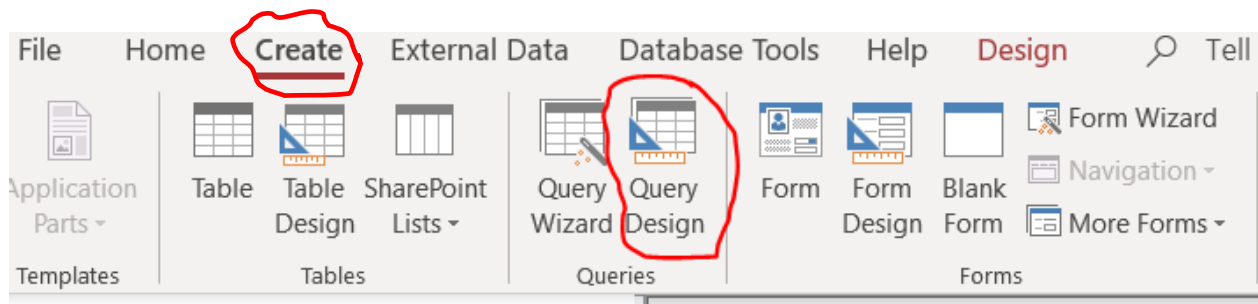
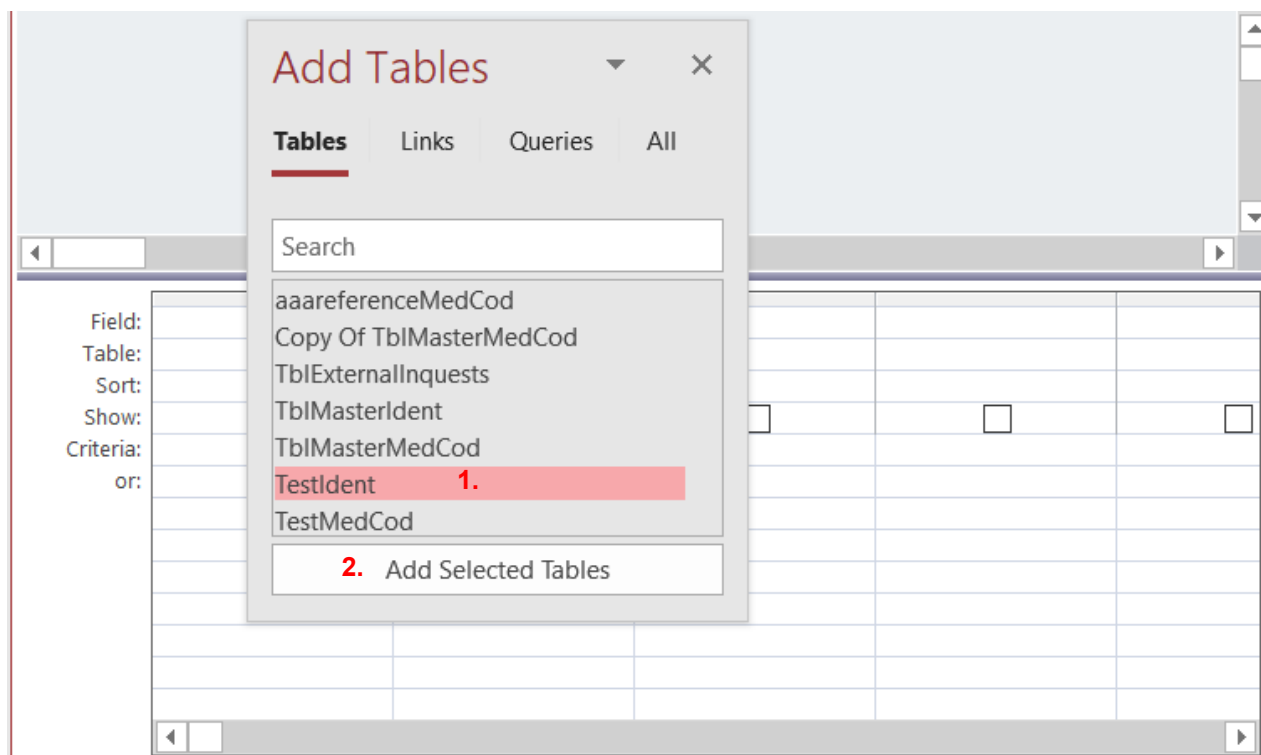


FAQ: How can I merge two lots in MS Access?

