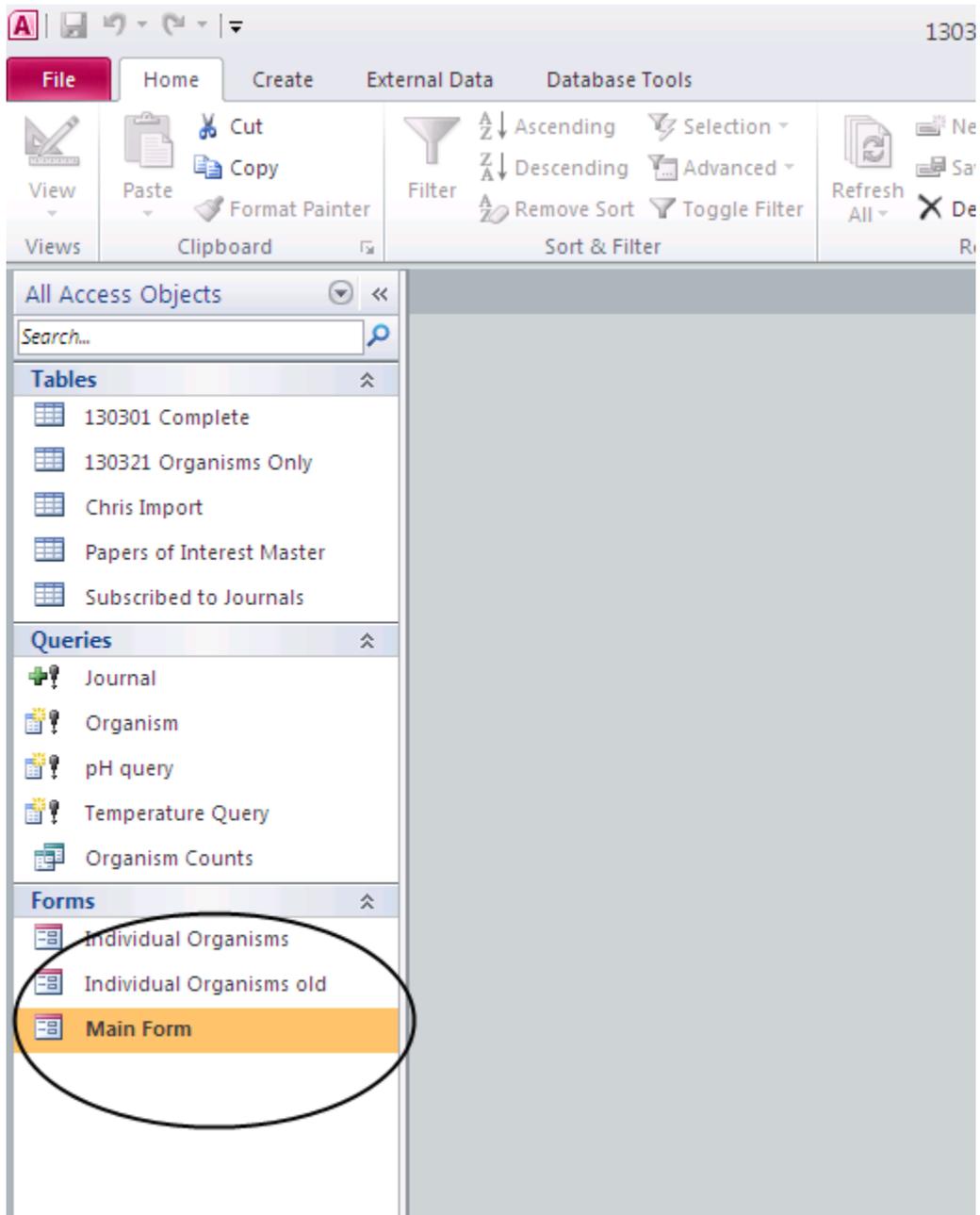


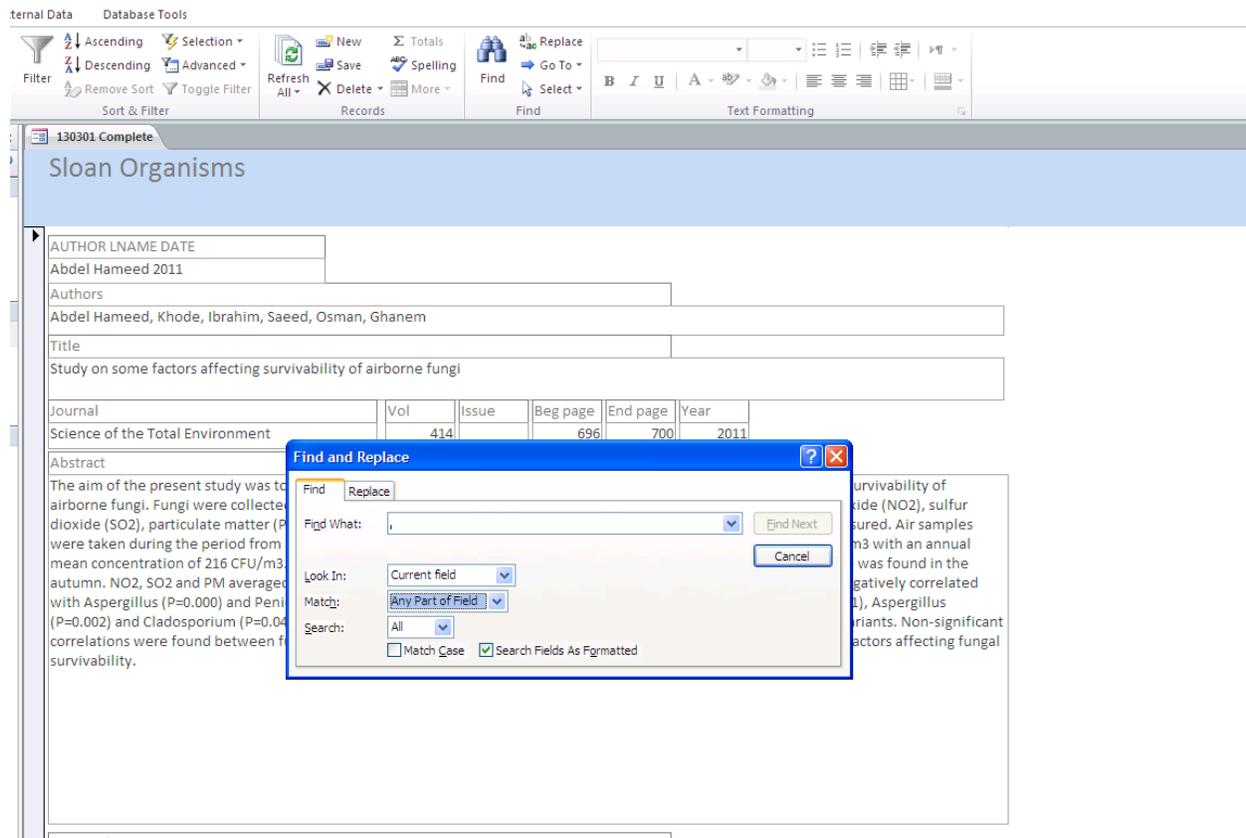
Database roadmap:

Manual Searching

- Open the Main Form



- Place your cursor on the field you would like to search
- Click the Find button on the menu bar or ctrl-f
- In general, it is best to select “Any Part of Field” in the Match section.
- Type what you’re searching for in the Find What section
- Click the Find Next button



