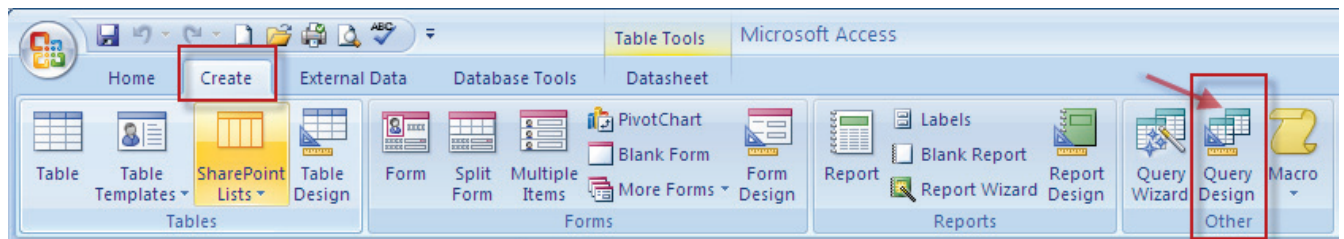


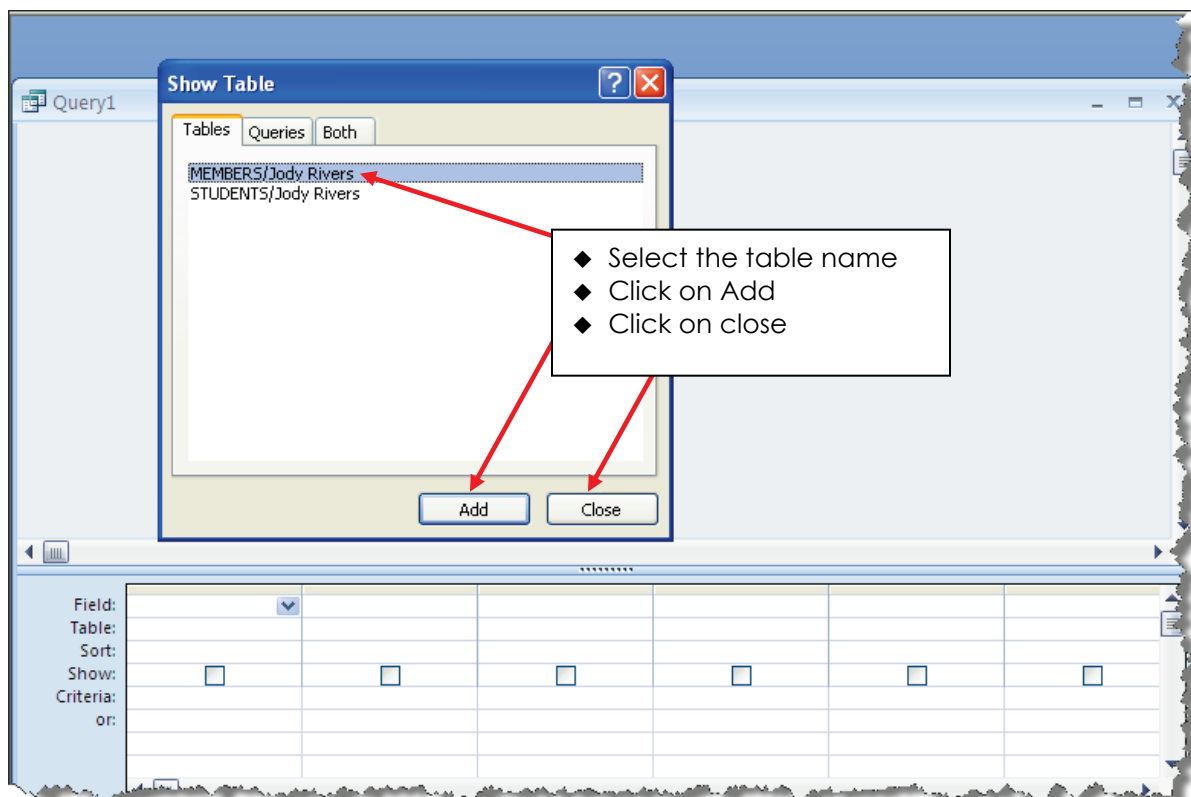
QUERIES NOTES

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 and can use multiple tables or other queries to pull information.

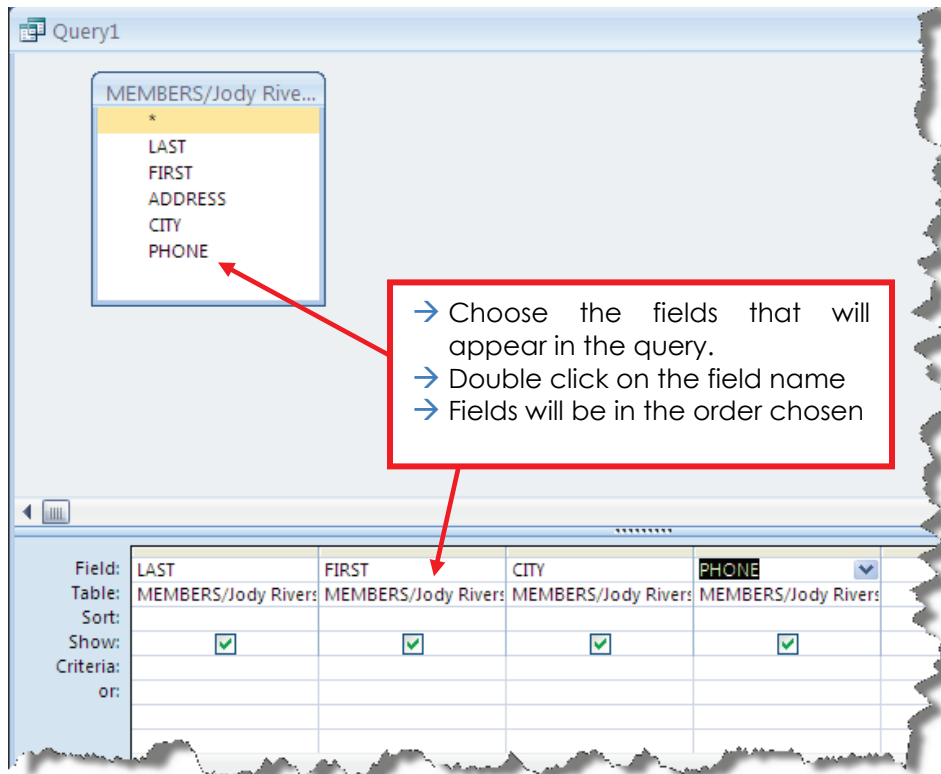
→ To create a query, open an existing database.



→ Click on the **CREATE** tab → **QUERY DESIGN** button



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



→ Once the fields are listed:

