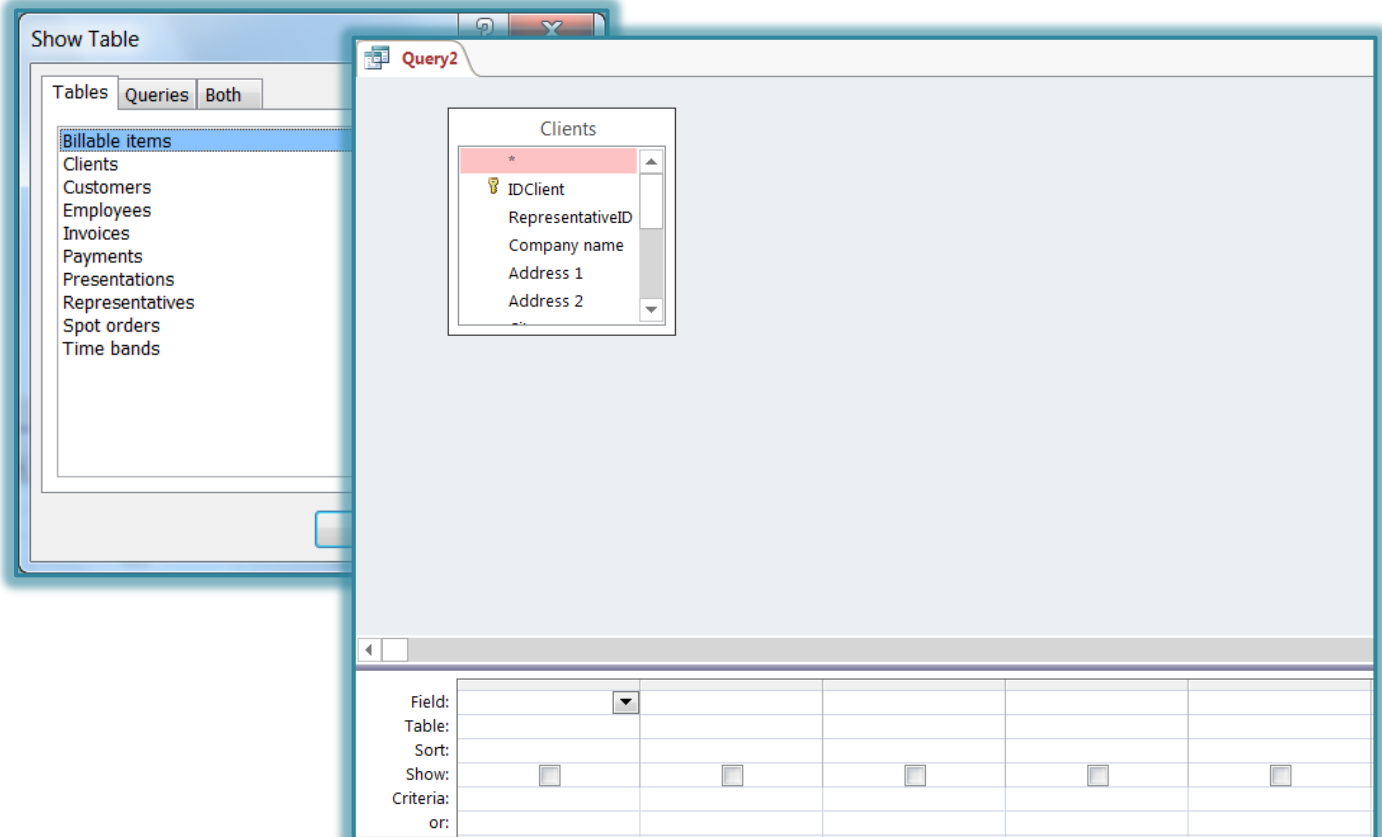
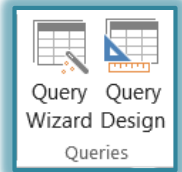


CREATE A PARAMETER QUERY

This type of query is used to extract data from a table that meets the criteria input by the operator. It is a good query to use when looking for data that meets very precise criteria. We will be using **Access Training-Database1** for this exercise. This database is located in the folder that was downloaded from the **Access 2013 Training Web Page**.

- ✦ Click the **Create Tab**.
- ✦ In the **Queries Group**, click the **Query Design** button (see illustration at right).
- ✦ The **Show Tables** dialog box will display (see illustration below).
- ✦ From the **Show Tables** list choose **Clients**.
- ✦ Click the **Add** button to add this table to the **Design grid**.



- ✦ Click the **Close** button to exit from the **Show Tables** dialog box.
- ✦ The **Query Design** window will display (see illustration above right).
- ✦ Select the following fields from the **Clients** table box in the order specified.
 - ✧ Zip/postal
 - ✧ Company name
 - ✧ Address 1
 - ✧ Address 2
 - ✧ City
 - ✧ State/province
 - ✧ Phone 1
 - ✧ Phone 2
 - ✧ Email

- † In the column for **Zip/postal**, click the **Criteria** cell.
- † Type [**Enter ZIP code:**].
- † Save the query using one of the following methods:
 - ☆ Click the **File Tab**, click **Save As**, and then click **Save Object As**.
 - ☆ Click the **Save** button on the **Quick Access** toolbar.
- † The name for the query is **Show clients by ZIP code**.
- † Click **OK** to save the query.
- † View the query in **Datasheet View** to test it.
- † In the dialog box that appears type **64120**.
- † Click **OK** to view the results of the query.
- † The **Datasheet** should show two clients.
- † Select **Close** to close the query.