MS Access

Class VIII
lab 27

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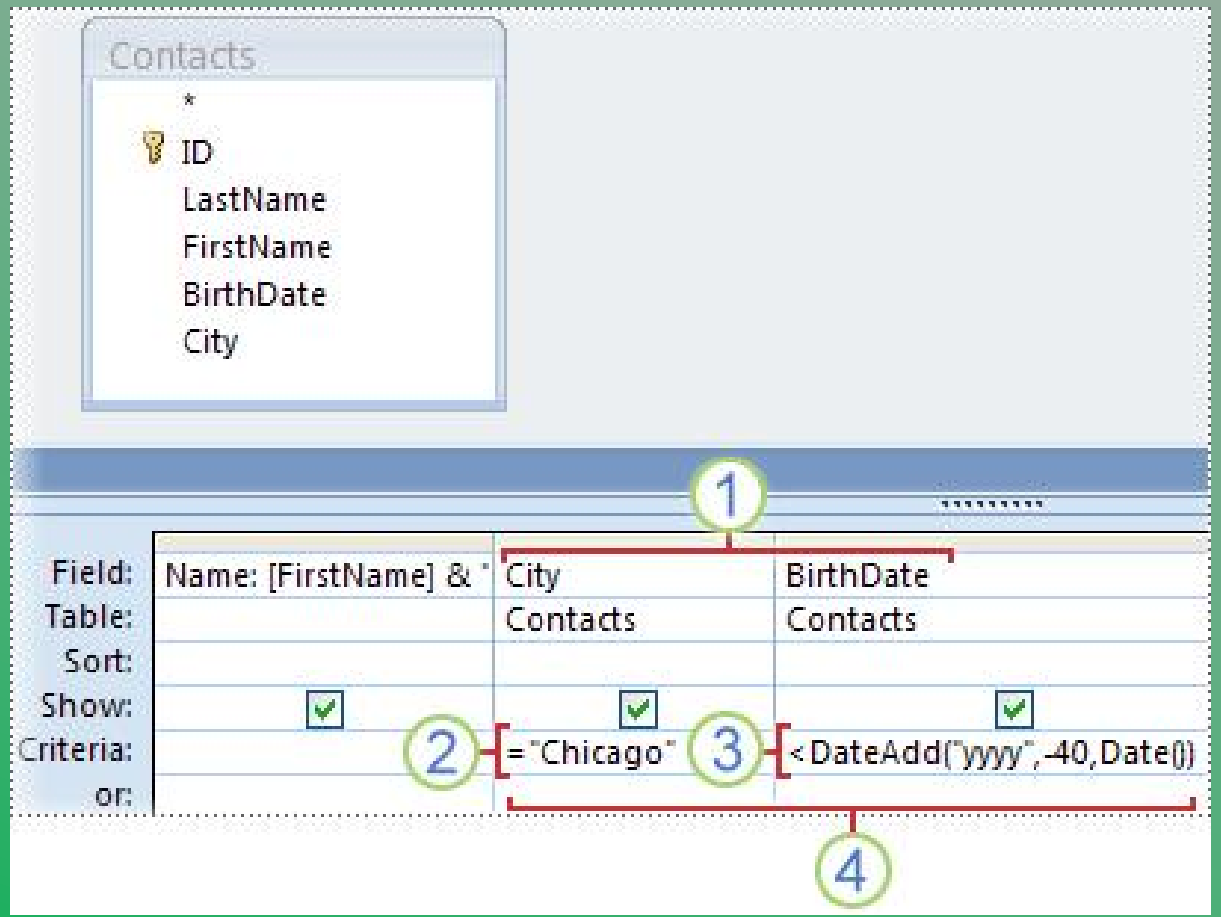
Query Criteria



