

# Finding Data

There are times when you just want to display some records that fit a certain criteria or you want to count how many of an item there are. Microsoft Access allows you to carry out such searches. You can search a database on one criteria or on multiple criteria.

## Displaying all the Richmond Employees

Let's say we just wanted to list the employees from the Richmond cafe.

- 1 Your PIZZA PALACE database should be open.

2 Open the EMPLOYEE DETAILS QUERY and click in one of the RICHMOND entries in the LOCATION column.

First Name	Last Name	Birth Date	Position	Location	Hours	Pay Rate	Income
Alana	Morrison	07-Jun-84	Cook	Richmond	36	\$15.00	\$540.00
Allison	McGowan	08-Oct-79	Delivery	Richmond	35	\$11.00	\$385.00
Andrew	Conrads	12-Jan-83	Cook	Keilor	38	\$15.00	\$570.00
Anthony	Hall	29-Apr-73	Delivery	Essendon	35	\$11.00	\$385.00

3 Click on the SELECTION icon in the HOME tab of the RIBBON and select EQUALS "RICHMOND".

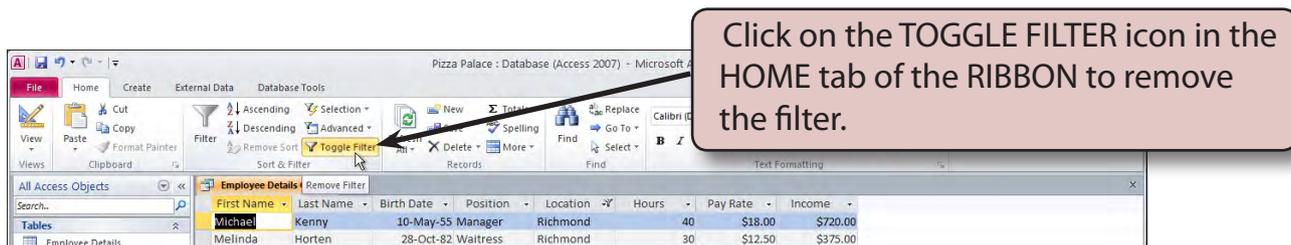
First Name	Last Name	Birth Date	Position	Location	Hours	Pay Rate	Income
Michael	Kenny	10-May-55	Manager	Richmond	40	\$18.00	\$720.00
Melinda	Horten	28-Oct-82	Waitress	Richmond	30	\$12.50	\$375.00
Paula	Demenico	12-Aug-83	Waitress	Richmond	35	\$12.50	\$437.50
Alana	Morrison	07-Jun-84	Cook	Richmond	36	\$15.00	\$540.00
Allison	McGowan	08-Oct-79	Delivery	Richmond	35	\$11.00	\$385.00
Peter	Van Elden	19-Aug-88	Cook	Richmond	36	\$15.00	\$540.00

4 Just the RICHMOND employees are listed and the number of records found is displayed in the STATUS BAR at the bottom left of the screen.

- 5 Print a LANDSCAPE ORIENTATION copy of the query if your teacher wishes you to do so, or ask your teacher to check your search.

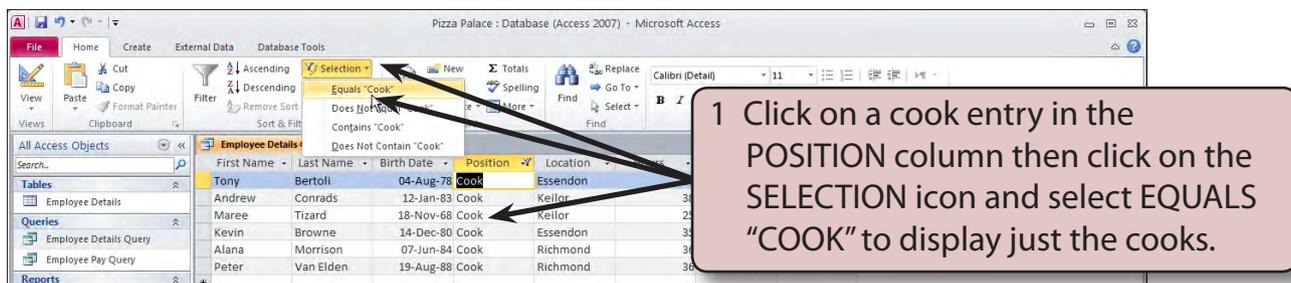
## Removing the Filter

After you complete a search (called a filter), the filter should be turned off to return all the records before conducting another search.

