**Access Assignment #2**

**Directions:** You are going to create a query based upon the student names you typed in last class period. Your goal is to create a form showing all students that do not live in Tampa.

Step #1- Creating the Query

1. Go to **Create**
2. Click on Query **Design**
3. Add the table you already created
4. You will want to put each Field in the first row (ID, first name, last name, etc.)
5. Sort the Field- Last name in **Ascending order**
6. For Criteria we want to type in **Not In (“Tampa”)**
7. Click on the **Run!** Button
8. This should show all students not in Tampa

**Step #2- Run the Report**

You should know how to create a report from this Query you created. Make sure to select the Landscape orientation under Page Setup. Reduce columns to fit to one sheet. Add your name to the top, print, and hand in.