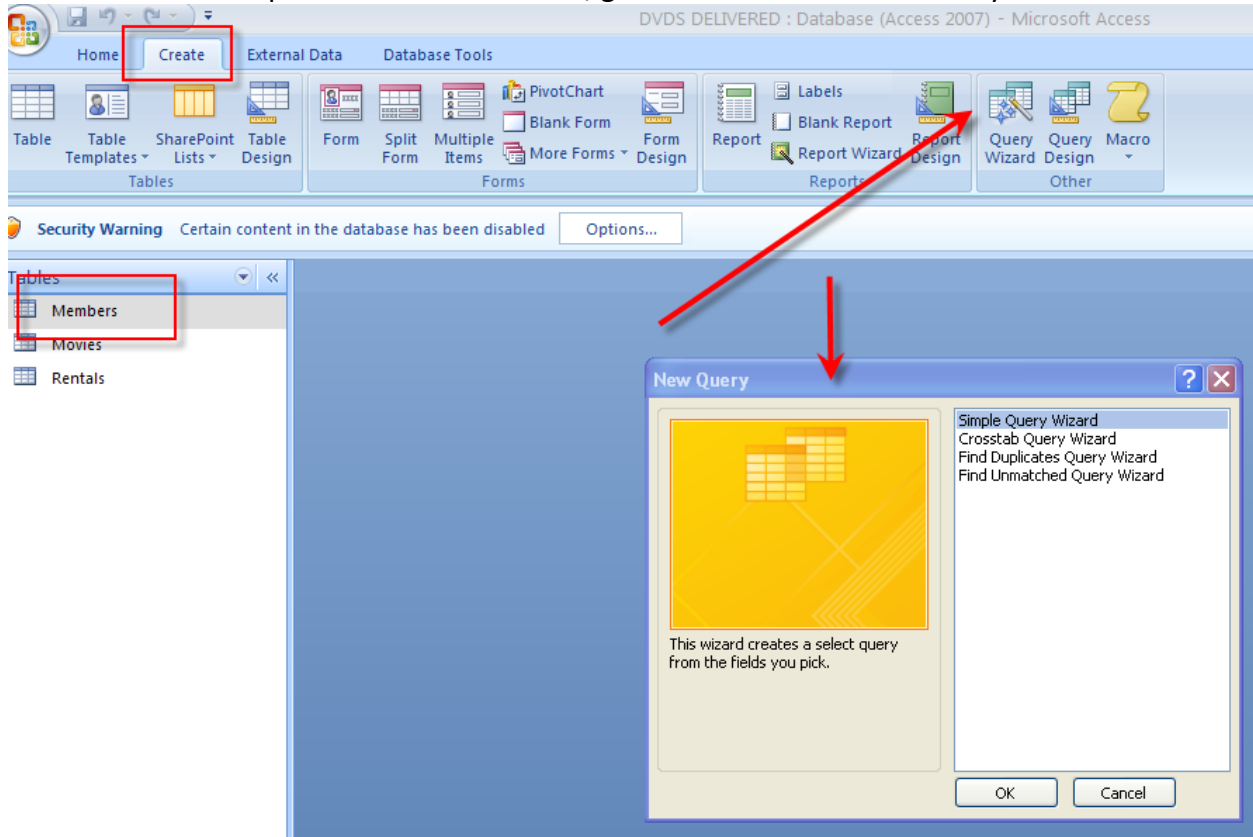
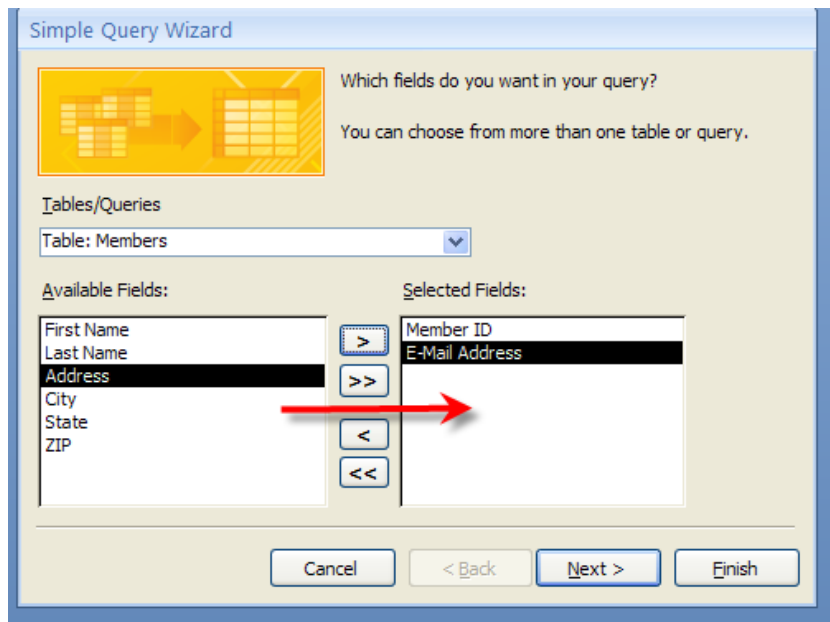


