

Crosstab without Wizard

1. Click the *Create* tab, in the *Queries* group, click **Query Design**.
2. Double click the **Inventory** table and click **Close**.
3. From the table, double click; **Year**, **Make** and **Asking Price**.
4. In the *Query Type* group, click **Crosstab** button.

In the *Crosstab* row you need three items; **Row**, **Column** and **Value**.

Field:	Year	Make	AskingPrice	▼
Table:	Inventory	Inventory	Inventory	
Total:	Group By	Group By	Group By	
Crosstab:				
Sort:				
Criteria:				
or:				

5. Click in the *Crosstab* row in the *Year* column and select **Row Heading**.
6. Click in the *Crosstab* row in the *Make* column and select **Column Heading**.
7. Click in the *Crosstab* row in the *AskingPrice* column and select **Value**.
8. Click in the *Total* row in the *AskingPrice* column and select **Sum**.

Your screen should look like this.

Field:	Year	Make	AskingPrice	
Table:	Inventory	Inventory	Inventory	
Total:	Group By	Group By	Sum	▼
Crosstab:	Row Heading	Column Heading	Value	
Sort:				
Criteria:				
or:				

9. Click the *Results* group, click the **Run** button.
10. For number of cars; change to *Design view* and change **Sum** to **Count**.

Your screen should look like this.

Field:	Year	Make	AskingPrice	
Table:	Inventory	Inventory	Inventory	
Total:	Group By	Group By	Count	▼
Crosstab:	Row Heading	Column Heading	Value	
Sort:				
Criteria:				
or:				