

Querying a Database

A query allows you to select and filter data from multiple tables. Queries can be saved and utilized as often as you need them.

Query Criteria

Query criteria are search conditions used in a query to retrieve specific data. You can set query criteria to be a specific number or data set, or you can set the criteria to be a range of data.

“value”	Will only display items that are that exact value (replace the word value with what you want to search by)
=	Is equal to
<	Less than
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to
<>	Not equal to
Between X And Y	Within a range (replace X & Y with values)
Is Null	Null values
And	True only if both conditions exist
Or	True if either condition exists
Not	True if the single instance is not true

To specify search criteria:

- Click the query that you wish to add conditions
- Type in the appropriate query criteria in the **Criteria Box**

Field:	ID	Company
Table:	Faculty	Faculty
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	= "smith"	
or:		