

Query Criteria Quick Reference Guide

Below, you'll find a guide containing 20 of the most common criteria used in Access queries. While these criteria are all fairly simple, each one can help you carry out meaningful searches of your data. For a more comprehensive guide to criteria, consult Microsoft Office's official **Examples of Query Criteria** (<http://office.microsoft.com/en-us/access-help/examples-of-query-criteria-HA010066611.aspx>).

When entering the criteria, write them exactly as they are written in the second column, replacing **x** with your search term, or in the case of dates, replacing **mm/dd/yyyy** with the desired date.

* Simple Criteria for All Data Types

Criteria Name	Write it like...	Function
Equals	"x"	Searches for values equal to x
Does Not Equal	Not in ("x")	Searches for all values except those equal to x
Null	Is Null	Searches for empty fields
Not Null	Is Not Null	Searches for non-empty fields

* Simple Criteria for Text

Criteria Name	Write it like...	Function
Contains	Like ("*x*")	Searches for all values that contain x
Does Not Contain	Not like ("*x*")	Searches for all values that do not contain x
Begins With	Like ("x*")	Searches for all values beginning with x
Ends With	Like ("*x")	Searches for all values ending with x
Comes After	>= "x"	Searches for all values that come before x in alphabetical order
Comes Before	<= "x"	Searches for all values that come after x in alphabetical order

* Simple Criteria for Numbers

Criteria Name	Write it like...	Function
Between	Between "x" and "y"	Searches for all values in the range between x and y
Less Than	< x	Searches for all values smaller than x
Less Than or Equal To	<= x	Searches for all values smaller than or equal to x
Greater Than	> x	Searches for all values larger than x
Greater Than or Equal To	>= x	Searches for all values larger than or equal to x

* Simple Criteria for Dates

Criteria Name	Write it like...	Function
Between	Between "#mm/dd/yyyy#" and "#mm/dd/yyyy#"	Searches for dates that fall between the specified dates
Before	< "#mm/dd/yyyy#"	Searches for dates before a certain date
After	> "#mm/dd/yyyy#"	Searches for dates after a certain date
Today	=Date()	Searches for all records containing today's date
x Days Before Today	<=Date()-x	Searches for all records containing dates x or more days in the past

For more help with Access 2010, visit <http://www.gcflearnfree.org/access2010> , where you'll find complete text and video tutorials on Access 2010 basics.