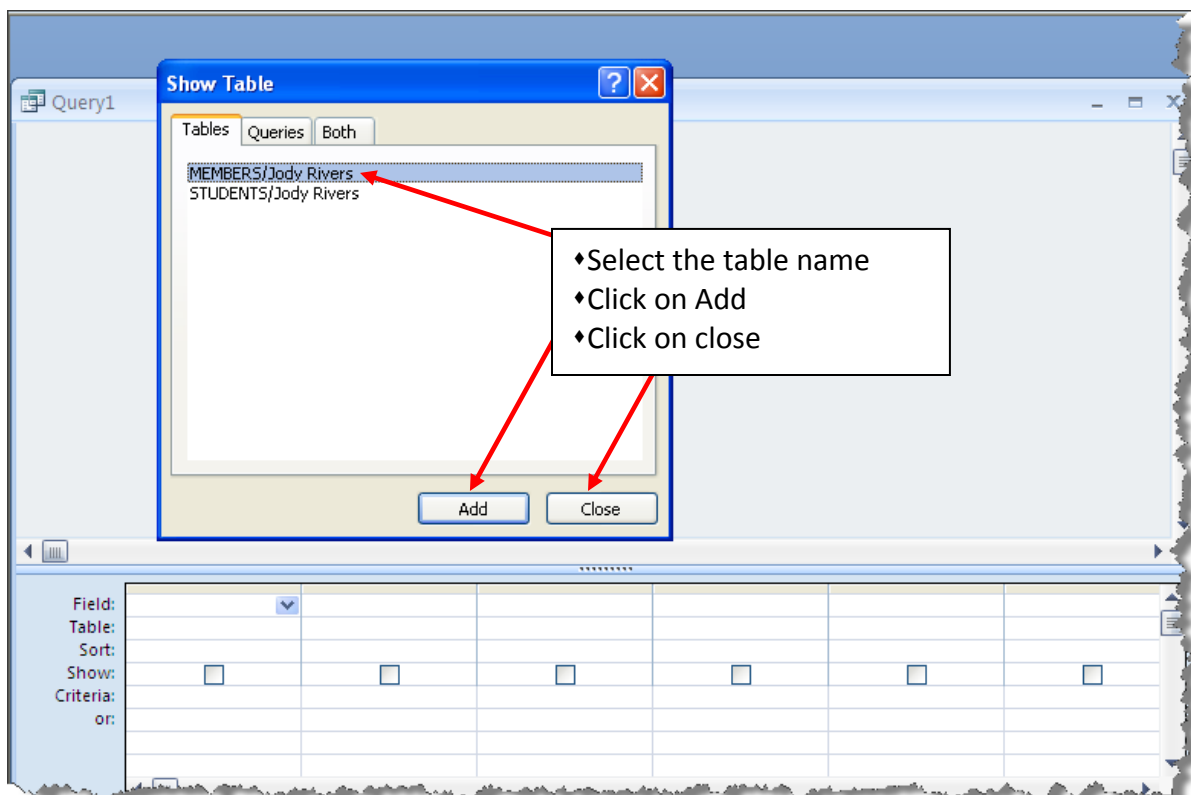
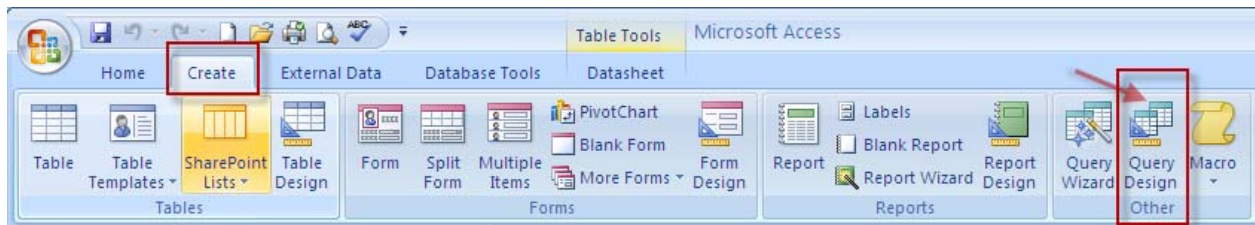


## QUERIES IN ACCESS

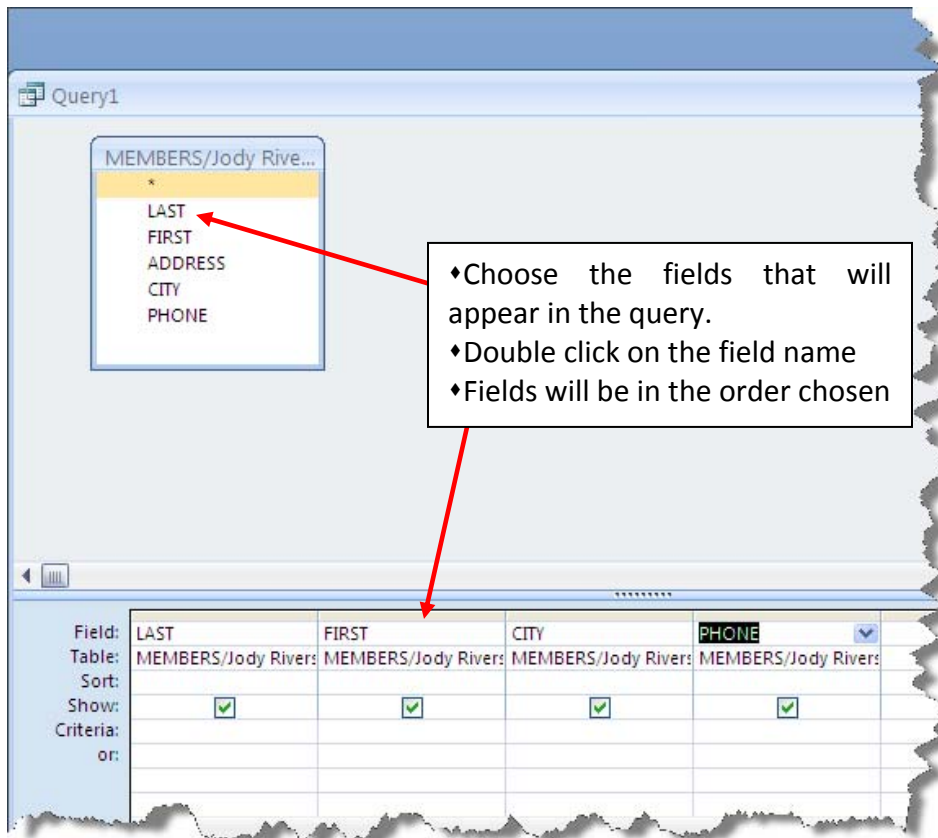
A query is similar to a filter—you are looking for certain information in a database table. The major difference between a query and a filter is that **QUERIES** become a permanent part of the database. It is saved and named like a table.

To create a query, open an existing database.

Click on the CREATE TAB → QUERY DESIGN



Once you close that box, you are in the Query Design Window.



Once the fields are listed:

