

1. Begin with a table already populated with data.

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2. Click on **Create** and then click on **Query Design.** 

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		4 David	Smith	1200 Fox Ridge Ridge Rd	Tallahassee	FL	32317	850-876-1391		
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3. Click on Add.



4. **Double-click on each field** listed in the Customers box. As you do so, the fields will appear at the bottom of the window.





5. **Type 32304** in the criteria box in the column containing the field Zip.



6. Click the disk button in the upper left corner of the screen. Type Zip in the Query Name box that appeared in the middle of the screen. Click OK.





7. **Double-click the query object icon** on the left side of the screen.

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8. The query results will appear. As you can see, only those customers whose zip code is 32304 will appear in the query.

