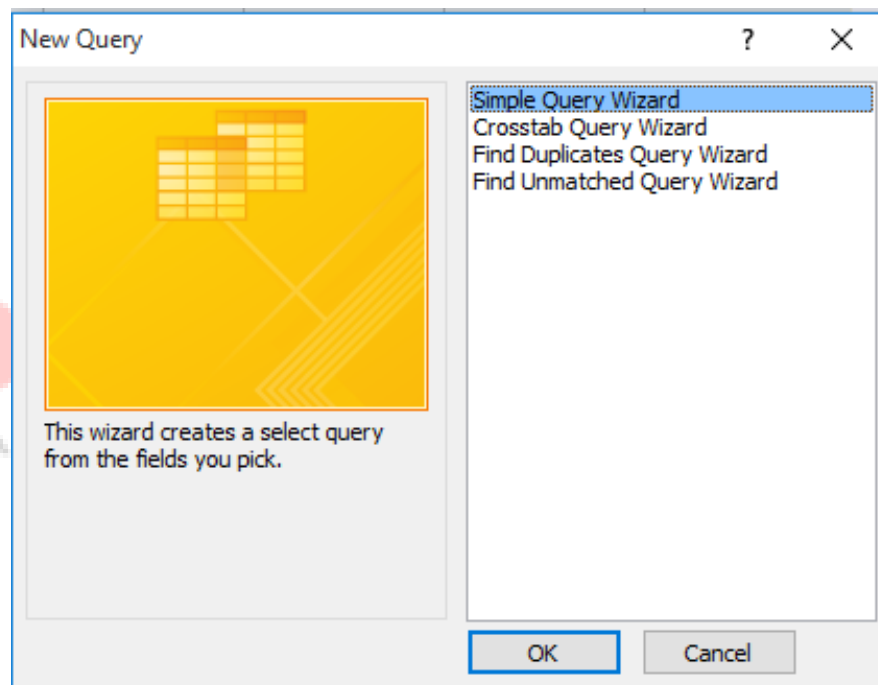


## Lesson – 3

### Add Queries

When you want to review, add, change or delete data from your database, consider using a query. Using a query, you can answer very specific questions about your data that would be difficult to answer by looking at table data directly. You can use queries to filter your data, to perform calculations with your data, and to summarize your data. You can also use queries to automate many data management tasks and to review changes in your data before you commit to those changes.



**Choose:** Simple Query Wizard.

**Click:** OK

Now See Next Windows like as:

**Choose:** Tables for Queries

>**Click** for one by one query fields

Which fields you choose that show in Selected Fields Box.

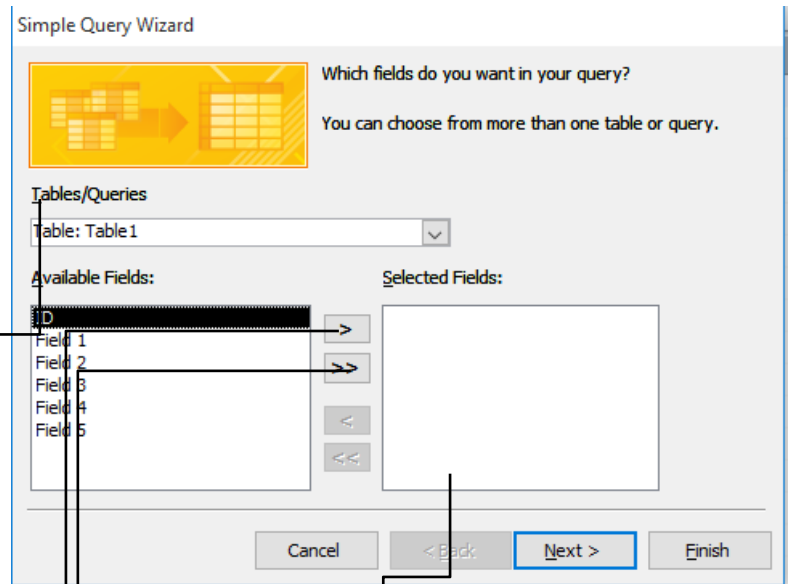
>> **Click** for if you want to select all the fields for queries.

**Click:** Next after choosing fields.

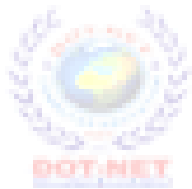
**Tables for Queries**

**One by One Fields**

**Select All Fields**



**Show Selected Fields**

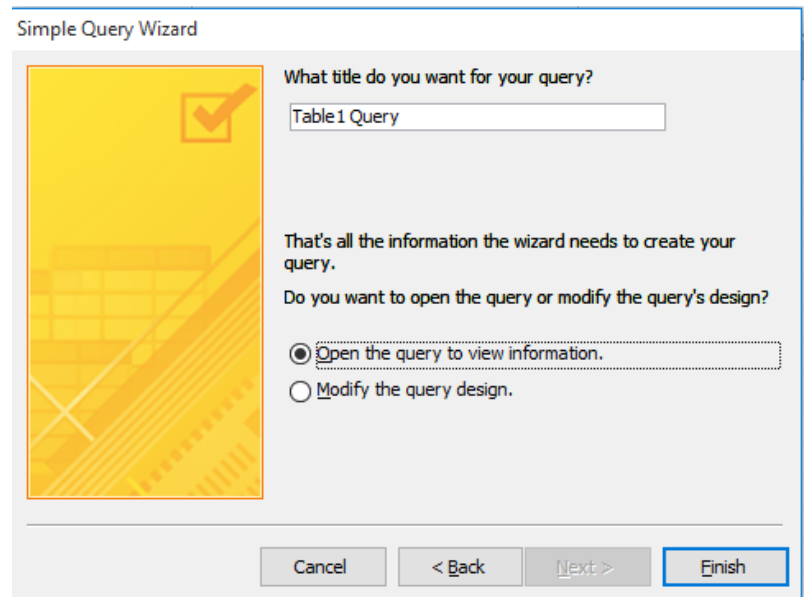


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**Choose:** Detail (shows every fields of every record)

**Click:** Next

**See:** Next Windows



**Choose:** Modify the query design.

**Click:** Finish

Now you show the next Windows.

