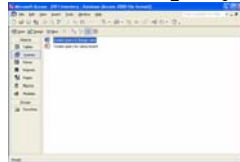


How to Create a Query in Access

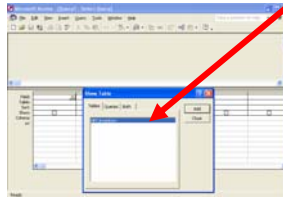
1. Open Access.
2. Click on your database in the task pane to open it.
3. On the next screen, click on **Queries**.



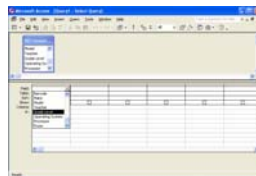
4. On the next screen, double-click on **Create query in design view**.



5. On the screen that opens, click on the name of the table that has the data, click **Add**, and then click **Close**.



6. The next screen shows your table in the top portion. Click in the box to the right of Field to make the drop-down arrow appear. Scroll down and click on the name of the first field you want to use.



7. In that same column, in the box to the right of **Criteria**, type the specific keyword you want selected from that field in the database.
8. **YOU MUST SELECT THE FIELD FOR ALL OF THE INFORMATION YOU WANT TO APPEAR ON YOUR QUERY RESULT.**
9. When you have made your selections, click on the diskette to save.
10. On the message box that appears, type in the name you want to give the query and click **OK**.
11. Your query has now been saved for you to use again, as files are updated.



12. To see the results of your query, click on the View button on the toolbar and select **Datasheet View**.



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