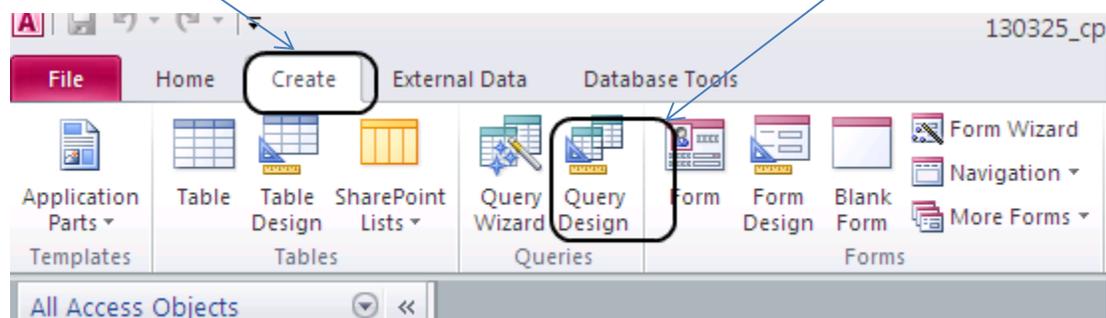
Make Table Queries

A make table query retrieves data from one or more tables, and then loads the result set into a new table.

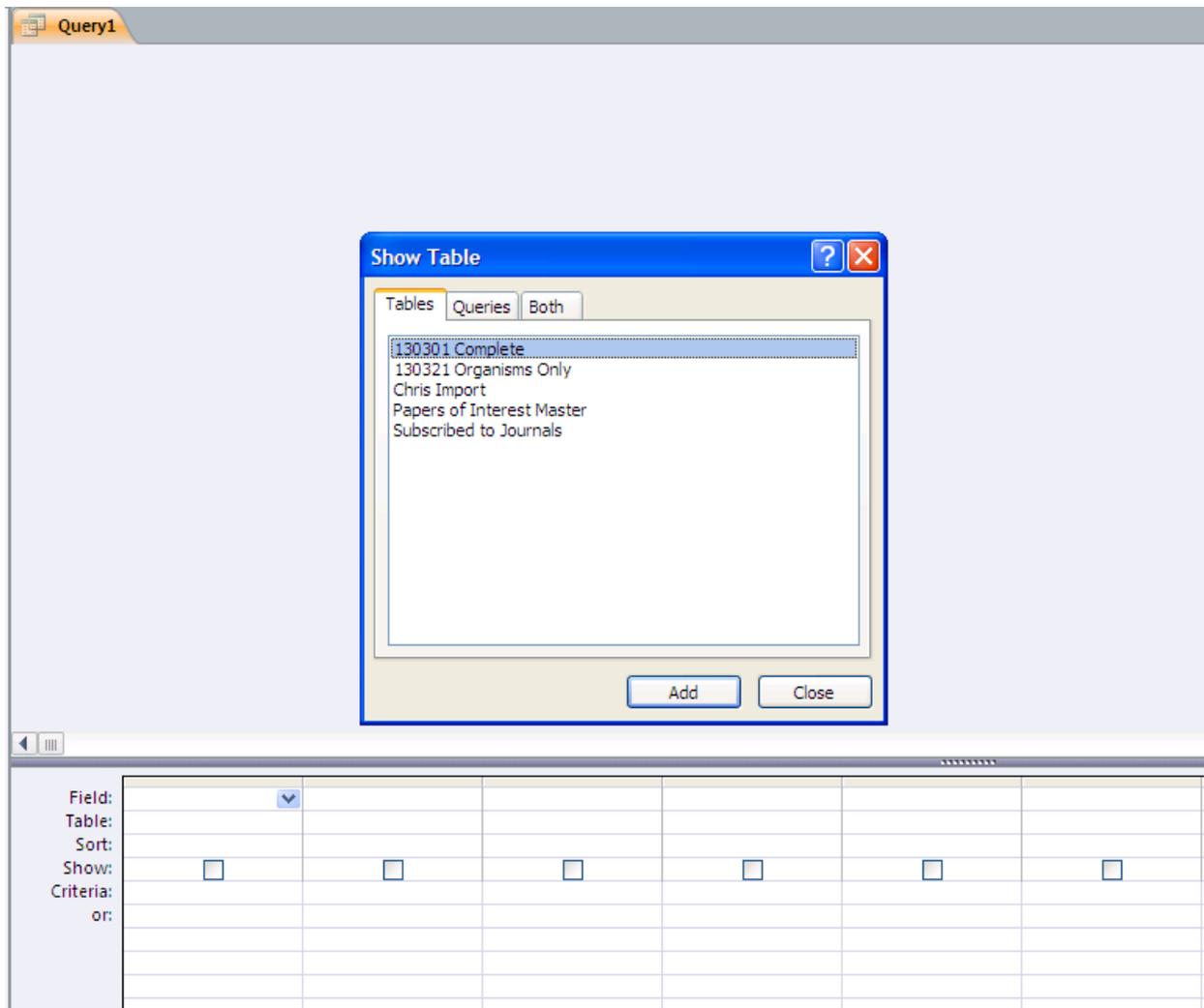
In query Design view, create a select query and then modify that query until it returns the records you want. You can select data from more than one table.