- 1) After opening the certificate where the merge should be achieved and clicking >> Create >> Query Design,

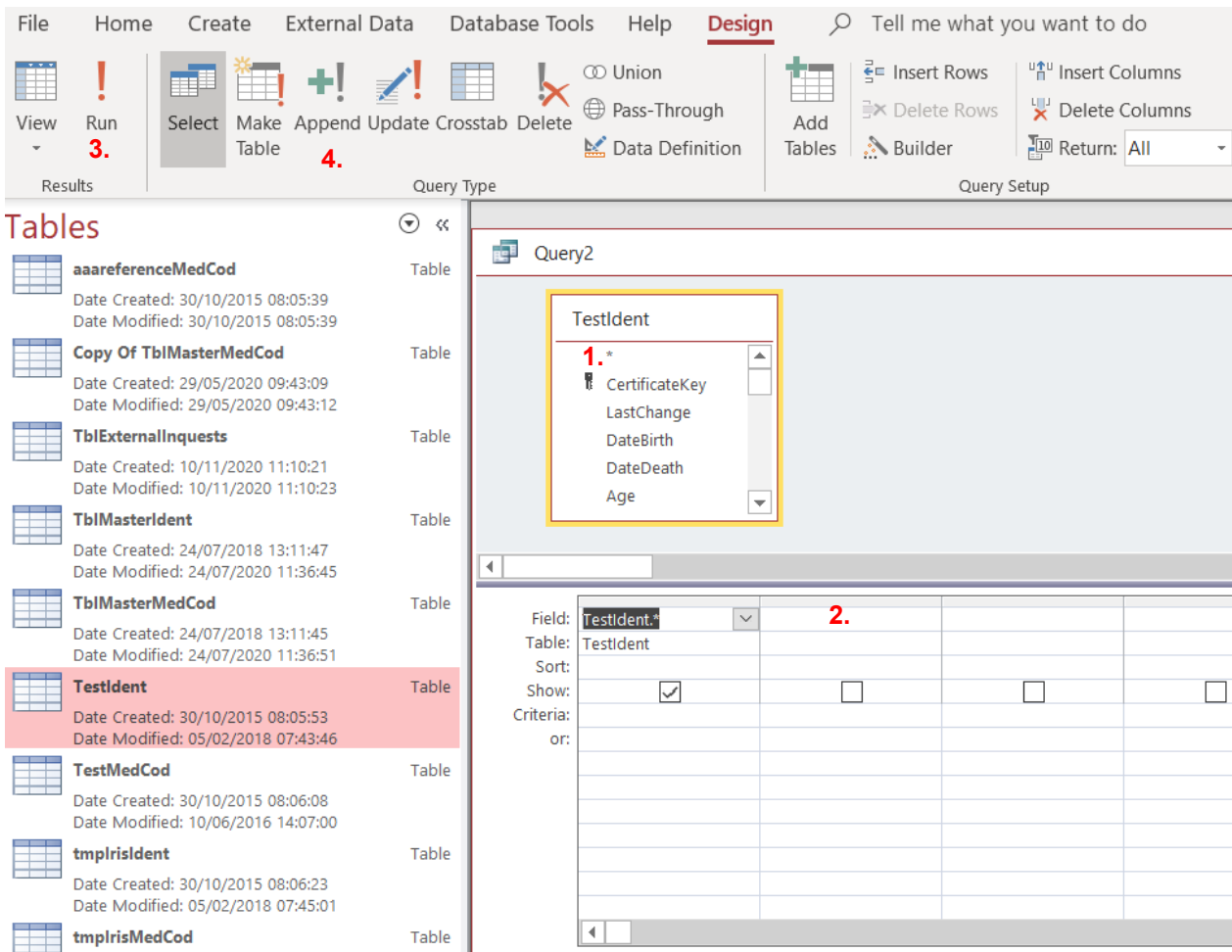


the Show table popup window will appear which reveals the available tables in the certificate database:



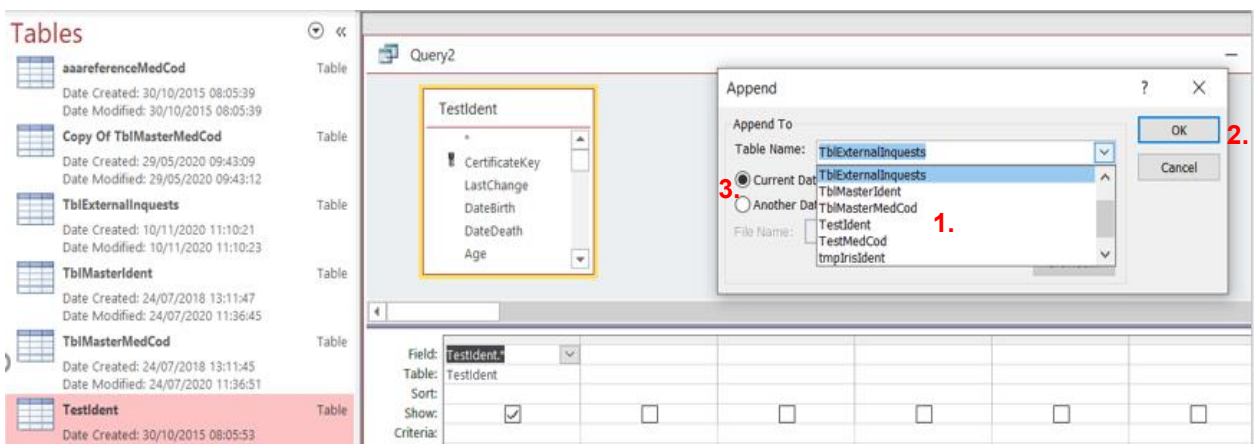
- 2) Select the table (1.) which should be add (2.) to the one which collects the data. Then close the popup window.

