

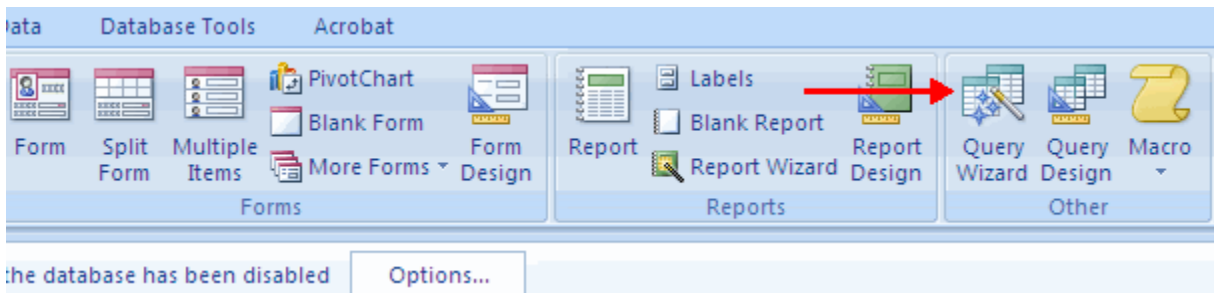
Querying a database

A query allows you to select and filter data from multiple tables. Queries can be saved and utilized as often as you need them.

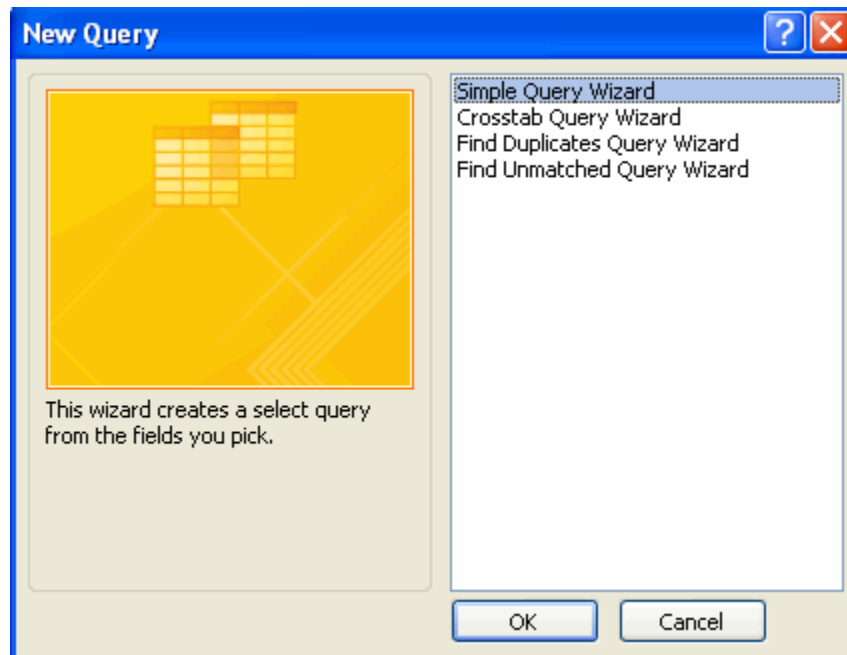
Query Wizard

The Query Wizard walks you through the steps to set up a query. To run a query using the query wizard:

- Click the **Create** tab
- Click the **Query Wizard** button



- Choose the type of query you wish to run
- Click **OK**



- Choose the fields you wish to include from each table
- To select fields from different tables, click the **Tables/Queries** down arrow
- Click **Next**

Simple Query Wizard

Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries
Table: Faculty

Available Fields:
ID
Company
Last Name
First Name
E-mail Address
Date of Birth
ID Number
Faculty ID

Selected Fields:

Cancel < Back Next > Finish

- Type in a title for the query
- Click **Finish**
- The query will display

Simple Query Wizard

What title do you want for your query?
Faculty Query1

That's all the information the wizard needs to create your query.
Do you want to open the query or modify the query's design?

Open the query to view information.
 Modify the query design.

Cancel < Back Next > Finish

To switch between tables and queries:

- Open the **Navigation Pane**
- Double click the name of the table or query you wish to view

