Chapter 11
Retrieving Data using Queries

1. **Database** is a huge collection of **data**.
2. **Query** can be used to retrieve specific set of information from database.
3. **Query** consists of a set of records, organized in rows and columns.
4. Base offers **three** different ways to create query.
5. There are **eight** steps to create query using wizard.
6. To execute a query click on the **run query** button.
7. The default value of "Visible" (record headings) is set to be **true**.
8. Date must be enclosed in the **hash (#)** delimiter.
9. The **number** literals for the criterion cell do not need any delimiters.
10. **=, >, <, >=, <=, <>** are comparison operator.
11. **And, Or, Not** are used as Logical operator.
12. **Like, Is, Between, In** are special operator.
13. No check mark in a field signifies that the value is **NULL** and that it is empty.
14. ***& ?** Symbols are wild characters in Base.
15. A **wild card** is a symbol that represents any character or combination of characters.
16. **Like** operator must be included with the wild card character.
17. Predefined calculations mean **summarizing the data**.
18. **Parameter** queries are designed to accept values from the user at run time.
19. **SQL** is the standard language used to query a relational database.
20. The SQL queries are in the form of **statements**.
21. The **DROP TABLE** statement is used to remove a table.
22. The SQL statements to retrieve information start with **SELECT** keyword.
23. Keyword **ORDER BY** is used to indicate that output needs to be stored on a field.

24. The keyword **WHERE** is used to retrieve the records based on criteria.

25. To perform custom calculation we need to add an extra field known as **calculated field.**