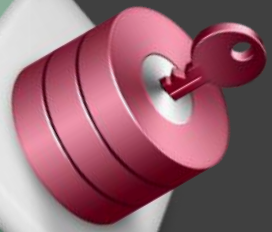


MS Access

Class VIII
lab 27





Query Criteria

Contacts

*

ID

LastName

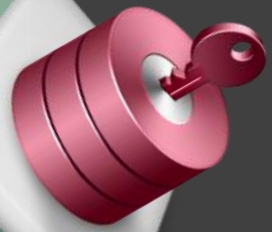
FirstName

BirthDate

City

Field:	Name: [FirstName] & "	City	BirthDate
Table:		Contacts	Contacts
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	= "Chicago"	< DateAdd("yyyy",-40,Date())	
or:			

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



Query Criteria

Contacts

*

ID

LastName

FirstName

BirthDate

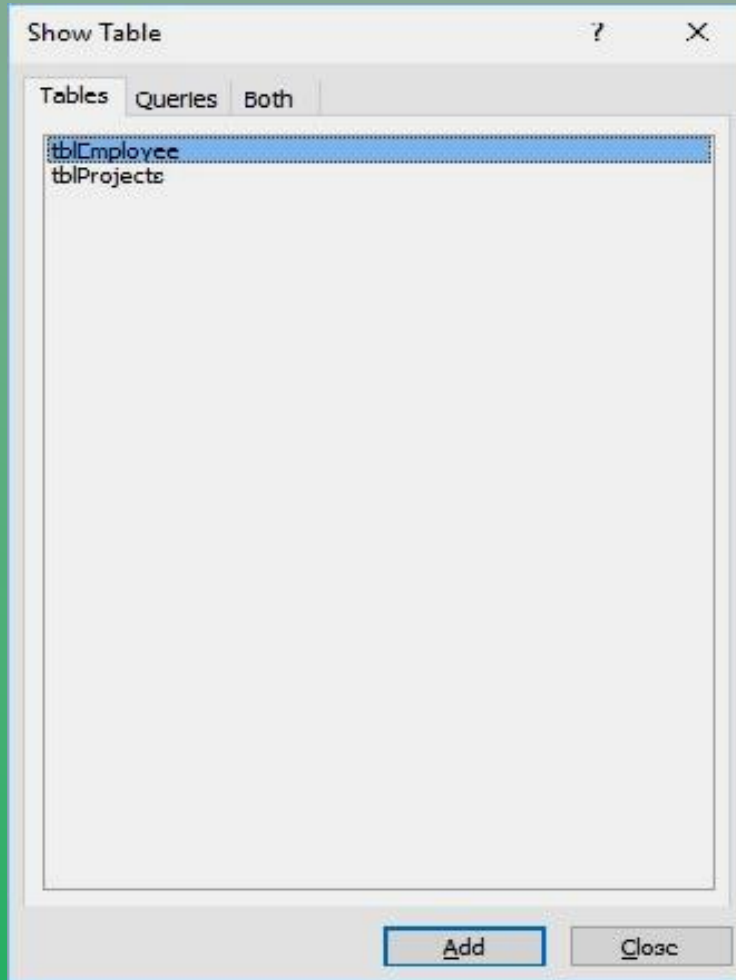
City

Field:	Name: [FirstName] & "	City	BirthDate
Table:		Contacts	Contacts
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	= "Chicago"	< DateAdd("yyyy",-40,Date())	
or:			

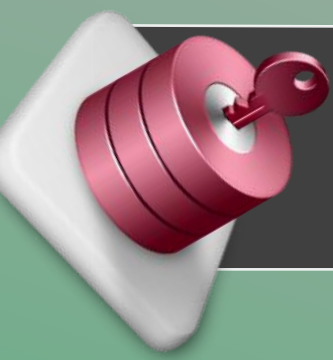
Query criteria helps you to retrieve specific items from an Access database



