

MS-Access Filtering Commands

Use these notes for filtering data in Microsoft Access (prior to Access 2007). First, right-mouse-click on the field you want to filter, then use the "Filter For..." box as follows:

Filter For	Finds records where...
smith	Filtered field exactly equal to "smith"
smith*	Filtered field starts with "smith" – eg "smith", "smithers", etc
*smith	Filtered field ends with "smith" – eg "smith", "goldsmith", etc
smith	Filtered field contains "smith" – eg "smith", "smithers", "goldsmith", etc
>42	Filtered field has a value greater than 42. Also: < (less than) <= (less than or equal) >= (greater than or equal) <> (not equal to)
null	Filtered field is blank
not null	Filtered field is not blank (ie has some data in it)
between <u>xx</u> and <u>yy</u>	Filtered field falls between the values xx and yy Eg Between "A" And "M" or Between 100 And 180
<u>xx</u> Or <u>yy</u>	Filtered field is equal to the value xx or is equal to the value yy Eg "smith" Or "jones" will return anyone with either name. Eg2 >45 Or null will return records with value bigger than 45 or blank.

It's much easier in Access 2007. Simply right-mouse-click on the field and the menu will lead you through the process.