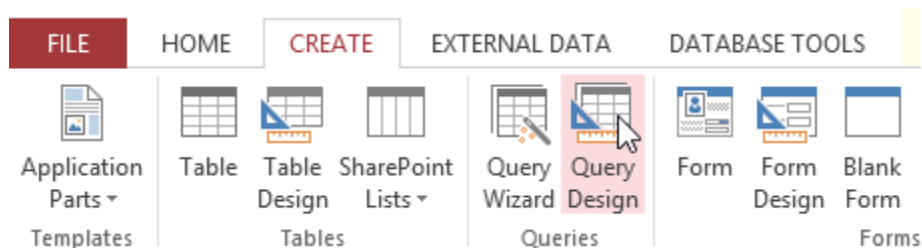
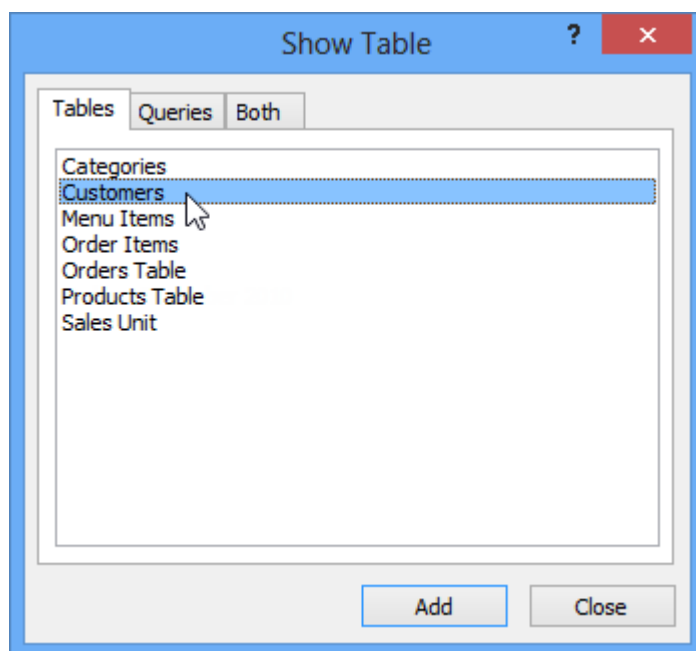


## To create a simple one-table query:

1. Select the **Create** tab on the Ribbon, and locate the **Queries** group.
2. Click the **Query Design** command.



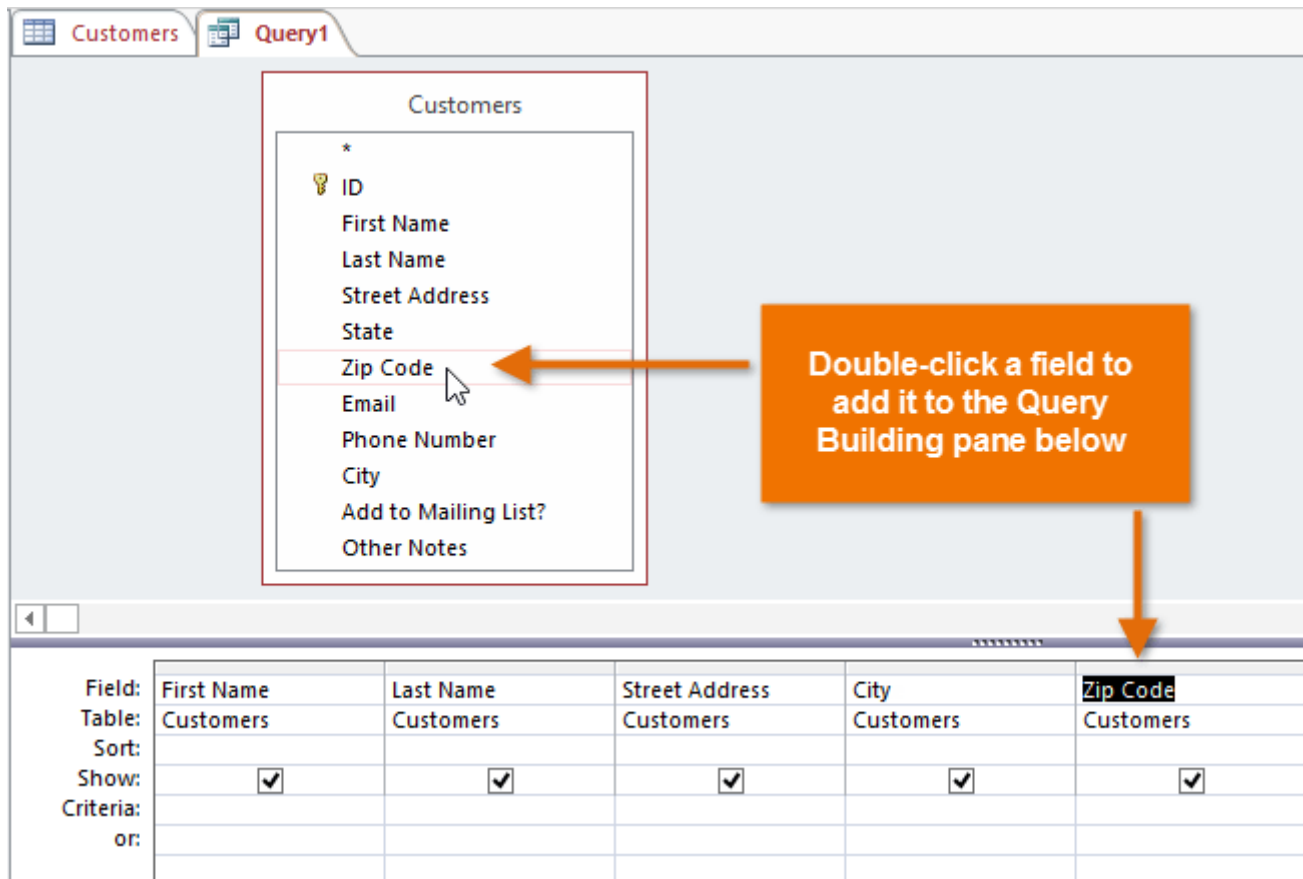
3. Access will switch to **Query Design view**. In the **Show Table** dialog box that appears, select the table you want to run a query on. We are running a query about our customers, so we'll select the **Customers** table.



