Querying a Database
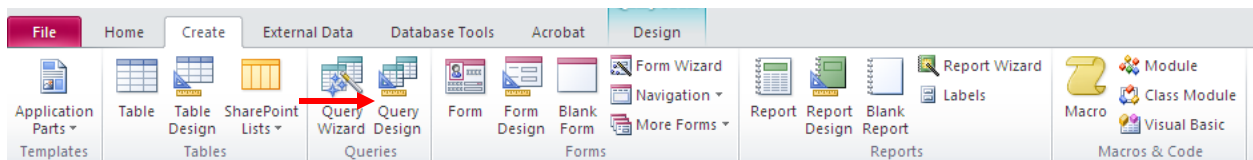
A query allows you to select and filter data from multiple tables. Queries can be saved and utilized as often as you need them.
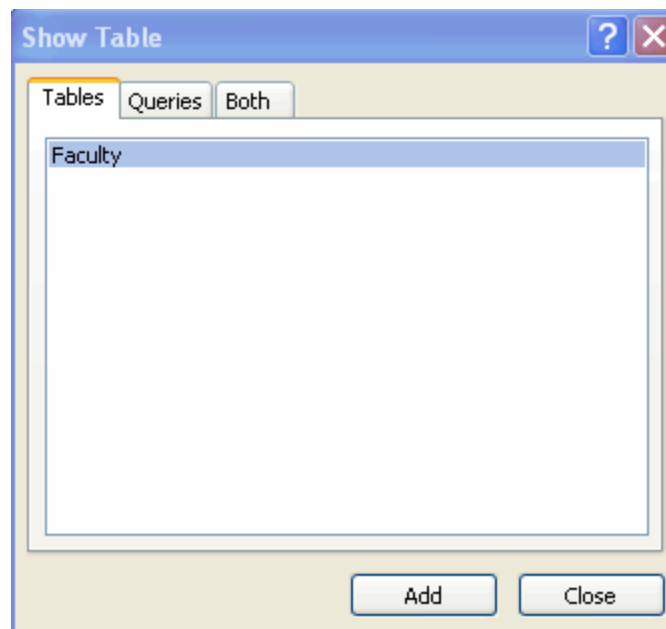
Query Design Feature
You can also design a query with the Query Design Button. To design a query using the Query Design Button:
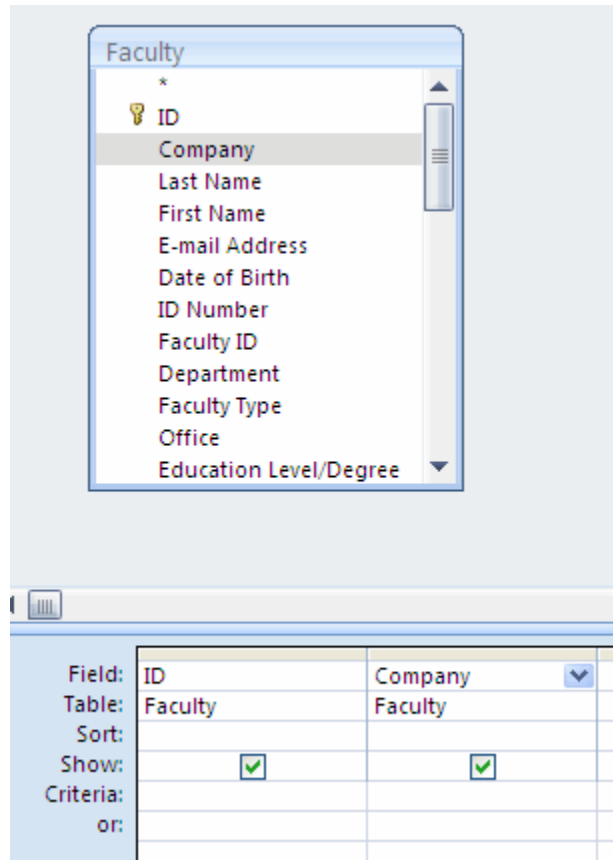
- Click the Query Design Button on the Create tab

- Select the tables that you would like to query
- Click **Add**

- Double click the name of the field you would like to query
- Repeat this process for as many fields as you would like in the query

- Click Run