

Calculated Fields

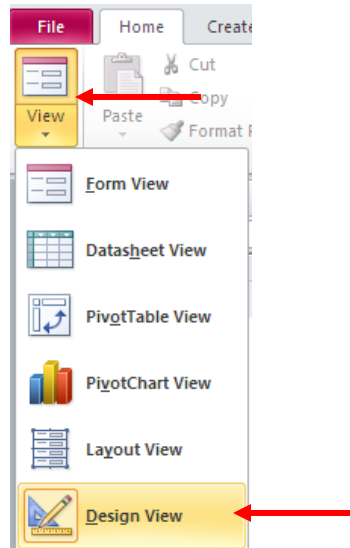
A calculated field is a field that gets its information from the calculations performed on other fields. You can build calculated fields in the Query screen by using the addition (+), subtraction (-), multiplication (*) and division (/) operators.

Expressions

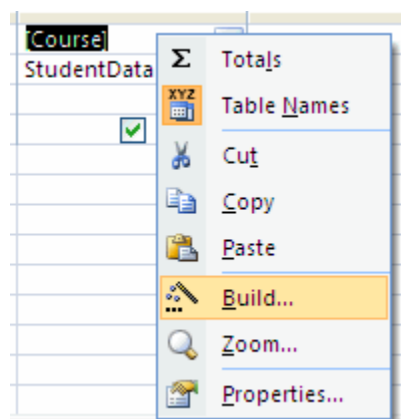
Expressions a combination of functions, field names, numbers, text, and the operators listed above.

To build an expression to create a calculated field:

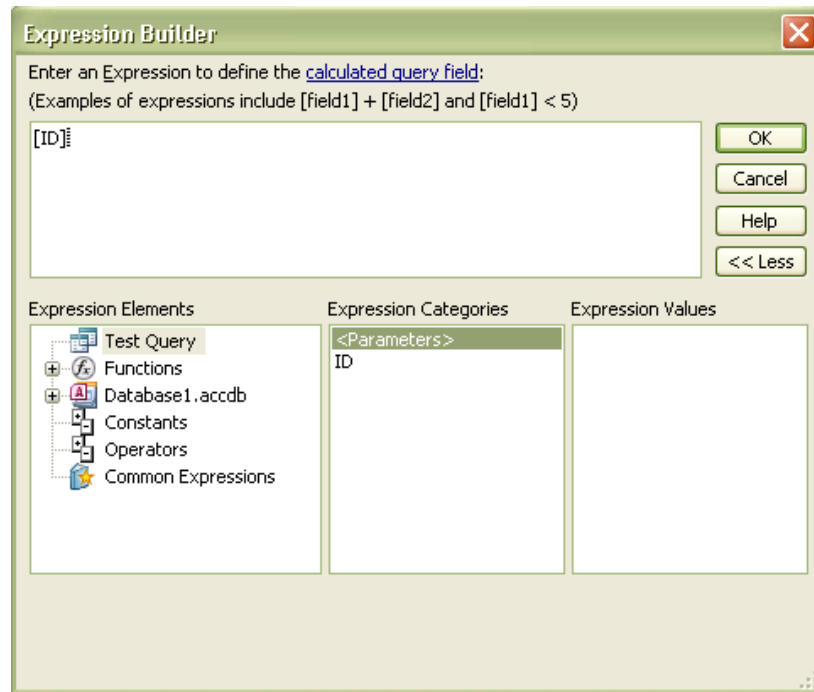
- Open an existing query or start a new query
- Click on the **View** Button
- Click on **Design View**



- In the **Query** Pane, right-click on the field where you would like to create the calculation
- Click **Build**



- Choose the **tables** that you wish to build the calculation from
- Double-click the **field** that you want to include in the calculation
- Click the **operator** that you wish to include in the calculation
- Click the **second field** you wish to include in the calculation
- Click **OK**



- Click Run

