## 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.



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 to the screen before conducting another search.

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Tables 🏦	Michael	Kenny	10-May-55	Manager	Richmond			40	\$18.00	\$720.00					
Employee Details	Melinda	Horten	28-Oct-82	Waitress	Richmond			30	\$12.50	\$375.00					

#### 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.



# 3

#### **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.

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

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