Query criteria helps you to retrieve specific items from an Access database

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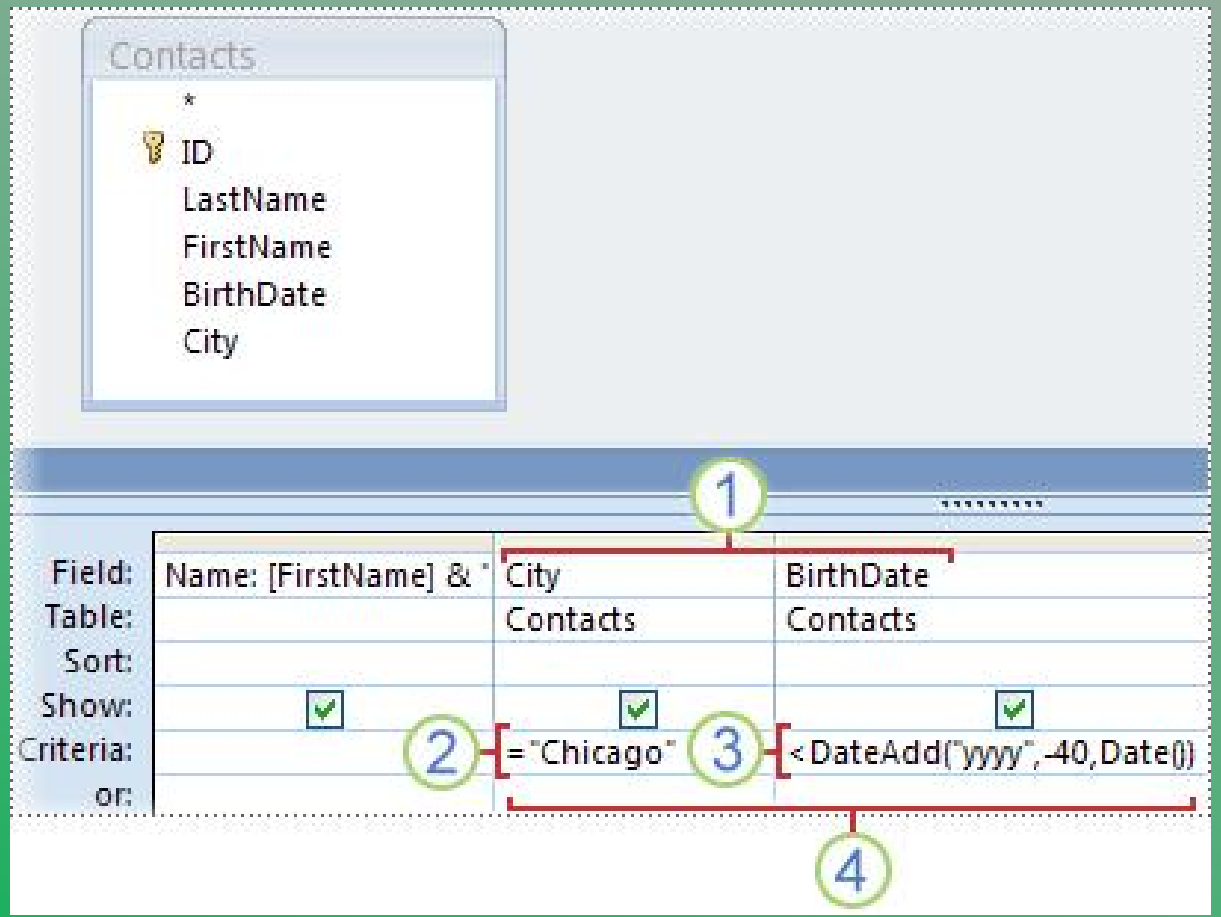
Query Criteria



