Performing wildcard searches
In this activity you will learn how to:
- perform searches using multiple criteria
- perform searches using wildcards.

1. Load Microsoft Access and load the file Personnel\_database if not already loaded.

2. Click on the Employees table and create a query containing all the fields. Give the query the name Query Admin.

3. In the Criteria box for the field Position enter the following wildcard:

   ![Query Admin example](image)

   When you enter the formula it changes to the following:

   ![Query Admin formula](image)

   This wildcard will select all those fields where the text ‘admin’ appears in any part of the data for the position field.

   Change the view to Datasheet View and the results are shown. Check that the Query is working and finds the correct number of employees and that they all have the letters ‘admin’ in their Position.

4. You are now going to alter this query to show only those employees with ‘admin’ in the title for their position AND with a salary of 26000 or less.

   Click on the criteria for Salary and enter <=26000 like this:

   ![Salary condition](image)

   Note that even though this field is formatted to currency you should not include the currency sign with the number in the search criteria.

   Notice also that because two criteria are being used, the data has to meet both criteria (i.e. contain the word ‘admin’ for Position AND have a Salary of 26000 or less).

   Change the view to Datasheet View and the results are shown.

5. Go back to Design View and delete the all the search criteria.

6. You have been asked to show all the details for those employees who are not programmers.

   For the Position field enter the criteria Not programmer like this:

   ![Not programmer condition](image)

   When you press Enter it changes to the following:

   ![Not programmer formula](image)

   Change the view to Datasheet View and the results are shown. Check that the results are correct – all the records do NOT have the word Programmer.

7. Close the query without saving.