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 cntl-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

nal Data Database Tools		
Iter Image: Ascending Image: Selection → Iter Image: Ascending Image: Advanced →	a Bave a Save fresh JI → X Delete → More → More →	te ↓ IE II 標 課 M ~ ↓ B I U A ~ ♥ ~ ④ ~ 新 著 著 Ⅲ ~ Ⅲ ~
Sort & Filter	Records Find	Text Formatting 💿
30301 Complete		
Sloan Organisms		
Abdel Hameed 2011		
Authors		
Abdel Hameed, Khode, Ibrahim, Sa	eed. Osman. Ghanem	
	cea, contany dranem	
little	sinch its of side and from st	
Study on some factors affecting sui	vivability of airborne fungi	
lournal	Vol Issue Begina	age End nage Year
Science of the Total Environment	414	696 700 2011
Abstract	Find and Replace	
The aim of the present study was to	Find Replace	urvivability of
airborne fungi. Fungi were collecte	Replace	kide (NO2), sulfur
dioxide (SO2), particulate matter (I	Find What:	Eind Next Sured. Air samples
were taken during the period from		Cancel n3 with an annual
autumn NO2 SO2 and PM average	Look In: Current field 🔽	was round in the
with Aspergillus (P=0.000) and Pen	Match: Any Part of Field 🗸	1), Aspergillus
(P=0.002) and Cladosporium (P=0.0	4 Search: All	riants. Non-significant
correlations were found between f	Match Case Search Fields Ar	s Formatted
survivability.		

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.

	* (21 *	F 1							130325_cp
File	Home	Creat	e Externa	al Data	Datab	ase Tools			
Application	Table	Table	SharePoint	Query	Query	Form	Form	Blank	R Form Wizard Navigation ▼
Parts - Templates		Design Table	Lists *	Wizard Que	Design		Design	Form Form	via More Forms ★
All Access	Objects		▼ «						

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**

Query1					
		Show Table		?	
		Tables Que	ries Both		
		130321 Orga Chris Import Papers of In	anisms Only terest Master		
		Subscribed t	o Journals		
				Add Class	
Field: Table:	~				
Sort: Show: Criteria:					
or:					

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.

🔳 130301 Complete 🔂 Que	ry1		
AUTHOR LNAME I Authors Year Title Journal Vol			
Field: Table: Sort: Show: Criteria: or: Or: Show: Criteria: Or: Show: Criteria: Or: Show: Criteria: Show: Criteria: Show: Criteria: Criteria: Show: Criteria: Show: Criteria: Criteria: Show: Criteria: Criteria: Show: Criteria:			

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.

Query1	
130301 * Autho Year Title Journ Vol	omplete OR LNAME I ors

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: Table: Sort: Show: Criteria: or:	130301 Complete.* 130301 Complete	All Orgs 130301 Complete *asperg*	

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.