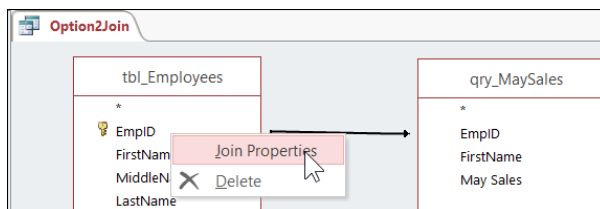
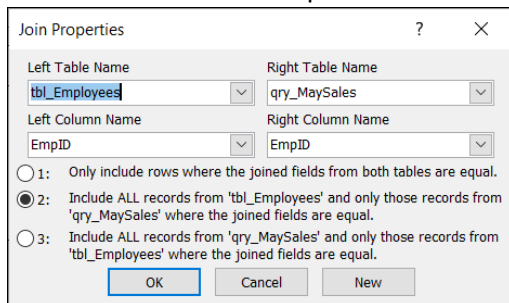


## Joins

1. Open the **JoinFromSales** database.
2. Open the *qry\_MaySales* query and **Run**.  
There are 84 *Sales* employees but this query is showing only 31.
3. Right click *qry\_MaySales* tab and select **Design View**.  
In the OrderDate column, criteria is set to: >=#5/1/2010# And <=#5/31/2010#  
Here we are only looking at May.
4. **Close** the *qry\_MaySales* query.
5. Open the **qry\_Join2Option** query.
6. Switch to **Design View**.
7. Right click the **join line** and select **Join Properties**.



8. Notice here the second option is selected. Click **Cancel**.



9. **Run** the query.  
You will get 200 employees, which is all employees in the company. What we really want is Sales employees.
10. Switch to **Design View**.
11. On the *Criteria* row, under *Department* type in **Sales**.
12. **Run** the query.  
Now we have all the sales team and we can see who did not have sales during the dates range in the *qry\_MaySales*.