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Learning Outcomes

- Add criteria to a query

More complex queries can be created in Access by using the “Database Designer.” Database Designer allows criteria to be added to a query to include or exclude data elements to make queries more meaningful. Let’s say we want to develop a list of employees—but limit the list to employees who are Sales Representatives.

Select “Database Designer” from the tool bar and choose the “Employees” table from the list.

Go to the “Criteria” field and enter “= Sales Representatives.” Access automatically adds the parenthesis to your entry.

The screenshot shows the Microsoft Access Database Designer interface. On the left, a list of fields from the 'Employees' table is shown: ID, Company, Last Name, First Name, and E-mail Address. The 'Job Title' field is selected. Below the field list, a table summarizes the query design. The 'Criteria' row shows the condition '=Sales Representative' for the 'Job Title' field.

Field:	Job Title	Last Name	First Name	Business Phone	City	State/Province
Table:	Employees	Employees	Employees	Employees	Employees	Employees
Sort:						
Show:	☒	☒	☒	☒	☒	☒
Criteria:	=Sales Representative					

Run the query and Access returns only the list of employees who have that title.

Job Title ▾	Last Name ▾	First Name ▾	Business Pho ▾	City ▾	State/Provinc ▾
Sales Representative	Freehafer	Nancy	(123)555-0100	Seattle	WA
Sales Representative	Kotas	Jan	(123)555-0100	Redmond	WA
Sales Representative	Sergienko	Mariya	(123)555-0100	Kirkland	WA
Sales Representative	Neipper	Michael	(123)555-0100	Redmond	WA
Sales Representative	Zare	Robert	(123)555-0100	Seattle	WA
Sales Representative	Hellung-Larsen	Anne	(123)555-0100	Seattle	WA

PRactice Question

What is the purpose of using criteria in a query?

☐ Criteria sorts the query results.

[See this interactive in the course material.](#)

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