Design a query:

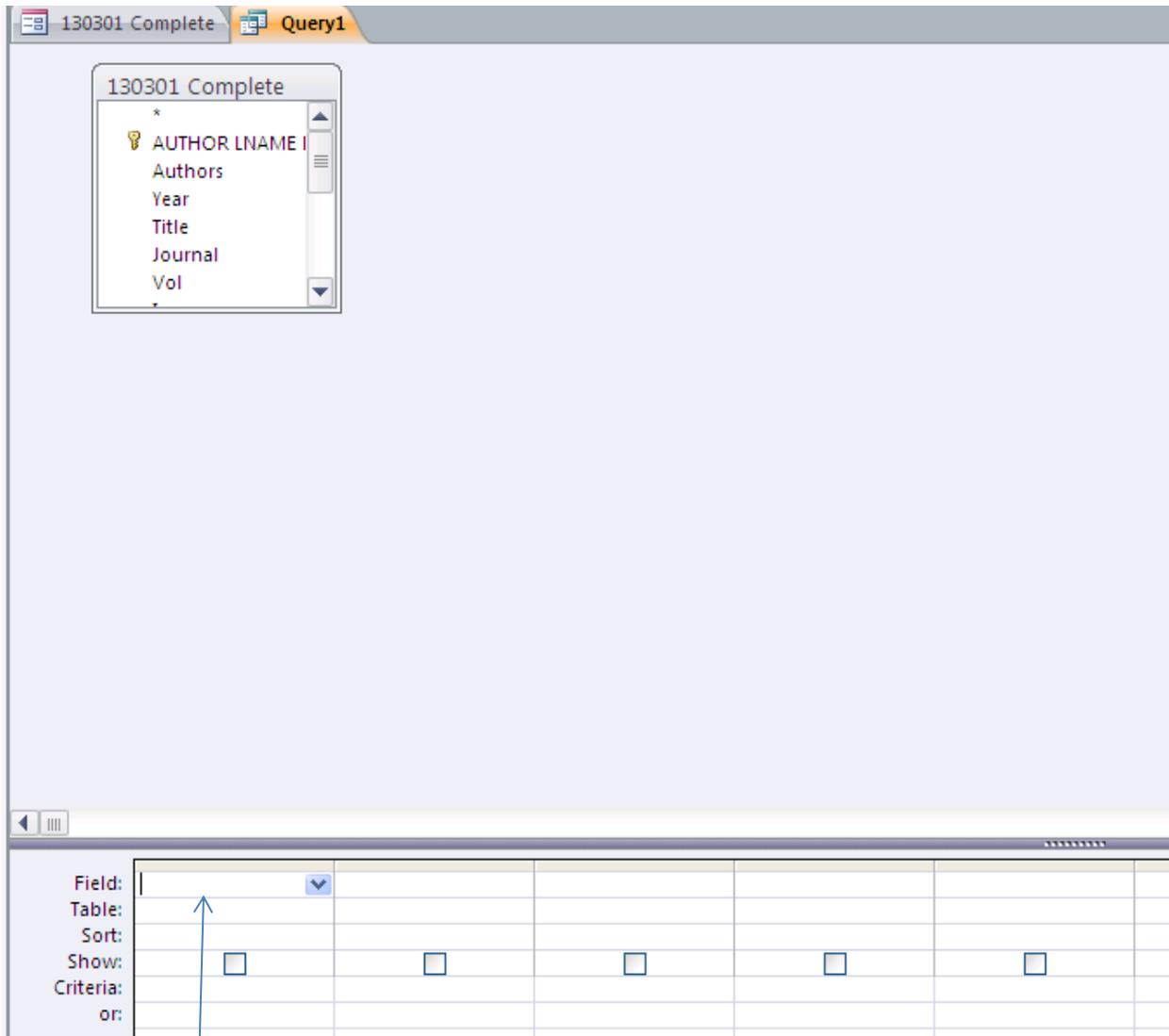
- 1) On the **Create** tab, in the **Query** group on the **Menu Bar**, click **Query Design**.