Creating a simple query

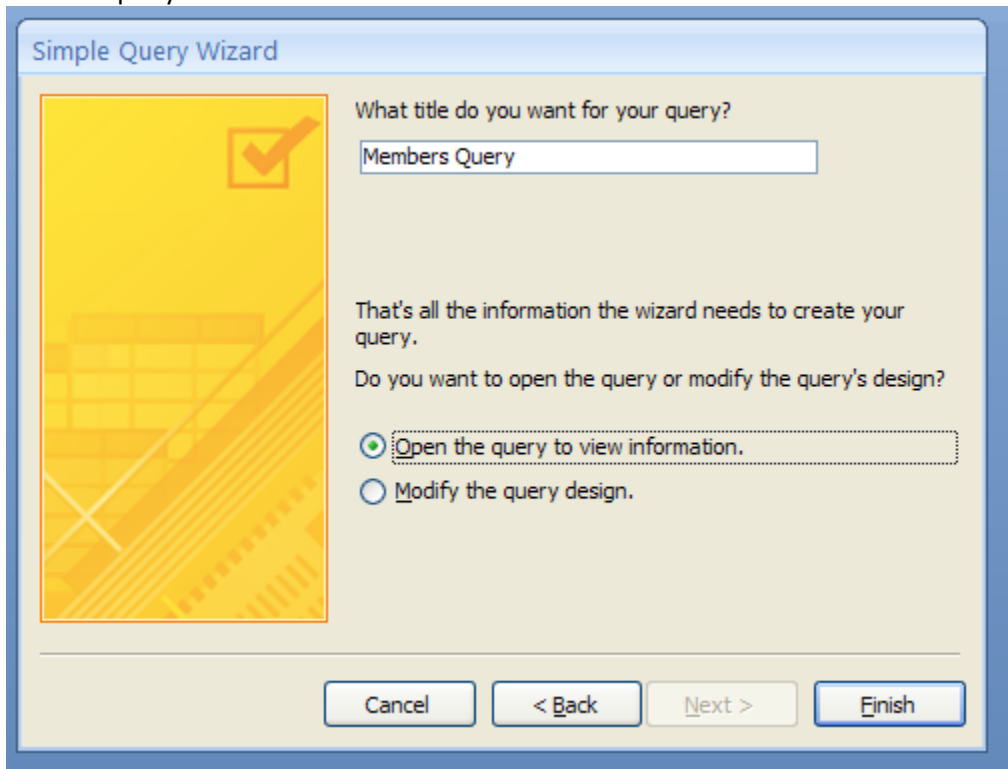
With the database open and a table selected, go to Create and choose Query Wizard



Select the fields you want to include in the query



Give the query a title and click Finish



The requested data is selected from the main table and saved as a query:

Members Query

Member ID	E-Mail Address
1	cs@lpdatafiles.com
2	jillf@lpdatafiles.com
3	jackh@lpdatafiles.com
4	monti@lpdatafiles.com
5	juan@lpdatafiles.com
6	julies@lpdatafiles.com
7	pascal@lpdatafiles.com
8	nadia@lpdatafiles.com
9	rudi@lpdatafiles.com
10	rgreene@lpdatafiles.com
*	(New)