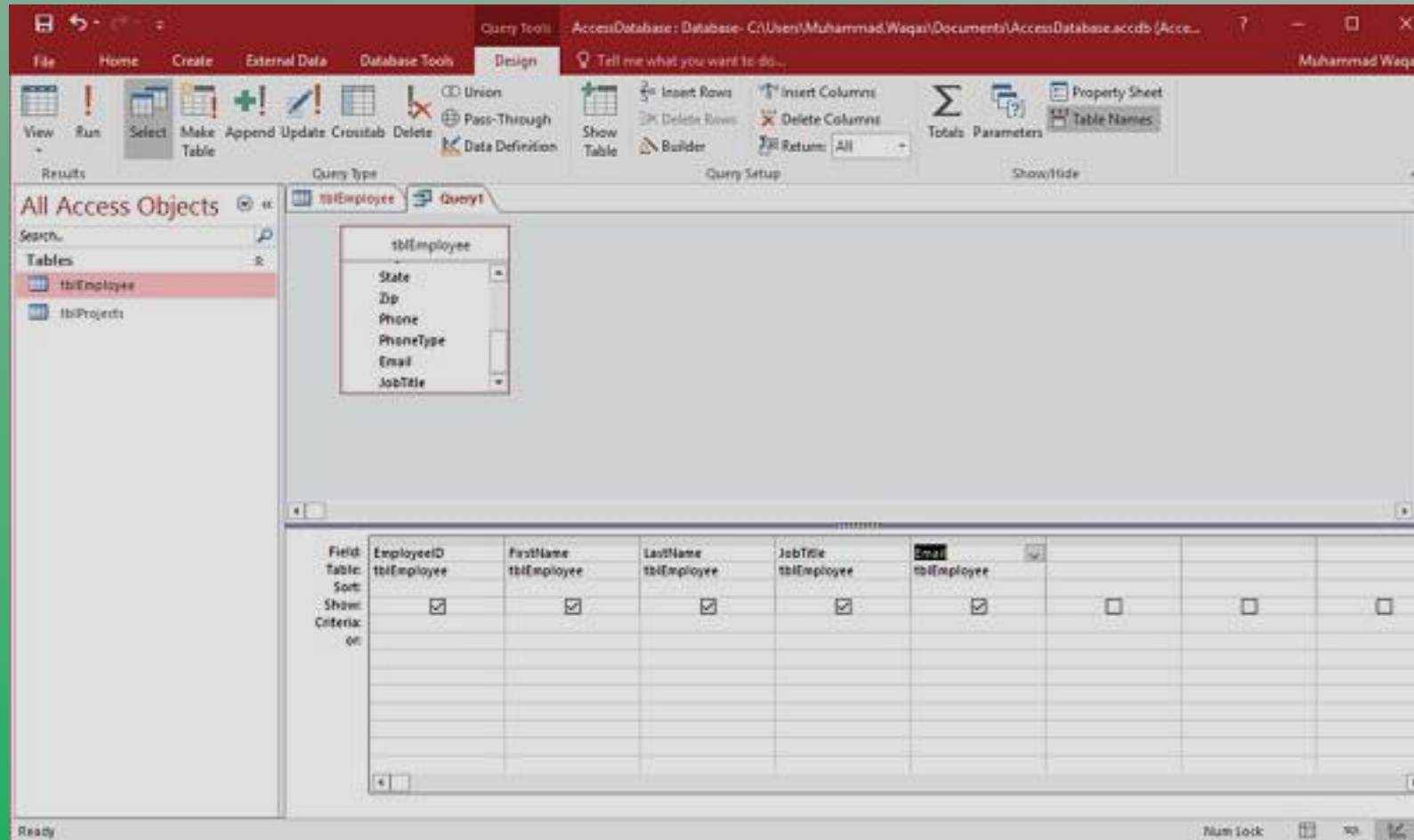
Query Design

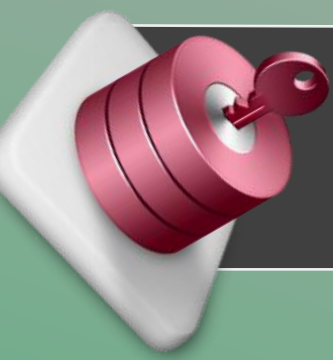


open your Access database and then go to the Create tab and click on Query Design.