- 3) Double-click the asterisk sign (1.) at the top left of the quers designer box to add all the fields to the query design grid (2.) then run (3.).



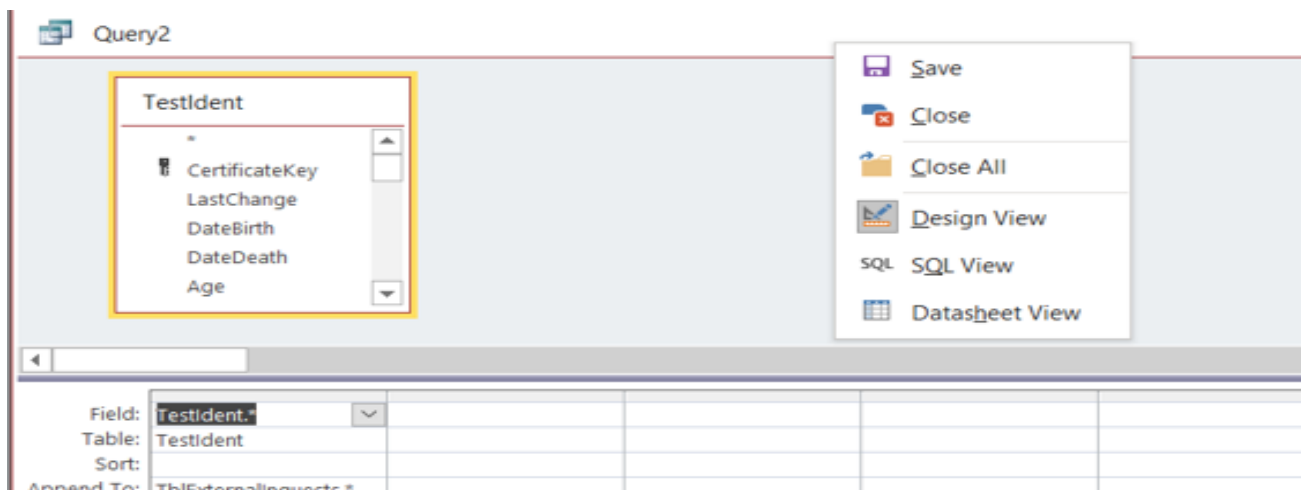
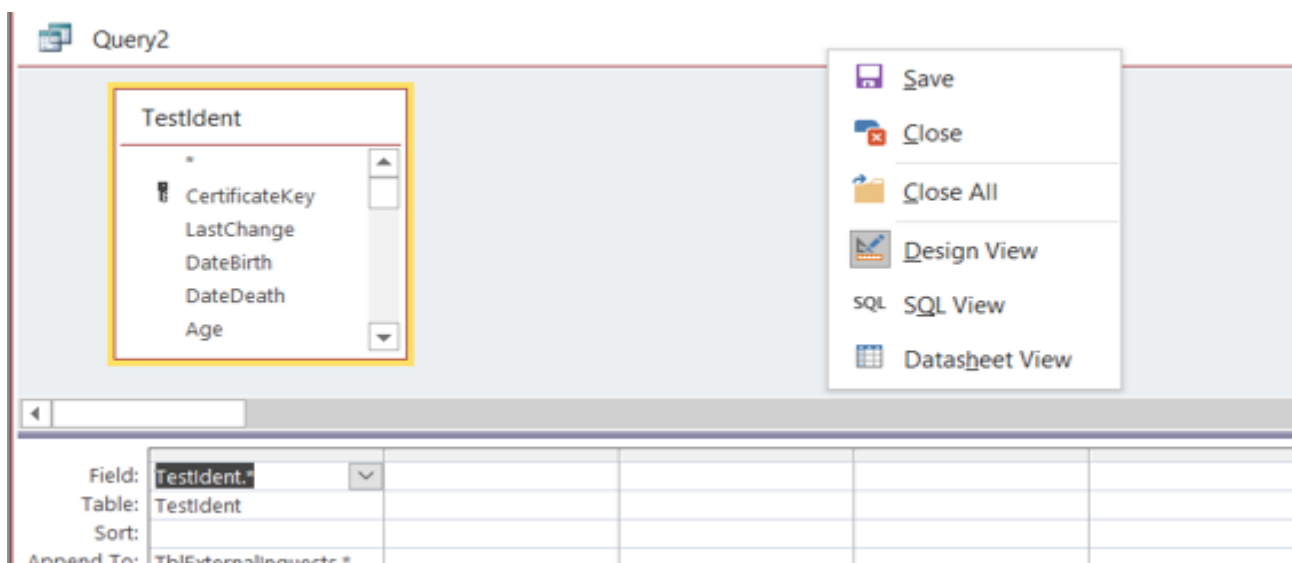
Then Design View after View to reach Append (4) which opens the Append popup window.

- 4) Select the table (1) to add and click OK (2).



The table could come from the Current Database or from another one (3).

5) It's possible to switch between Design View and Datasheet view by right-click.



6) Run the query to merge the table. A dialog will be raised to cancel or not the process.