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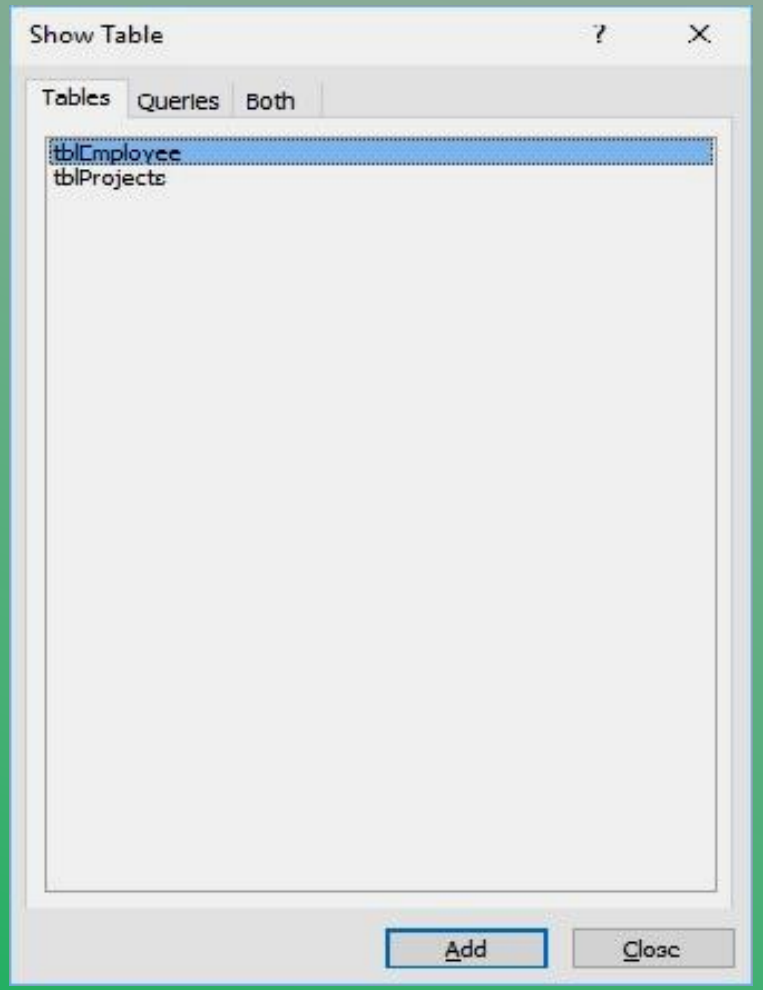
Query Design



open your Access database and then go to the Create tab and click on Query Design.

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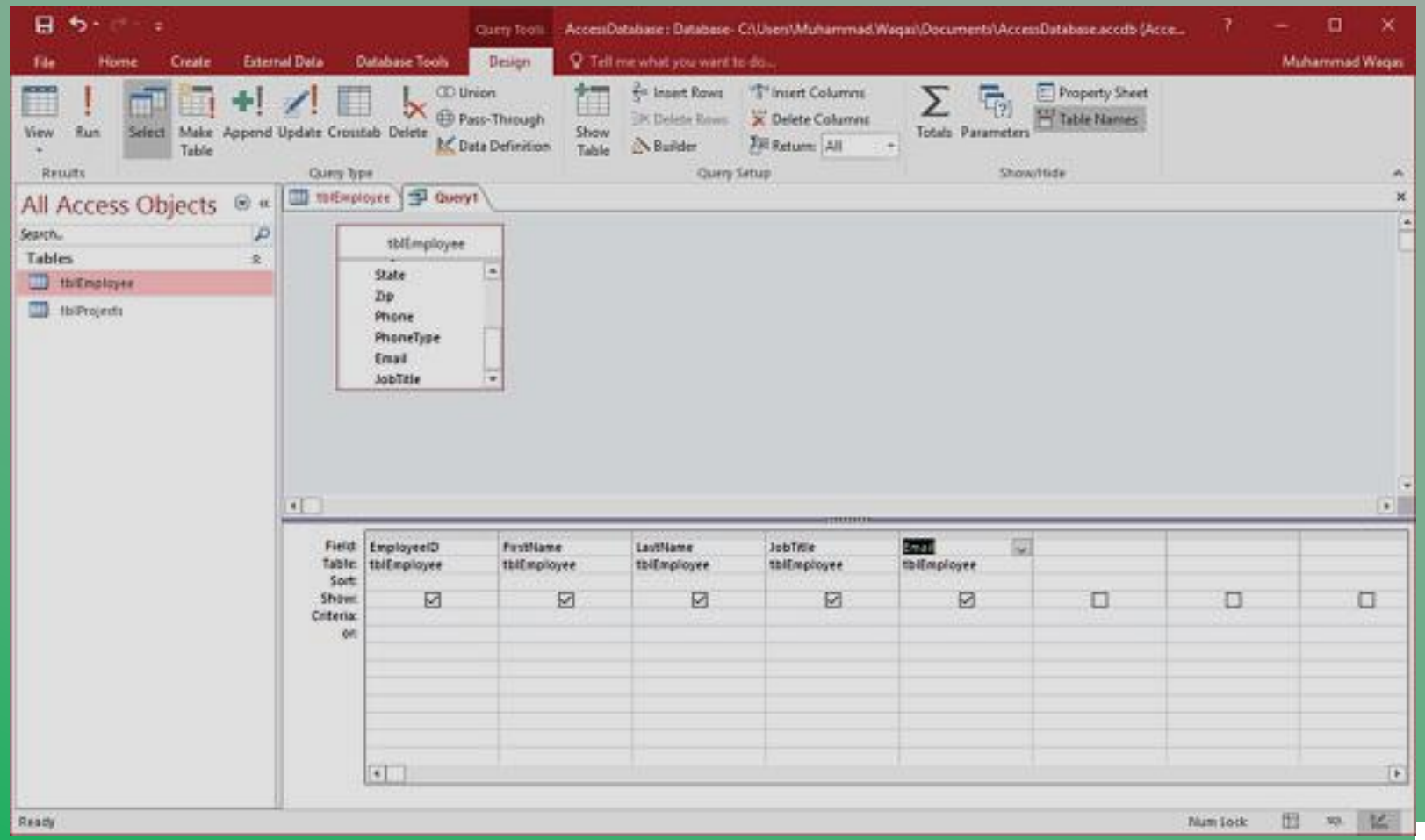
Add Field to the Query



