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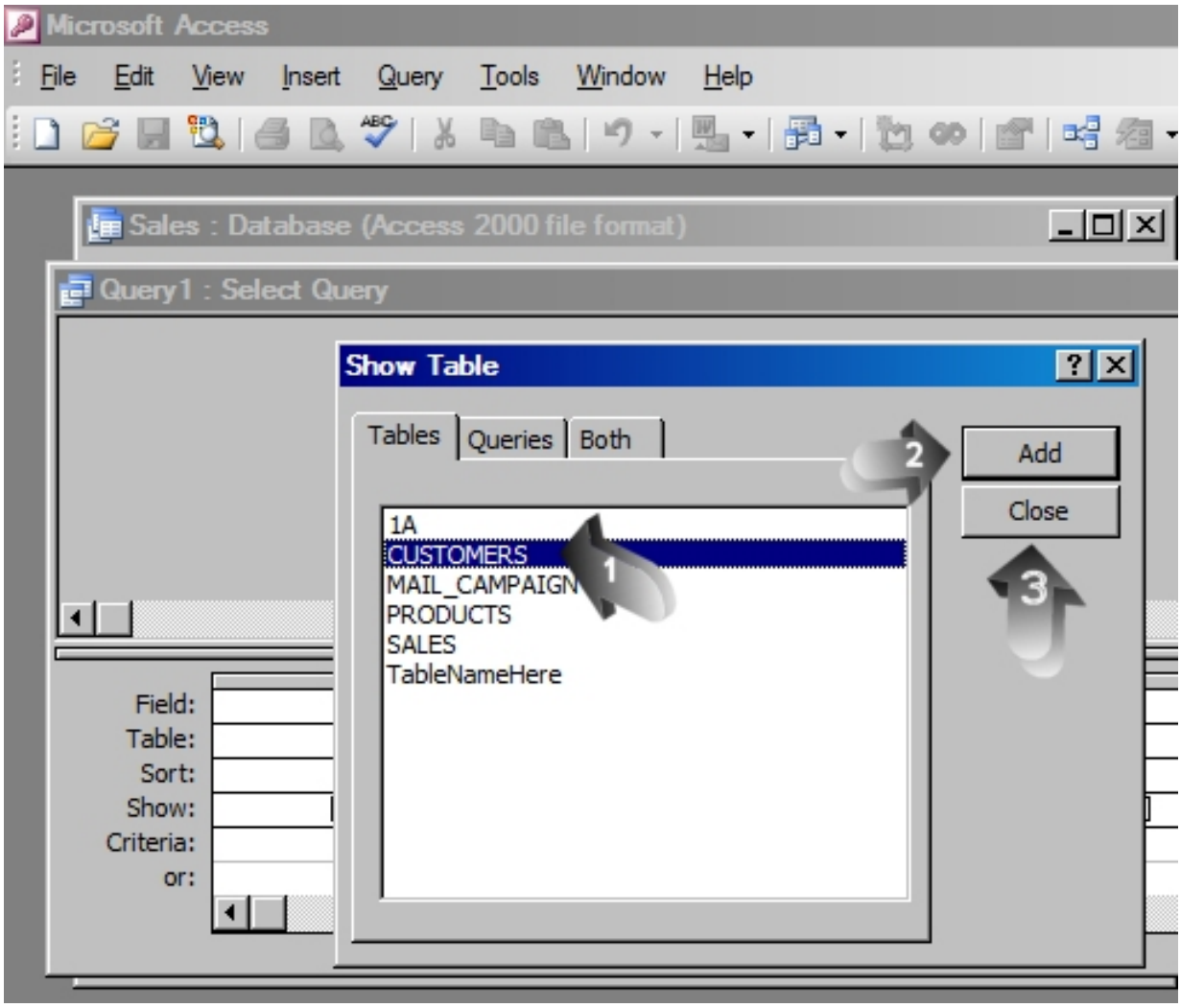
Queries using Wild Cards For MS Access 2000, 2002, 2003, 2007

Click to see the first tutorial on MS Access Queries

In the first tutorial we covered a basic Select Query and a basic table. In this tutorial we will cover another Select query in which we will use one table and hook it to itself. Pretty much all versions from Access 97 to 2007 the query builder looks the same. In Access 2007 there are some differences. We will again be dealing with Access 2000-2003.