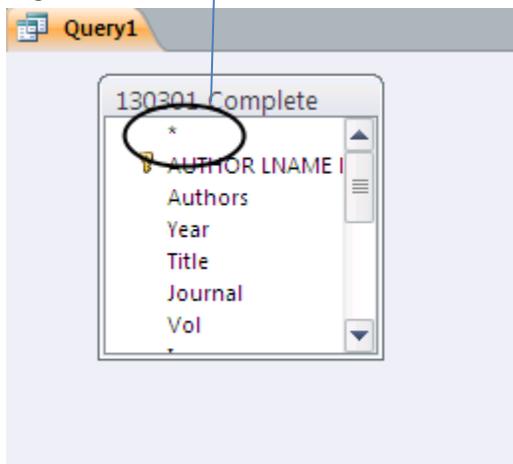
2) In the **Show Table** dialog box, double-click the tables from which you want to retrieve data. Each table appears as a window in the upper section of the query designer. Click **Close** when have finished adding the tables. The table that contains all data is ***date* Complete List**



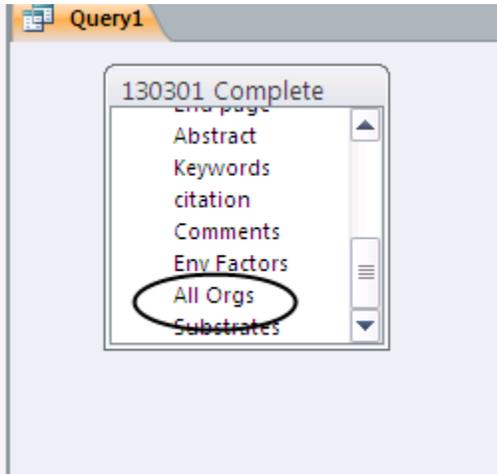
3) In each table, double-click the field or fields that you want to use in your query. Each field appears in a blank cell in the **Field** row of the design grid. This figure shows the design grid with several table fields added. Or if you want all fields to appear, simply drag the * at the top of the list into the first field.



