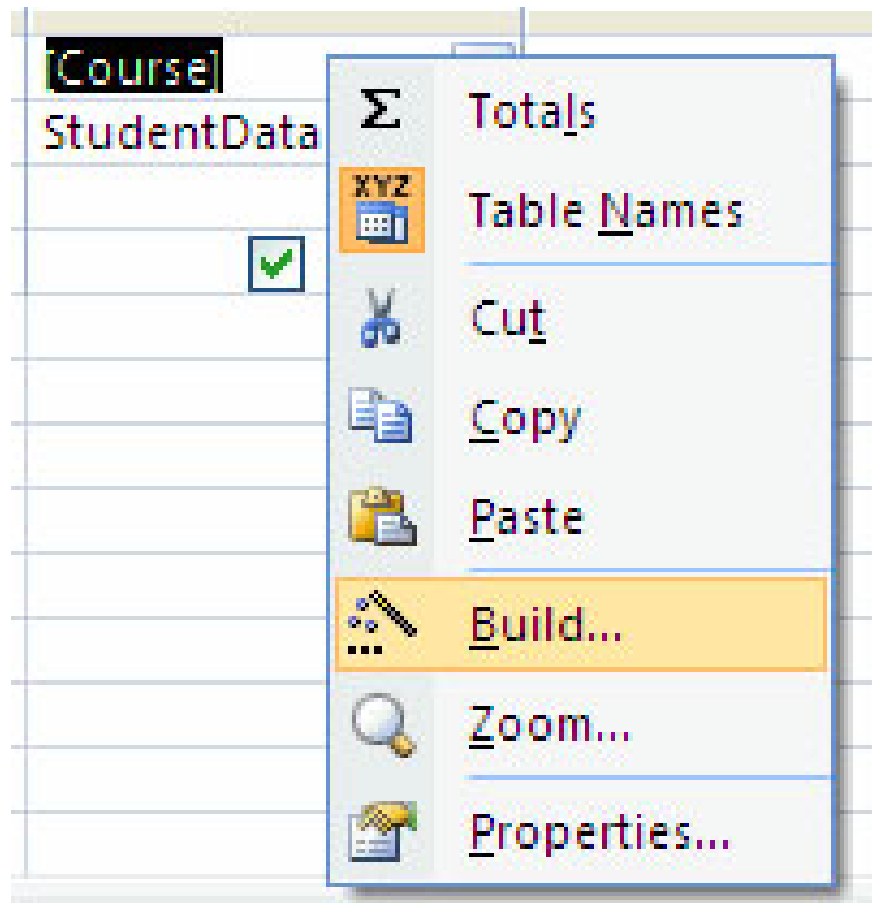
To build an expression to create a calculation field:

- Open an existing query or start a new query
- Click the **View** button
- Click **Design View** mode.

