* **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