4. Click **Add**, then click **Close**.
5. The selected table will appear as a small window in the **Object Relationship pane**. In the table window, double-click the **field names** you want to include in your query. They will be added to the **design grid** in the bottom part of the screen.

In our example, we want to mail invitations to customers who live in a certain area, so we'll include the **First Name**, **Last**

**Name, Street Address, City, and Zip Code** fields. We aren't planning on calling or emailing our customers, so we don't have to include the **Phone Number** or **Email** fields.



- Set the **search criteria** by clicking the cell in the **Criteria:** row of each field you want to filter. Typing criteria into more than one field in the Criteria: row will set your query to include only results that meet all criteria. If you want to set multiple criteria but don't need the records shown in your results to meet all of them, type the first criteria in the Criteria: row and additional criteria in the **or:** row and the rows beneath it.

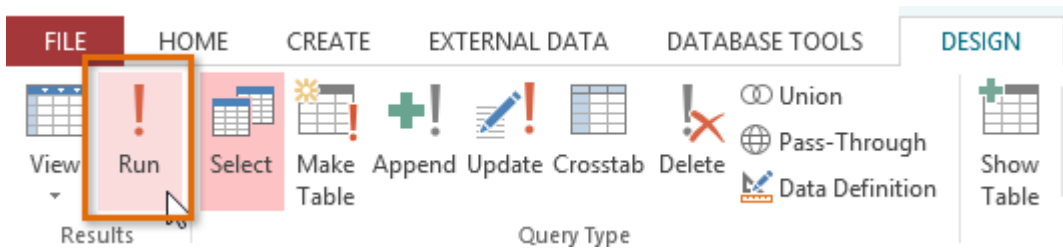
For this one-table query, we'll use simple search criteria.

- We want to find our customers who live in the city of **Raleigh**, so in our **City** field we'll type "**Raleigh**". Typing Raleigh in **quotation marks** will retrieve all records with an **exact match** for Raleigh in the City field.
- Some customers who live in the suburbs live fairly close by, and we'd like to invite them as well. We'll add their zip code, **27513**, as another criteria. Because we want to find customers who either live in Raleigh **or** in the 27513

zip code, we'll type "27513" into the **or:** row of the **Zip Code** field.

Field:	City	Zip Code	
Table:	Customers	Customers	
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:	"Raleigh"		
or:		"27513"	

- After you have set your criteria, **run** the query by clicking the **Run** command on the **Design** tab.



- The query results will be displayed in the query's **Datasheet view**, which looks like a table. If you want, **save** your query by clicking the **Save** command in the Quick Access toolbar. When prompted to name it, type the desired name, then click **OK**.

First Name	Last Name	Street Address	City	Zip Code
Tracey	Beckham	7 East Walker Dr.	Raleigh	27612
Lucinda	George	789 Brewer St.	Cary	27513
Jerrold	Smith	211 St. George Ave	Raleigh	27610
Brett			Raleigh	27608
Chloe			Raleigh	27609
Alex			Cary	27513
Nisha			Raleigh	27612
Hillary			Raleigh	27606
Katy			Cary	27513
Beatrix	Joslin	85 North West St.	Raleigh	27606
Mariah	Allen	12 Jupe	Raleigh	27605
Jennifer	Hill	2100 Field Ave.	Raleigh	27609
Cody	Hayes	65 North St.	Raleigh	27609
Amaya	Gibson	5 West St.	Raleigh	27612

**Save As** ? X

Query Name:

Nearby Customers

OK Cancel

Now you know how to create the simplest type of query with only **one table**. In the next lesson, you'll learn how to create a query that uses **multiple tables**.