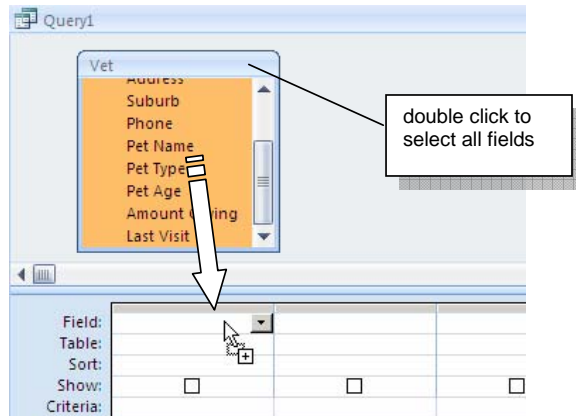


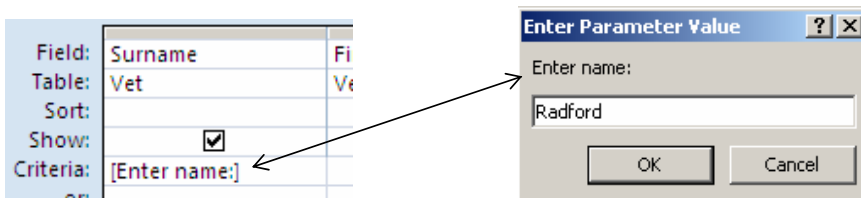
Activity 3.8 - Criteria search

Looking for specific information in a small data base can be done using the *Search* option in datasheet or form view. However in a large database it can take a long time to find just what you are looking for. In this activity we will explore a better method of searching for specific data.

1. a In the *Vet* database from the ribbon choose *Create > Other > Query Design*.
Add the *Vet* table, and then *Close* the *Show Table* dialogue.
- b Double click the title bar of the *Vet* table to select all fields. Click in the selected fields and then drag them onto the design grid. This will place all fields onto the grid.



2. a In the criteria row under *Surname* write (with square brackets): `[Enter name:]` and then run the query.



- b A dialogue box will appear. Type the name of one of the people in the data base (e.g. *Radford* or *Peters*) and all of the information for that person will be displayed.
Notice the *Enter name:* prompt we wrote in square brackets appears in the dialogue that appears.
3. We can also run multiple criteria searches.
 - a Click on the *View* button to return to the design grid for this query.
 - b Delete the `[Enter name:]` under *Surname*.
 - c Write `[Enter suburb:]` under *Suburb* and `[Enter pet type:]` under *Pet Type*

Suburb	Phone	Pet Name	Pet Type
Vet	Vet	Vet	Vet
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[Enter suburb:]			[Enter pet type:]

- d Run the query putting *Mt Lofty* in the first dialogue box and *dog* in the second. This will display information about dog owners in the *Mt Lofty* area.
4. Use your *Friends* database to:
 - a Find information about one person.
 - b Find information on all persons who are older than an age the user enters, or who are born after a date of birth entered by the user.
5. Use the *Sports* database to find:
 - a Information if the competitor number is entered.
 - b Information about people in *Red* house in the *100m*.