

Set up Query Criteria in Access 2016

The query criteria (Query Criteria) are filter conditions that help you retrieve specific items from an Access database, used when you want to limit results based on values ??in a field.

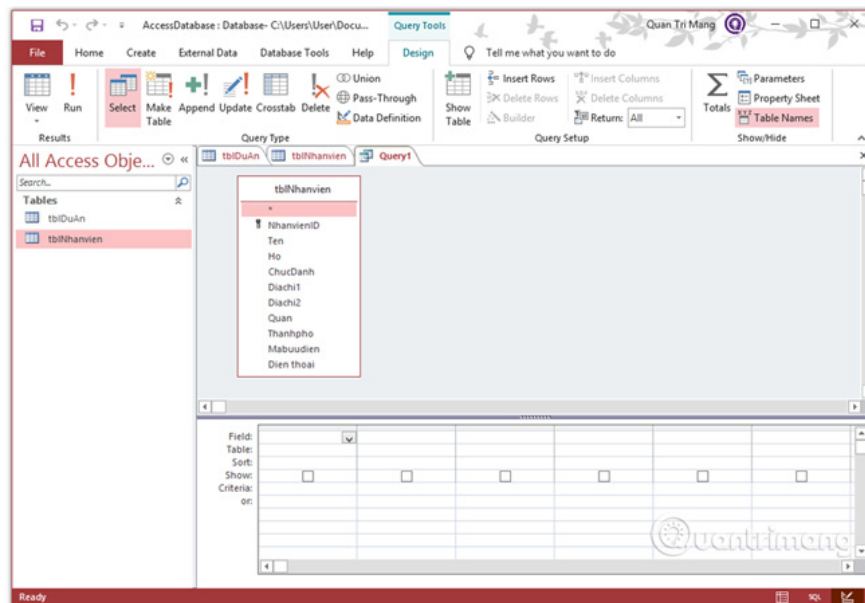
The query criteria (Query Criteria) are filter conditions that help you retrieve specific items from an Access database, used when you want to limit results based on values ??in a field. If the data matches all criteria, it will appear in the query results.

1. The query criteria is an expression that Access collects with values ??in the query fields to determine whether the records contain that value.
2. Some criteria are simple, just use basic operators and constants. More complex criteria use functions, special operators, and other field references.
3. To add some criteria to the query, you must open the query in Design View and then specify the fields you want to specify criteria.

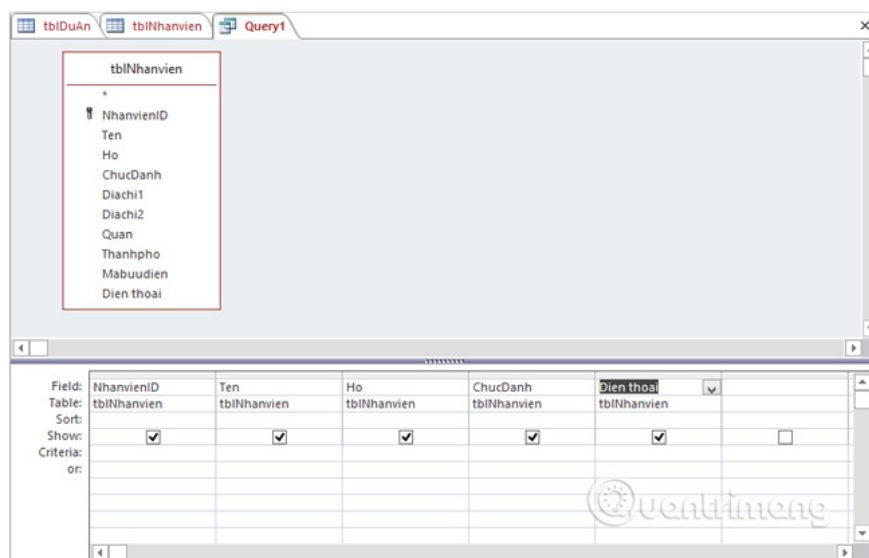
Let's look at a simple example using criteria in a query. First, open your Access database, then go to the **Create** tab and click **Query Design** .



In **Show Table** , select the table you want to query, here is **tblNhanvien**, double click and select **Close**.



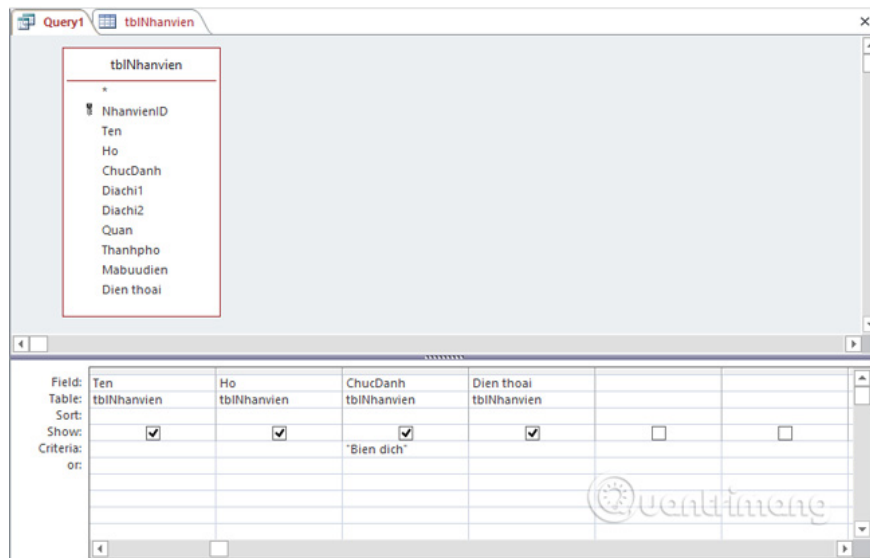
In the table window, double click on the name of the field you want to appear in the query. They will be added to the design grid at the bottom of the screen. Here we choose **NhanvienID**, **Ten**, **Ho**, **ChucDanh**, **Dienthoai**.