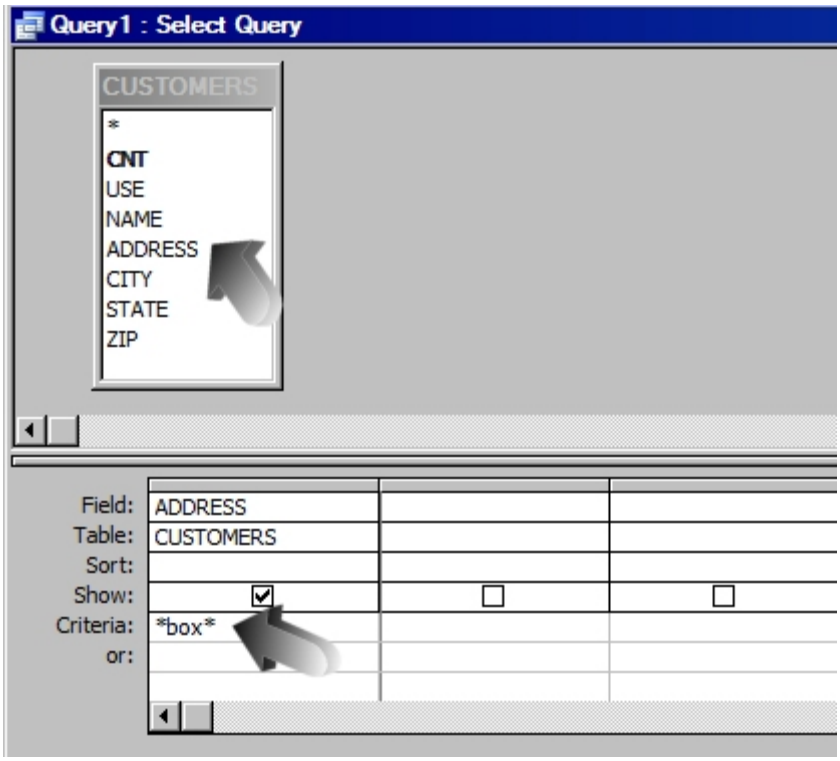
To design the query using the query builder simply click "Objects" in your left hand menu and then "Queries".
You will be given a choice between "Create query in Design view" and "Create query by using wizard".

This article will only deal with "Create query in Design view". Now double click "Create query in Design view" and select your table from the "Show Table" window. I will be using a table called Customers.

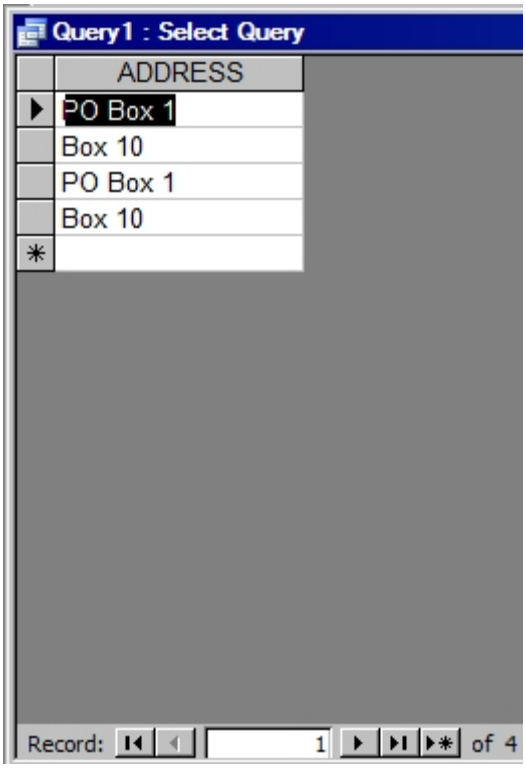


Once you have added your table to the query select a field and double click it. The field will appear below the table. Pick something for the query to use and place a * before and after it. The * is a wildcard, it will take the place of any character or series of characters. I will use the "Address" field and criteria *box*. What this will do is find all occurrences of Box within each record in the Field "Address" no mater the place of box in the field.

We should be all set now to run our query. Click the Red "!" to run the Query.



Your view should be something like this. It is a Basic Select View Query.



Click here to see the MS Access Append Query Tutorial

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