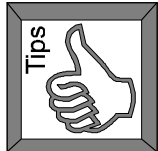


2. Click Print icon 

To obtain a print preview of your query...

Click Print Preview icon 



4.4 Adding Criteria to Queries

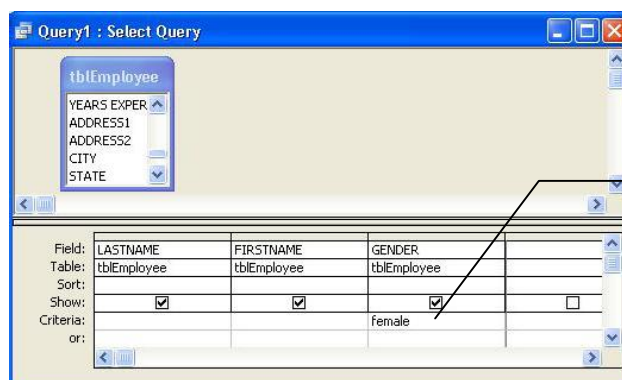
4.4.1 What Are Criteria?

So far you have created queries that have pulled out certain fields from the table. However, it is more likely that you will want to pull out certain records, e.g. all the **females**, all the people in the **Sales** department, all the people who earn **over £20,000**. The text in bold is known as criteria, and they can easily be added to a query.

4.4.2 Searching for Records on One Criteria

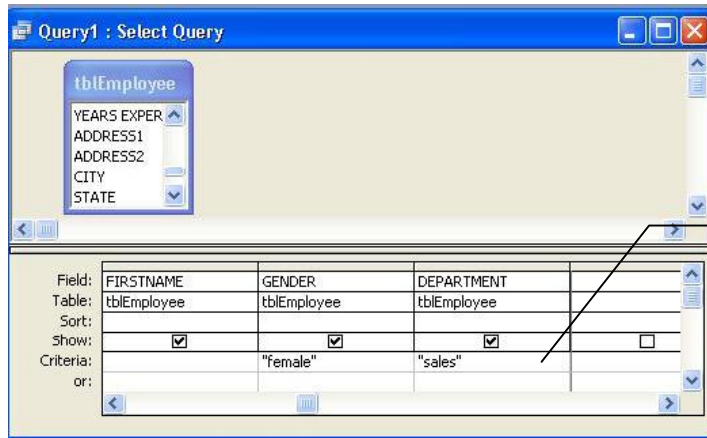
1. Create a new query as normal
2. Add the fields you wish to see in Design view
3. Type in the criteria you wish to use on the Criteria row, under the relevant field name
(If the criteria is a text value, Access will put quotation marks around it when you click outside the row. Criteria which aren't entered as text, such as dates as numbers don't get the quotations marks. See section 4.5 Numbers, Dates and Wildcards)
4. Run the query as normal

e.g. finding females. The word 'female' is typed on the criteria row under the Gender field:



The word female is typed under the Gender field

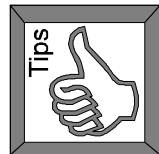
e.g. finding people in the Sales department. The word 'sales' is typed on the Criteria row under the Department field...



Sales is written underneath the Department field

Are criteria case sensitive?

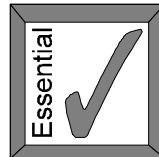
No, you can type in whatever case you like as long as you spell it correctly!



Why is my query not showing anybody?

The biggest mistake with adding criteria is spelling the criteria wrongly, or using a term that is not in the table. For example, let's say you want to find the females in this table:

EMPLOYEE ID	LASTNAME	FIRSTNAME	INITIAL	GENDER
5	Cohen	Geoff	A	Male
9	Dean	Christine	W	Female
12	Egan	Michelle	P	Female
33	Orlando	John	S	Male
21	Kaufman	Lisa	C	Female
39	Skye	Jimb	D	Male
25	Larson	Jill	O	Female
37	Dodson	Bill	U	Male



If you type the word 'females' as your criteria, you won't find anybody, because the text in the table is 'female' without an 's' on the end!
It may also be that you have stray criteria left over from another time when you ran this query that is affecting your result!