**CRITERIAS AND WILDCARDS**

"**UGX**" #,### e.g. UGX 2,500 For assigning a currency symbol on number values.

**<** For Storing item names in lower case

**>** For Storing item names in upper case

1. **Like “\*a\*** For items containing letter a in the middle.
2. **DateDiff("yyyy", [Work]![DOB] , Date() )** For returning Years in a new field.
3. **Like “B\*”** For items starting with letter B
4. **Like "[B-F]\*"** For items in the range between A to G
5. **>M001 And <M010** For items with code ID between M001 and M010
6. **>31/12/2004 And <1/1/2007** For items in the range between 2004 And 2007 as their dates/years
7. **DatePart("m", [Computer Table]![DATE] )=06** For returning Month (June) of every year in your table given Date Field.
8. **>31/12/2003 And <1/1/2007** For extracting members within the date range of 2003 and 2007.
9. **Is Null** For Extrating Items with no any amount indicated across a record.
10. **In ("MEALS","STATIONARY","TEXT BOOKS")** For extracting more than two items from a field eg meals, stationary or text books.
11. **DatePart("yyyy",[suplaya]![DATE SUPPLIED])=1998** For returning Year (1998) from your table given Date Field. And **>31/12/2014** For years after 2014.