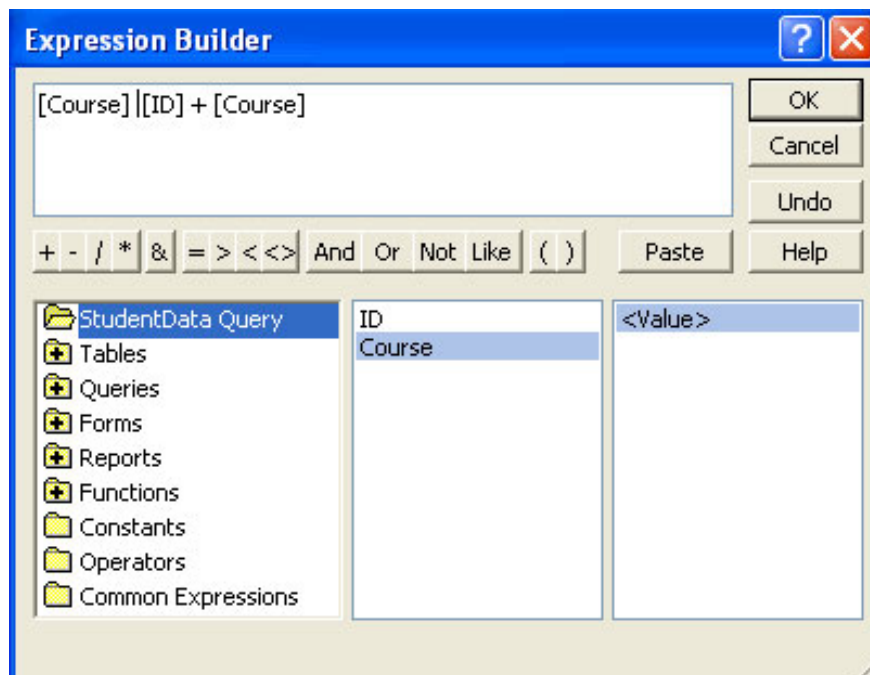


- In **Query** , right click on the field where you want to create the operation

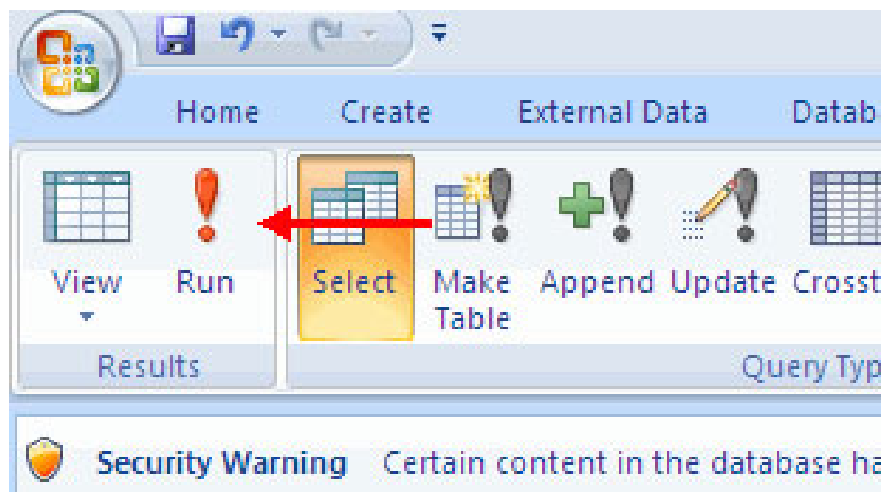
- Click the **Build** button.



- Select the table you want to build the operation from
- Double-click the field you want to include it in the operation
- Select the operator you want to have in the operation
- Click on the second field you want to include in the operation
- Click **OK** .



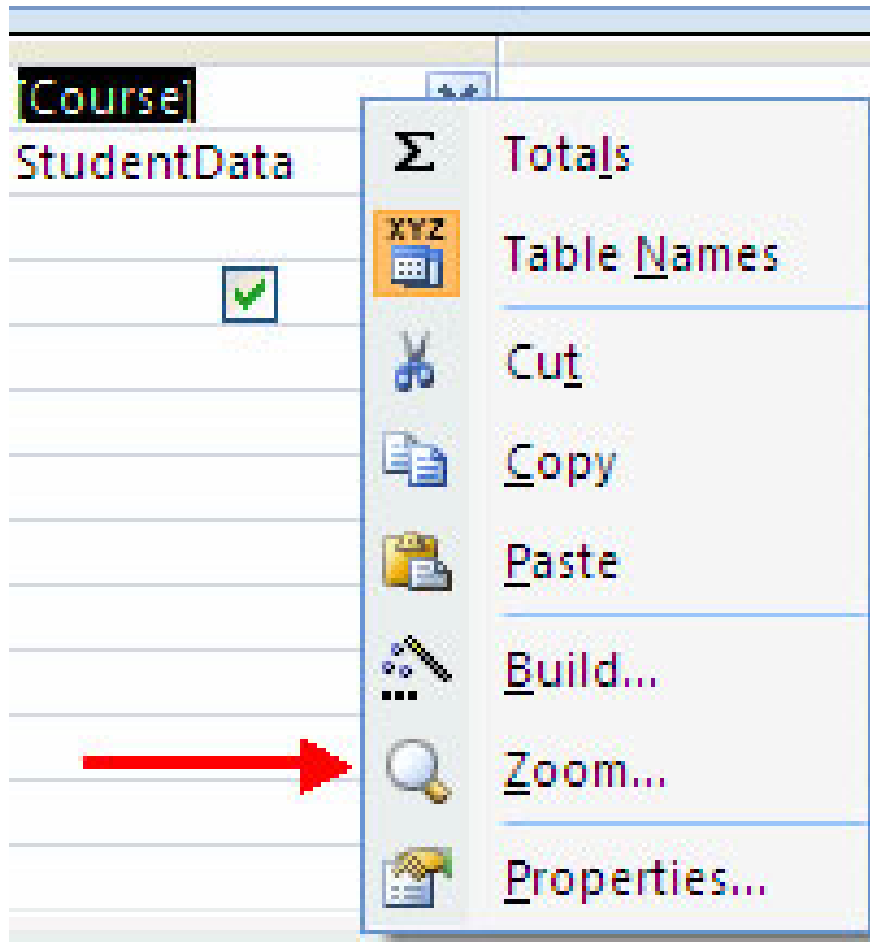
- Click the **Run** button to execute.



Zoom

The Zoom dialog allows you to view the entire expression. To view the Zoom dialog:

- In **Design View** mode, right-click on the field you want to display.
- Click **Zoom** .



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