

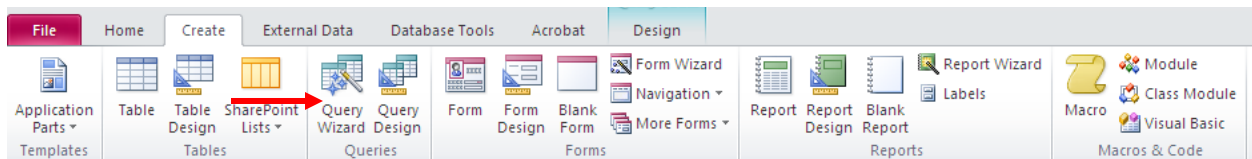
Querying a database

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

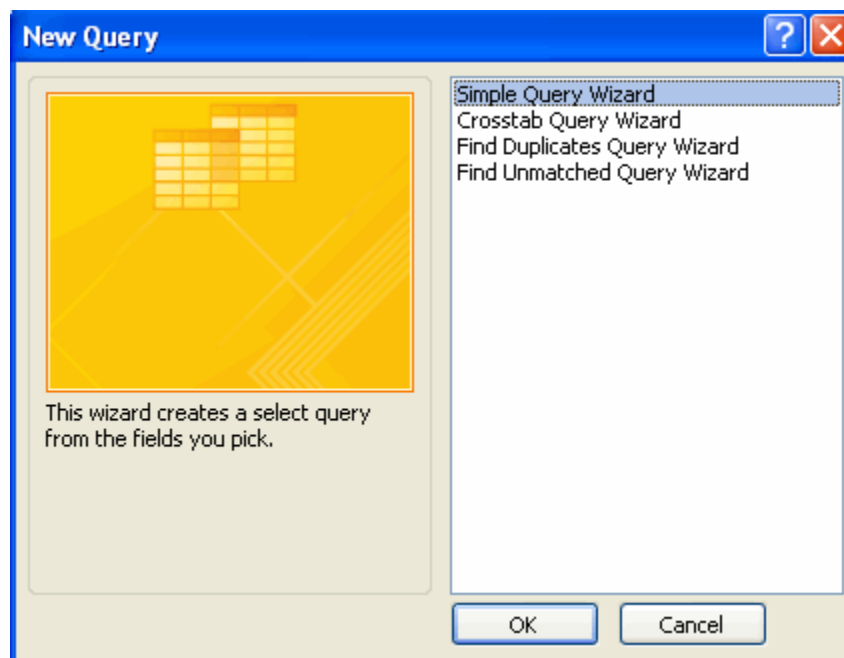
Query Wizard

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

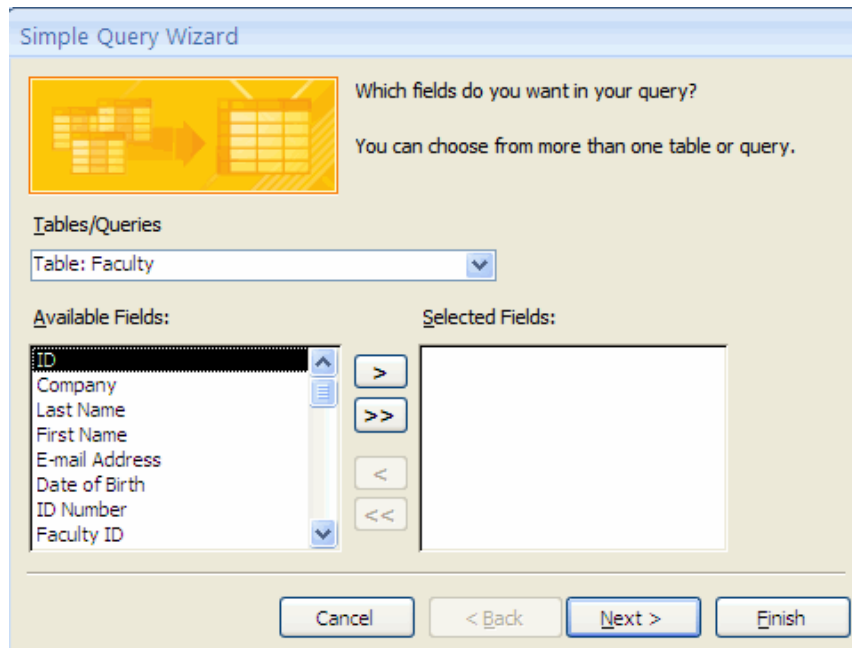
- Click the **Create** tab
- Click the **Query Wizard** button



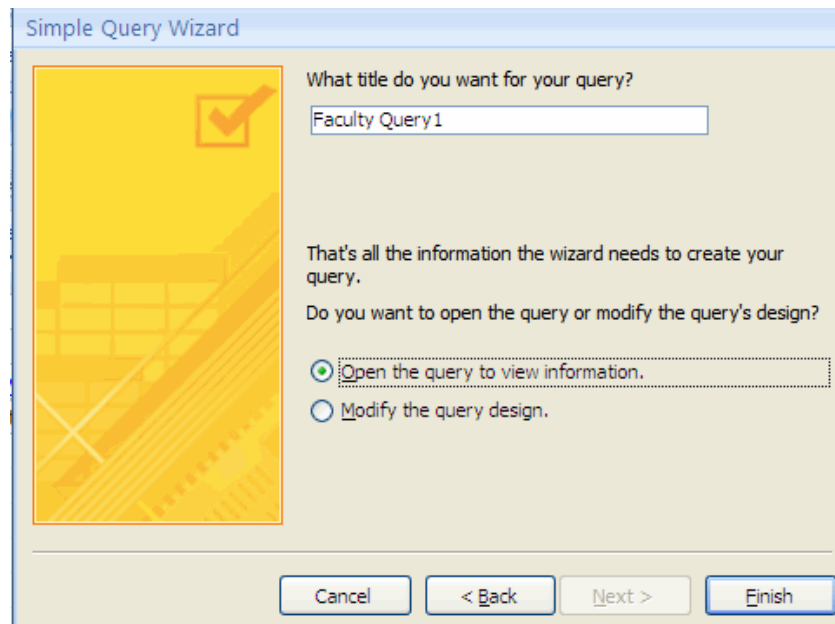
- Choose the type of query you wish to run
- Click **OK**



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



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



To switch between tables and queries:

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

