

Query

Queries select records from one or more tables in a database so they can be viewed, analyzed, and sorted on a common datasheet. A query can also perform calculations and display the results. The resulting collection of records, called a **dynaset** (short for dynamic subset), is saved as a database object and can therefore be easily used in the future. The query will be updated whenever the original tables are updated.

Types of queries are *select queries* that extract data from tables based on specified values, *find duplicate* queries that display records with duplicate values for one or more of the specified fields, and *find unmatched* queries display records from one table that do not have corresponding values in a second table.

To run a query:

- Click the **arrow** to open the navigation pane
- Double-click on the query name