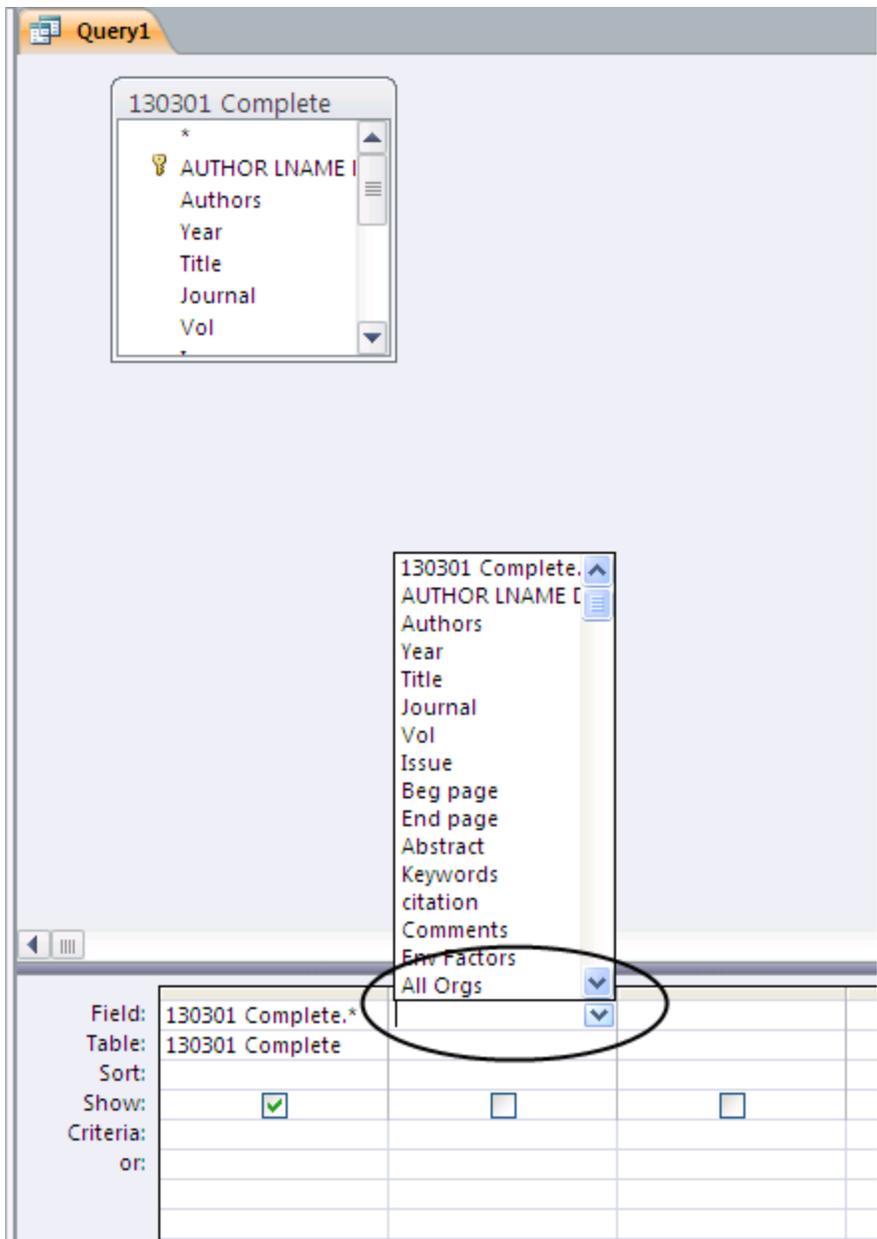
4) Add criteria to the Criteria row of the design grid. The sample below show a set up to find a specific organism. All fields are desired in the results, so the * was dragged into the first field.



Now select the field(s) that you want to select criteria for, in this case want to find certain organisms. You can either scroll down the field list and double click the field, or go to the next empty field in the query and click the drop down to select the field.



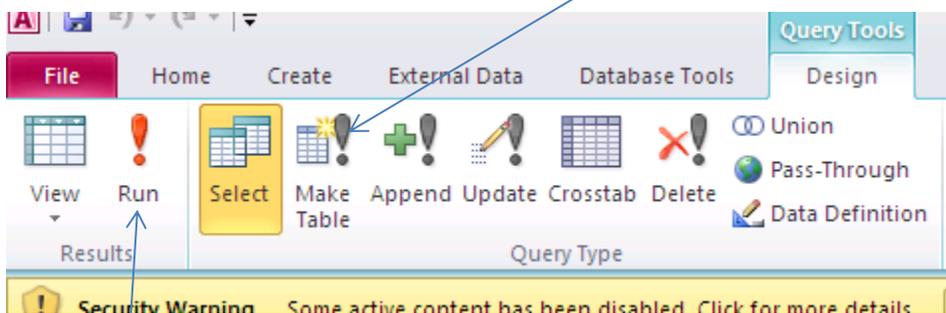
Or



In the section field space the All Orgs field was selected but unchecked since the field is already included in the first space and will show up in the results. We will set **criteria** by entering a wildcard (*) and a portion of the organisms name, for example *asperg*

Field:	130301 Complete.*	All Orgs	
Table:	130301 Complete	130301 Complete	
Sort:			
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:		*asperg*	
or:			

4) On the **Design** tab, in the **Query Type** group, click **Make Table**. The Make Table dialog box appears. In the Table Name box, enter a name for the new table.



5) Click **Run**  Button image on the **Menu Bar**, and then click Yes to confirm the operation.