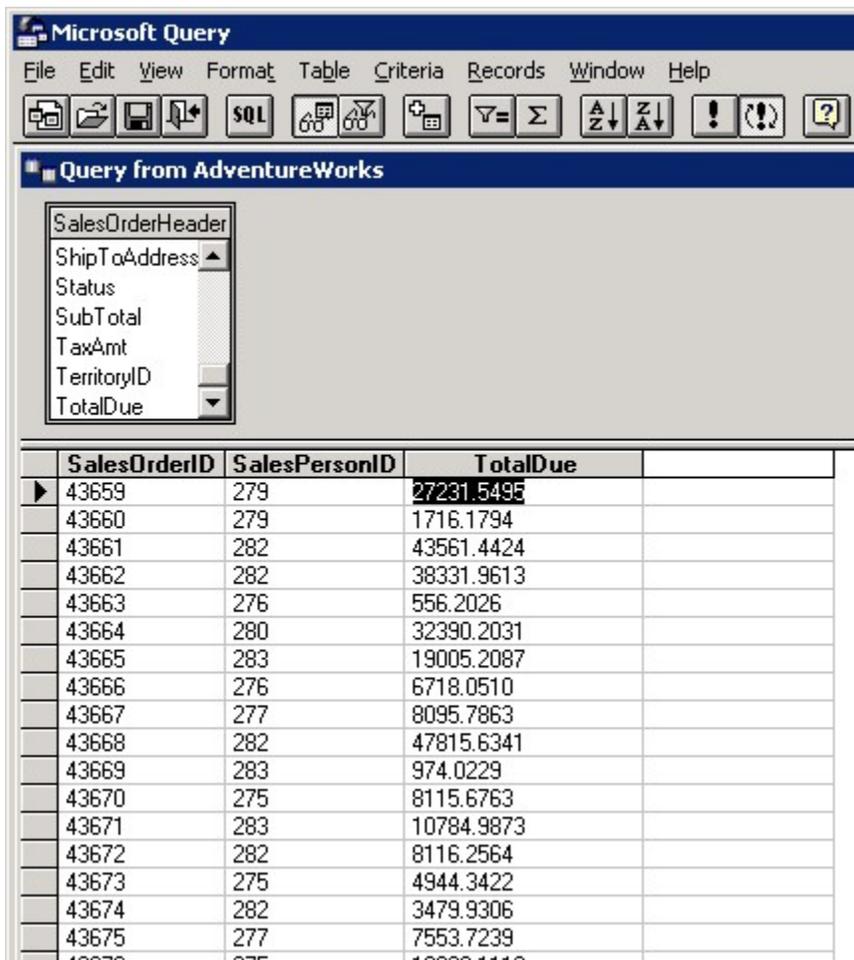# Defining Parameters with MS Query in Word

OfficeWriter and Reporting Services allow you to use parameters to filter the data returned by your database query, and display a subset of the data in your report. This will cover how to define parameters in a report using MS Query in the OfficeWRiter Designer. For more on parameters in OfficeWriter reports, please refer to Reports with Parameters.

> ⚠️ If Microsoft Query cannot display a query graphically, it will not allow you to define a parameter for the query. For example, if a query contains the TOP keyword, which cannot be represented graphically, Microsoft Query will warn you that the query cannot be shown graphically and will not allow you to add parameters to the query.

Let's add a parameter to a sample query. The sample will use the AdventureWorks sample database, which ships with Reporting Services.

1. Open Microsoft Word and create a new document.

2. Click **Add Query** on the OfficeWriter toolbar.

3. Follow the steps to **Create a Data Source** and **Building a Query** in Creating a New Template.

4. In the **Add Tables** dialog box, find the **SalesOrderHeader** table in the list and select **Add**. Click **Close**.

5. In Microsoft Query, drag the following fields to the query: **SalesOrderID**, **SalesPersonID**, and **TotalDue**.

6. Click the **Hide/Show Criteria** button on the Microsoft Query toolbar to open the criteria table.

7. Click within the top left cell in the criteria table and select **SalesPersonID** from the drop-down list.

8. In **Value** cell beneath **SalesPersonID**, type*[Enter the Sales Person ID]*. This is the text that will be used to prompt the user.

9. Microsoft Query will prompt you to enter the default value for the parameter. Enter a sales person ID value.

10. From the **File** menu, select **Return to OfficeWriter Designer**.

11. Using OfficeWriter Designer's **Merge Fields** button, add the fields to your report and set the import behavior for your dataset.

12. Deploy the report.

13. Click **View** on the OfficeWriter toolbar. You will be asked to enter a parameter value.

14. Replace the 0 with 280. Every row displayed in the report will have SalesPersonID number 280.

Sales Order ID	Sales Person ID	Total Due
43664	280	32390.2031
43860	280	14603.7393
43866	280	5403.8208
43867	280	43499.5830
43877	280	27308.9192
43894	280	43077.1098
43895	280	43115.5616
43911	280	26197.5398
44109	280	18364.2006
44285	280	76802.3808
44483	280	4000.9786
44501	280	26128.8674
44511	280	13471.6989
44513	280	57801.3112
44523	280	98696.0560
44540	280	51315.1022
44541	280	67393.9099
44554	280	984.7764
44563	280	63320.1589
44771	280	92392.1106
45041	280	556.2026
45042	280	53896.0778
45267	280	4592.3356
45283	280	37643.1378
45295	280	21607.8799
45296	280	32240.4897
45303	280	27041.7149
45318	280	39861.5048

Samples

Download an .rdl file created with Microsoft Query and OfficeWriter.