After setting the search criteria, executing the query by clicking the **Run** command on the **Design** tab , you will see results like this:

NhanvienID	Ten	Ho	ChucDanh	Dien thoai
1	Huyen	Nguyen	Bien dich	0909212259
2	Thuy	Bui	Truong nhom	0967838978
3	Ha	Nguyen	Bien dich	0912343453
4	Hai	Pham	Bien dich	0125355567
5	Phuong	Phung	Bien tap	0834537865
6	Trang	Nguyen	Bien tap	0949193064
7	Minh	Nguyen	Bien tap	0983467399
8	Quyên	Le	Bien tap	0934850038
9	Hanh	Vu	Bien dich	0834603865
*	(New)			

Now, if you want to display only those who have a Title, then add criteria to filter out the required records. Returning to **Query Design** and in the **Criteria** line of **ChucDanh**, enter the filtered value as **Bien dich**.

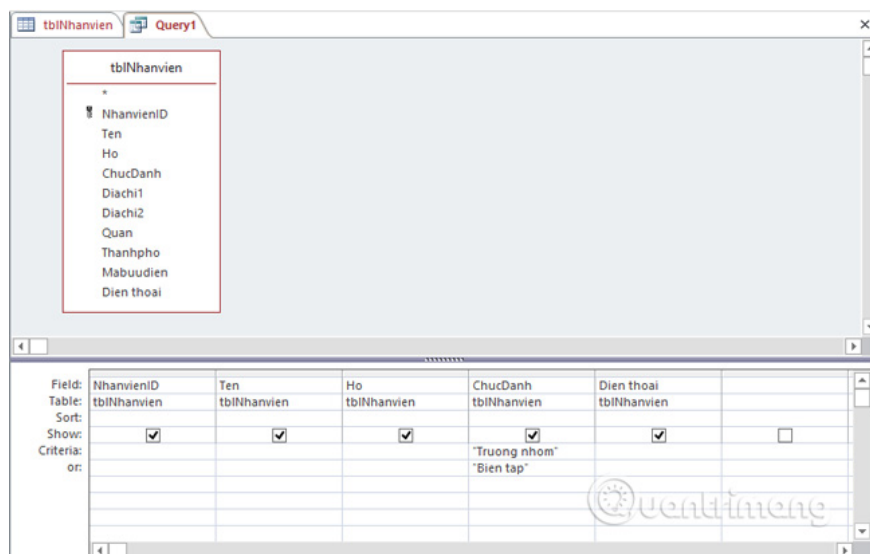


Now run the Query again, you will see only the records of employees with titles that are Translated.

NhanvienID	Ten	Ho	ChucDanh	Dien thoai
1	Huyen	Nguyen	Bien dich	0909212259
9	Hanh	Vu	Bien dich	0834603865
3	Ha	Nguyen	Bien dich	0912343453
4	Hai	Pham	Bien dich	0125355567
*	(New)			

If you want to add filtering **criteria** to multiple fields, just add the data you need to the **Criteria** line on multiple fields.

If you want to retrieve data with 2 different values ??in the same field, for example filtering the title **Bien tap** and **Truong nhom** , specify the value in the OR row as follows:



Results returned:

NhanvienID	Ten	Ho	ChucDanh	Dien thoai
2	Thuy	Bui	Truong nhom	0967838978
5	Phuong	Phung	Bien tap	0834537865
6	Trang	Nguyen	Bien tap	0949193064
7	Minh	Nguyen	Bien tap	0983467399
8	Quyên	Le	Bien tap	0934850038
*	(New)			

If you want to use the function of the **AND** operator , you only need to specify other conditions in the **Criteria** row . Let us say that we want to retrieve all the Accountants Assistant but only the Marketing Coordinator titles with "Pollard" are the last name.

For example, if you want to retrieve the data of an employee with the title of **Team Leader** and **Editor** , but only the **Editing of the Nguyen** family .

Field:	NhanvienID	Ten	Ho	ChucDanh	Dien thoai	
Table:	tblNhanvien	tblNhanvien	tblNhanvien	tblNhanvien	tblNhanvien	
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			"Nguyen"	"Bien tap"		
or:				"Truong nhom"		

Results returned:

NhanvienID	Ten	Ho	ChucDanh	Dien thoai
6	Trang	Nguyen	Bien tap	0949193064
7	Minh	Nguyen	Bien tap	0983467399
*	(New)			

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