

## Query Criteria

When working with the alphabet you can also use the following standard operators; >, <, =, and <>.

Example: <"m"

This will give you all the letters up from M which would include "A" to "L". Or you might think of this as all the letter before the letter M.

However; if you use >"m" you will get all letters including the M, from M to Z. When using math operators with alpha character the less than symbol is like => operator (equal to or greater than). A little odd but you will get use to it.

Another way to remember is A=1, B=2, C=3 etc. meaning if you did a <3 you would get 1 & 2.

**NOT Operator** Operation involving NOT operator is known as 'Logical Negation'. This operation is performed on only one input or operand. (**operand**: *a quantity upon which a mathematical operation is performed*) It returns the value of TRUE if the input is FALSE and vice-versa.



The screenshot shows a query editor window. At the top, it says 'Dept' and 'tblEmployees'. Below that, there is a checkbox that is checked, and the text 'Not 'MF'' is visible, indicating a filter applied to the 'Dept' column.

This would give you all departments but not the MF dept.

Character	Description	Example
*	Matches any number of characters. You can use the asterisk (*) anywhere in a character string.	<b>wh*</b> finds what, white, and why, but not awhile or watch.
?	Matches a single alphabet in a specific position.	<b>b?ll</b> finds ball, bell, and bill.
[ ]	Matches characters within the brackets.	<b>b[ae]ll</b> finds ball and bell, but not bill.
!	Excludes characters inside the brackets.	<b>b[!ae]ll</b> finds bill and bull, but not ball or bell.  <b>Like "[!a]*"</b> finds all items that do not begin with the letter a.
-	Matches a range of characters. Remember to specify the characters in ascending order (A to Z, not Z to A).	<b>b[a-c]d</b> finds bad, bbd, and bcd.
#	Matches any single numeric character.	<b>1#3</b> finds 103, 113, and 123.

## Format function

You can also use **Format** function to change things around for you when working with dates.

Year Start: Format([hire date], "yyyy") – the yyyy gives you the year out of the date field.

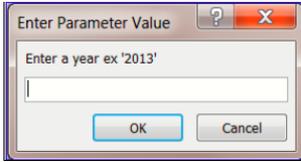
Year Start: Format([hire date], "mmm") – mmm gives you the month out of the date field.

Year Start: Format([hire date], "ddd") – ddd gives you the day of the week for date field.

## Enter parameter

We use a bracket [...] and put a message inside the bracket for instruction of what to do.

We put [Enter a year ex '2013'] to tell use to enter a year in the YearStart field that has a format of 4 digit year (2013). This would be a query by example (QBE).



Now let's try a few of the above examples. You would like to see all the departments but **NOT** the MK department.

1. Open **qryHealth Plan Participants** query in **Design View**.
2. In the Criteria row, Dept column type: **NOT MK**
3. Press **Tab** key and click the **Run** button.

You now see all the department but the MK department.

Next, now that you have removed MK department you want to see all the Health Plan without including H.

1. In the Criteria row, Health Plan column type: **NOT H**
2. Arrow down to the Or row and type **NOT H**
3. Press **Tab** key and click the **Run** button.
4. You should have **40** records, close the query without saving.

You should now have all the health plans minus H and without the MK department.

Next let's find all the "B"s in our query using the \* wildcard. We are trying to find an employee whose name starts with a B for a customer. That is all they remember and would like to thank them for their help.

1. Open the **qryEmployeeLocation** query in **Design View**.
2. In the Criteria row, Last Name column type: **B\***
3. Press **Tab** key and click the **Run** button.

**Notice** the word "Like" appeared right before the B\*. This is the way Access handles your wildcard criteria. You should have 11 records as your results.

Creating a year column and then add a parameter

4. Open the **qryHires95to99** query in **Design View**.
5. **Delete** anything in the Criteria row.

For our next query you want to have a column that only shows the year, not the complete date. To pull only the year you type in your criteria row you need to setup the format. You will first create a year column from the Hire Date field using the Format function.

1. In the first blank **field** column type: Year Start: Format([hire date],"yyyy")
2. Once typed, click the **Run** button.

Next and last you want to add a Parameter to the query, that will prompt the user to type in a date. To add a parameter to the query you type [ bracket and the question, then type the closing ] bracket. Example: [Please type year of hire]

1. Change the *qryEmployeeLocation* query back to **Design View**.

2. In the *Year Start* column's criteria row type: **[Please type year of hire]**

Hire Date	YearStart: Format([hire date], 'yyyy')
tblEmployees	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	[Please type year of hire]

3. Once typed, click the **Run** button.

Enter Parameter Value ? X

Please type year of hire

4. The query will prompt you for a year, type: **1999**

Enter Parameter Value ? X

Please type year of hire

5. Click **OK**.

You should have 4 records.

qryEmployeeLocation									
Emp I	Last Nam	First Nam	De	E-mail	Phone E	Location	Hire Dat	YearStart	
1673	Boughton	Frank	AD	fboughtor	112	DoveBarn 2	3/25/1999	1999	
1792	Barton	Eileen	AT	eileenb	111	DoveBarn 1	12/24/1999	1999	
1907	Banks	Mary	HR	maryb	156	DoveBarn 3	9/28/1999	1999	
1950	Biggerton	Billy	SA	billyb	143	DoveBarn 3	10/12/1999	1999	
*					0				