* **What is a Query**
  + Review the Parts of the Query – Tables, Fields, Sorts, Output
  + How to Look at Tables and Field Names

* **How to Run an Existing Query** 
  + Execute the Query
  + Enter any selection input
  + Display the different output formats

* **Download a Query from the Help Resource Center**
  + Review the Steps needed to Upload the Query
  + Make Adjustments to Selection Input or Column Headings
  + Make Adjustments to Sorting or Subtotaling

* **Create your own Query using a Copy of an Existing Query**
  + Make a Copy of an existing Query with similar Tables and Fields
  + Add or Delete a Table to your New Query
  + Add or Delete Fields in your New Query

* **Create your own Query from Scratch** 
  + Choose Tables and Set links between Tables
  + Choose Fields and Header Descriptions
  + Hints for Testing your Queries

* **Managing your Queries**
  + Share your Query with other Users
  + Export your Query to another User
  + Delete a Query