Add Field to the Query





Run Your Query

AccessDatabase : Database- C:\Users\Muhammad.Waqar\Documents\AccessDatabase.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Tell me what you want to do... Muhammad Waqar

View Paste Copy Cut Filter Ascending Selection Descending Advanced Refresh New Save Totals Spelling Find Replace Go To Select

Views Clipboard Sort & Filter Records Find Text Formatting

All Access Objects

Search

Tables

tblEmployee

tblProjects

tblEmployee

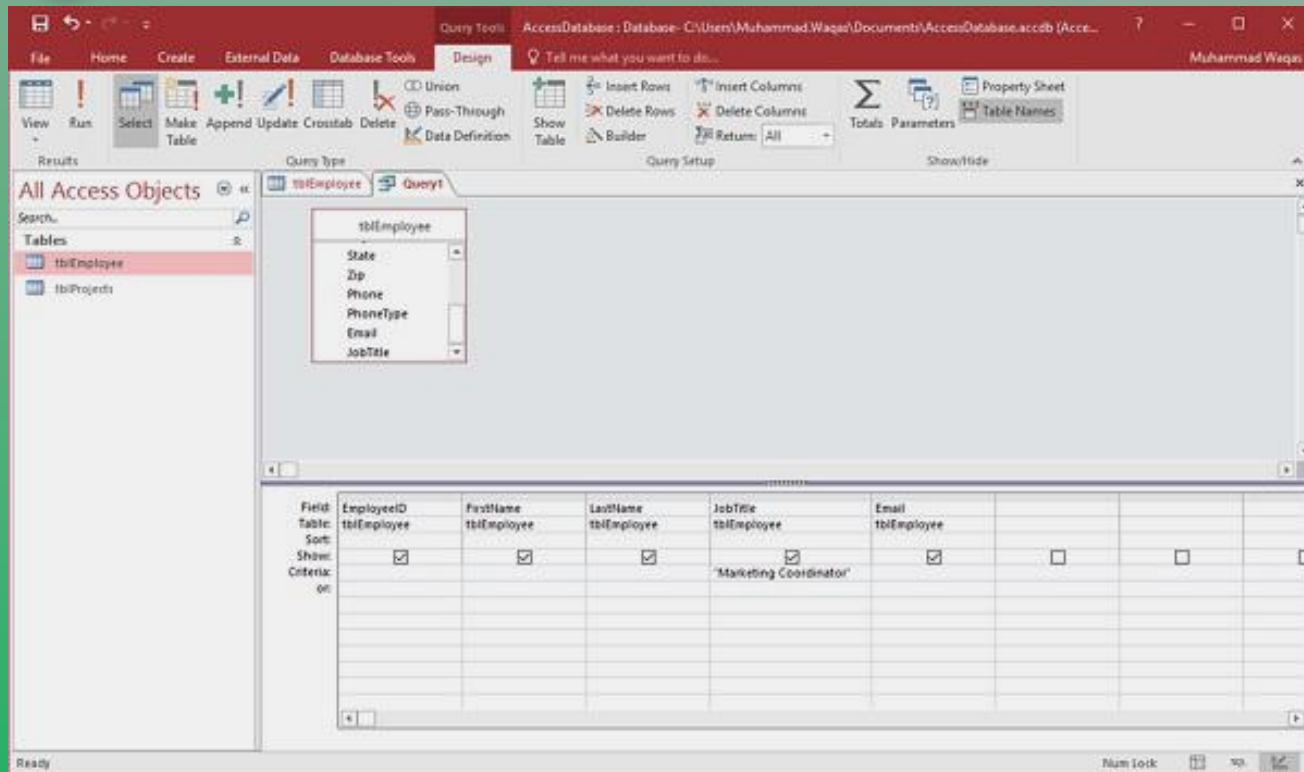
Employee ID	FirstName	LastName	JobTitle	Email
1	Max	Clay	Accounting Assistant	rclay@mycompany.com
3	Janell	Frank	Accounting Manager	jfrank@mycompany.com
4	Claudine	Goff	Administrative Assistant	cgoft@mycompany.com
5	Annemarie	Marks	Accounting Assistant	amarks@mycompany.com
6	Cecil	Snyder	Accounting Assistant	csnyder@mycompany.com
7	Elvis	Manning	Office Coordinator	emanning@mycompany.com
8	Delores	Townsend	Administrative Assistant	dtownsend@mycompany.com
9	Ruthie	Higgins	Marketing Coordinator	rhiggins@mycompany.com
10	Mark	Pollard	Marketing Coordinator	mpollard@mycompany.com
(New)				

Record: 14 of 9 No Filter Search

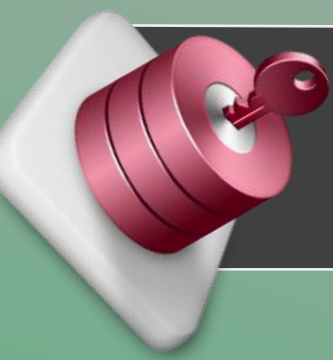
Ready Num Lock



Adding Criteria



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



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