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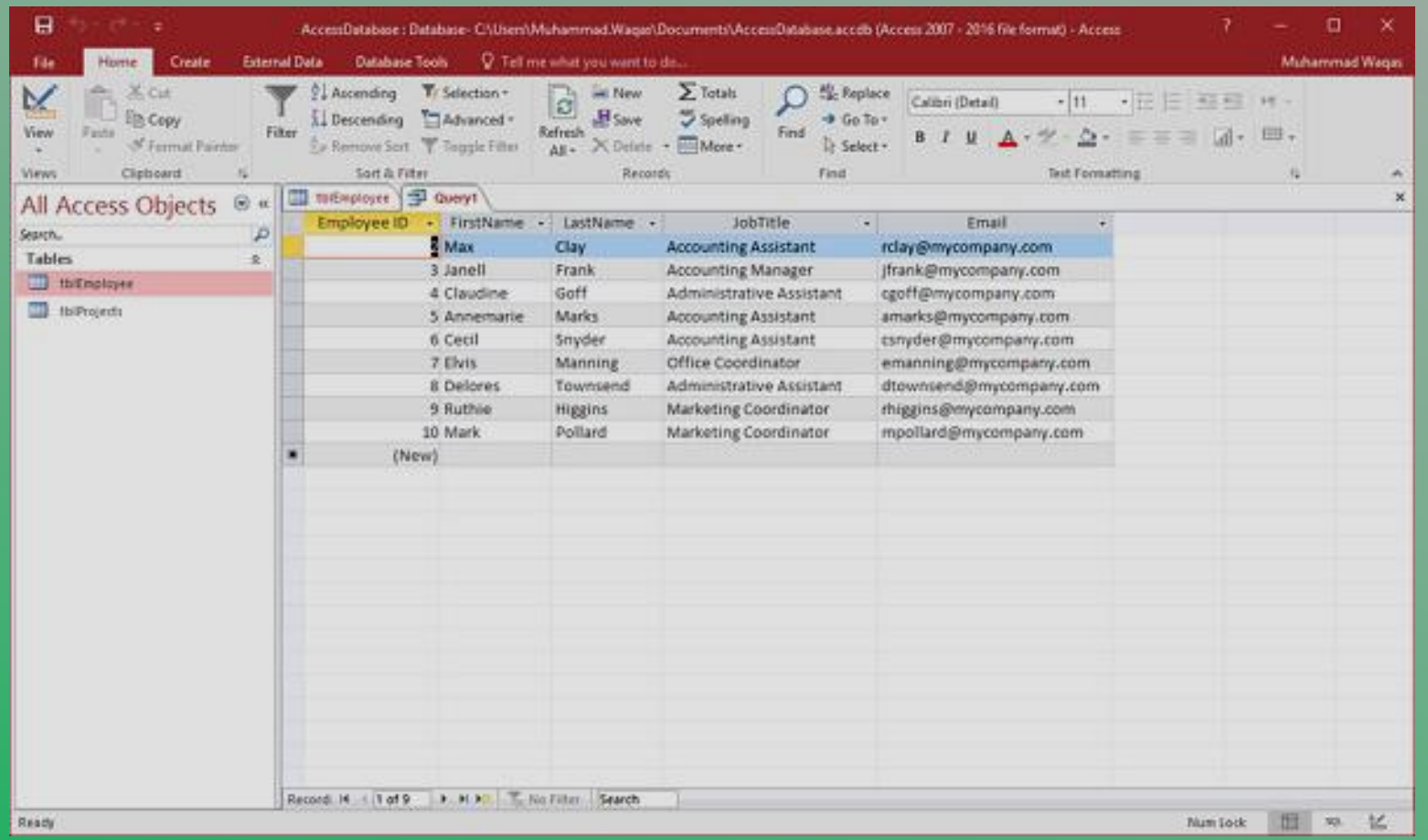
Run Your Query