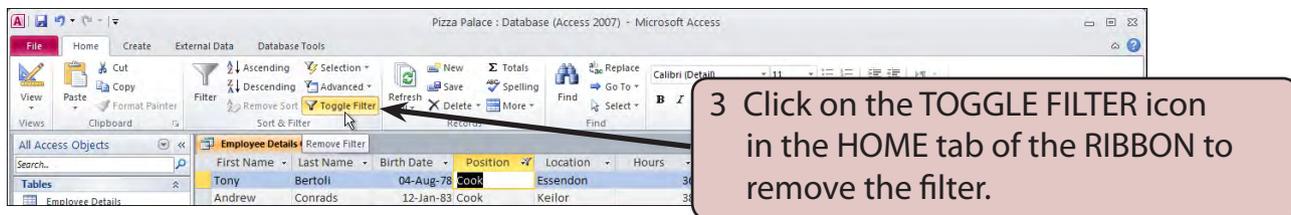


## Searching for Different Data

Let's find just the COOKS that the company employs.



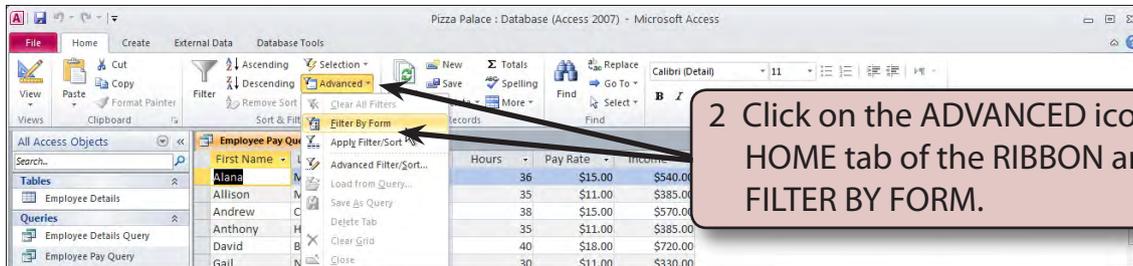
- 2 Print a copy of the query if your teacher wishes you to do so, or ask your teacher to check your search.



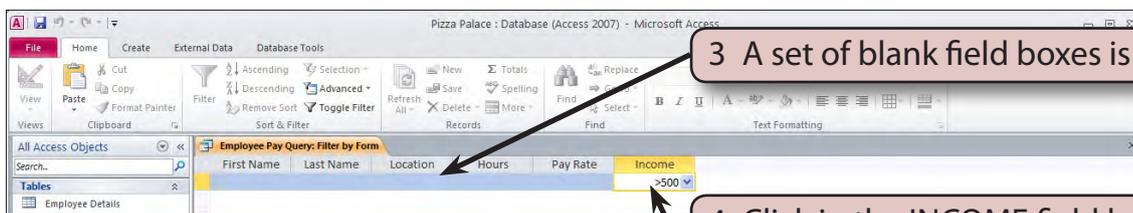
## More Detailed Searches

You can carry out more complicated searches. For example, you might want to know which employees earn over \$500 per week.

- 1 Close the EMPLOYEE DETAILS QUERY, saving any changes and open the EMPLOYEE PAY QUERY.



2 Click on the ADVANCED icon in the HOME tab of the RIBBON and select FILTER BY FORM.

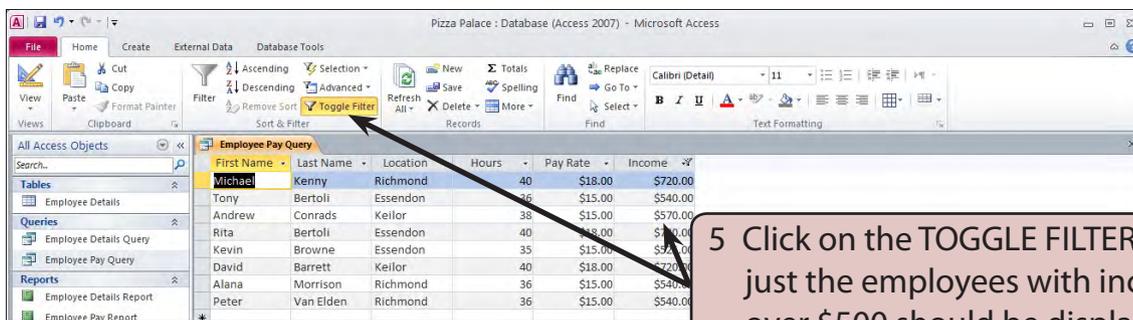


3 A set of blank field boxes is provided.

4 Click in the INCOME field box and enter:

>500

**NOTE:** > stands for greater than. It means that records that contain more than \$500 in the INCOME field will be displayed.



5 Click on the TOGGLE FILTER icon and just the employees with incomes over \$500 should be displayed.