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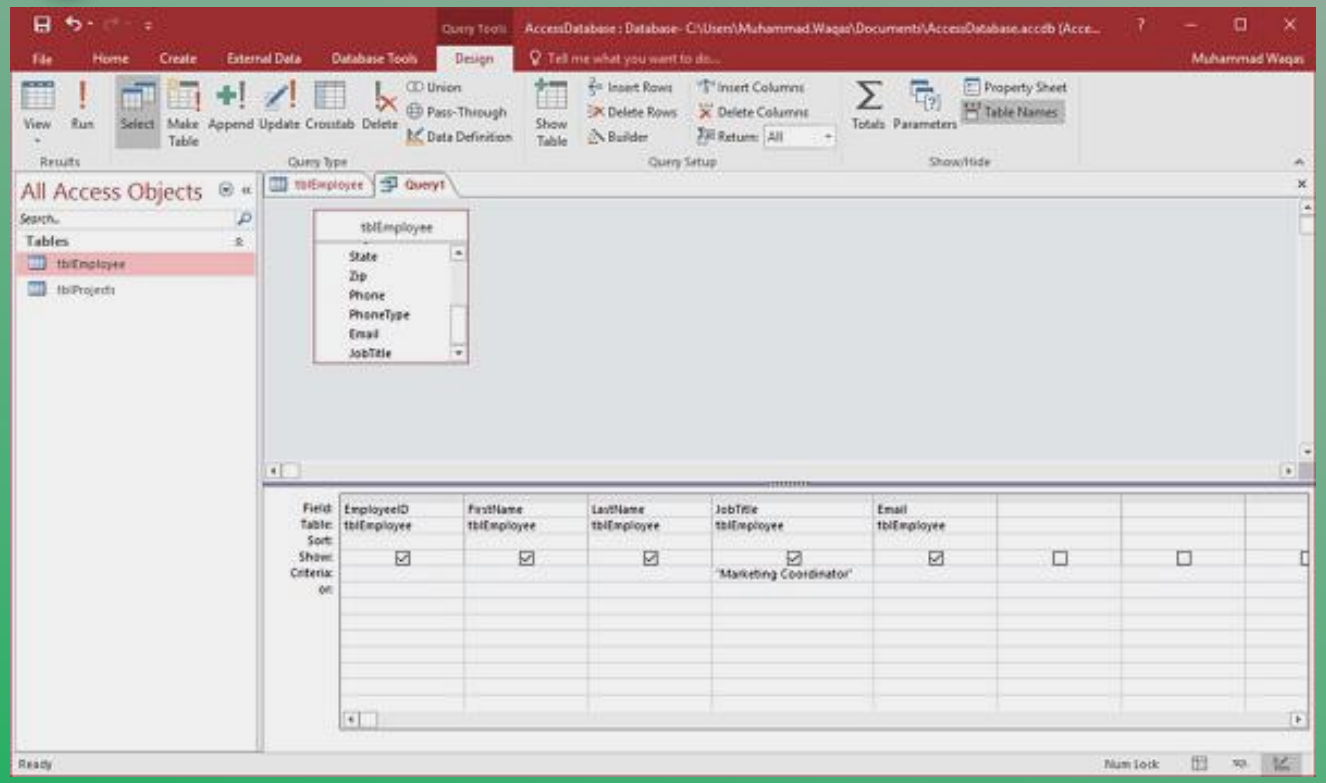
Adding Criteria



If you want to see only those whose JobTitle are Marketing Coordinator then you will need to add the criteria for that

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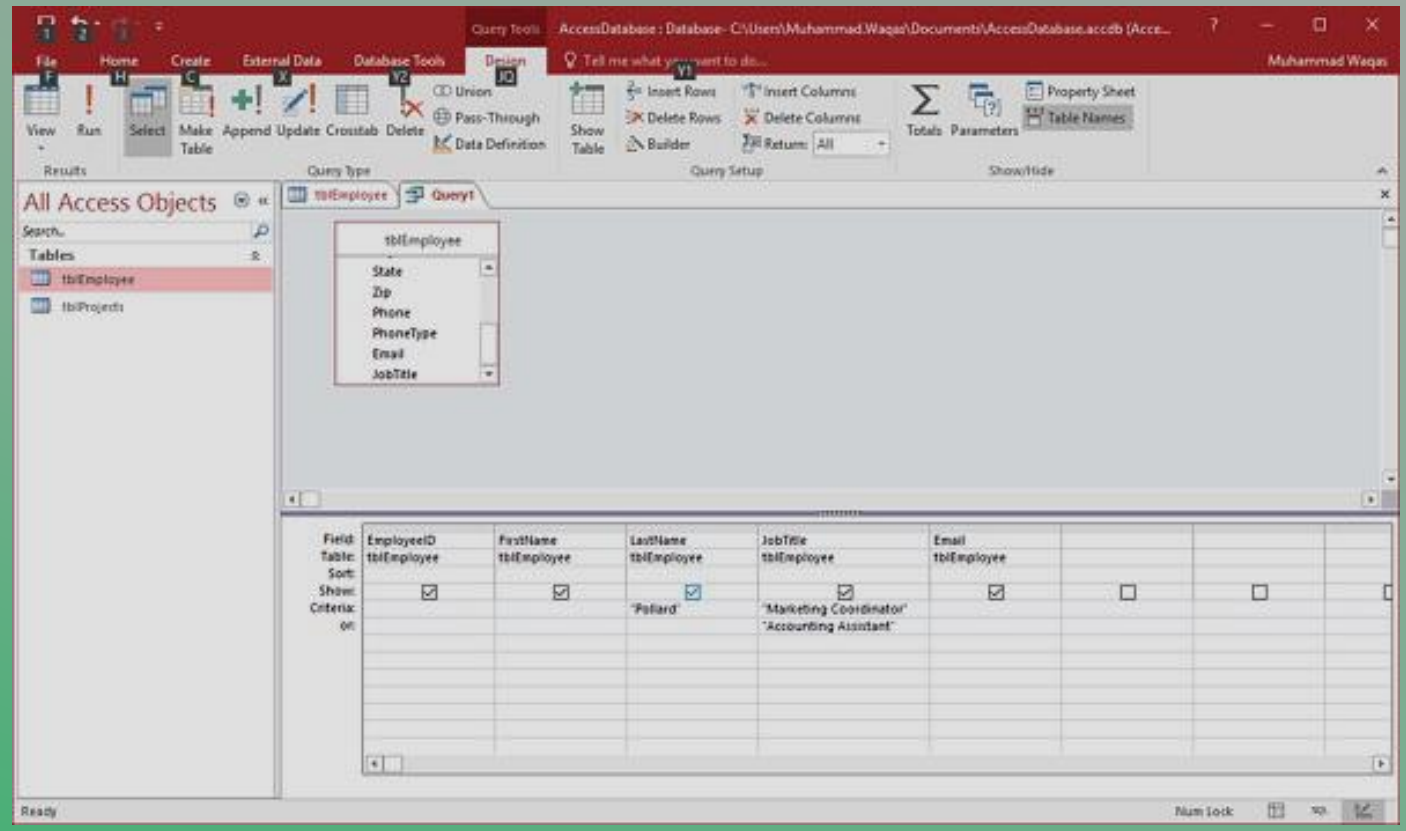
AND Operator

If you need to use the functionality of the AND operator, then you have to specify the other condition in the Criteria row



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