

SEARCHING FOR RECORDS

This option allows you to search the database quickly for records that meet the specified criteria. It is also possible to search for records meeting more than one search criteria, such as by Department and then by Last Name. You may search for records using the Data Form or using the Find option. It is also possible to search for a record using Wild Cards, such as an asterisk.

Search Using a Data Form

- ❖ In this search we will look for all the people in the **Personnel Department**.
- ❖ Make sure that you have chosen a cell inside the database.
- ❖ Click **Data** on the **Menu Bar**.
- ❖ Click **Form** from the list of options.
- ❖ Click the **Criteria** button in the **Database Form** dialog box to display a blank data form.
- ❖ In the **Department** box, input **Personnel**.
- ❖ Click **Find Next** to preview the records. You should scroll through **3** records.
- ❖ Click the **Criteria** button again.
- ❖ Click the **Clear** button to remove the search criteria.
- ❖ In the **Department** field, input **Production**.
- ❖ In the **Last Name** field, input **Jenks**.
- ❖ Click the **Find Next** button.
- ❖ Click the **Close** button.

Search Using the Edit Menu

- ❖ For this search, we will look for the record for **Tobie Arnett**.
- ❖ Click somewhere in the **Last Name** field/column.
- ❖ Click **Edit** on the **Menu Bar**.
- ❖ Click **Find** from the list of options.
- ❖ The **Find and Replace** dialog box will appear (see illustration at right).
- ❖ Input **Arnett** in the **Find What** box.
- ❖ Click the **Options** button, if necessary, to locate additional options for the Find feature.
- ❖ Click the **Within** drop-down arrow to choose one of the options below:
 - **Sheet** - This option is used to search just the active sheet; the one where the insertion point is located.
 - **Workbook** - Use this option to search all the sheets in the workbook.
- ❖ Choose the option that is best for this search.
- ❖ Click the **Search** drop-down list arrow and then choose **By Columns**.
 - This option will search the column where the insertion point is located.
 - The other option is **By Row**.
- ❖ To search in one of the following options, click the **Look in** drop-down arrow.

- **Formulas** – To search within a formula that has been inserted into a worksheet or workbook, click this option.
- **Values** – Use this option to search the Values in a worksheet or workbook.
- **Comment** – This option is used to search the Comments that have been inserted into the worksheet or workbook.
- ❖ To search for a **Format**, such as Number Formats, Font, Alignment, Borders, Pattern, or Protection Attributes, click the **Format** button.
- ❖ To search only text that contains exactly how the information is input (caps and lower case, all caps) click the **Match Case** check box.
- ❖ To search the entire contents of a cell, click the **Match entire cell contents** check box.
- ❖ To find all instances of a particular search pattern, click the **Find All** button.
- ❖ Click the **Find Next** button to locate the first record matching the **Search** criteria.
- ❖ Click the **Find All** button to locate all instances of the **Search** criteria.
- ❖ The record for **Tobie Arnett** should be located.
- ❖ If there were more than one Arnett in the database, you would continue to click the **Find Next** button until the record for **Tobie Arnett** was found.
- ❖ Click **Close** to exit the **Find** dialog box.

Search Using a Wildcard Character

- ❖ In this search we will look for all the people whose **Last Name** begins with the letter **B**.
- ❖ Make sure that you have chosen a cell inside the database.
- ❖ Click **Data** on the **Menu Bar**.
- ❖ Click **Form** from the list of options.
- ❖ Click the **Criteria** button to display a blank data form.
- ❖ In the **Last Name** box, input **B***.
 - The asterisk means to search for any text past the specified letter.
 - In this case, the search will locate any records where the last name begins with the letter B.
 - It doesn't matter how many letters there are in the name, Excel will locate any name that begins with the letter B.
- ❖ Click **Find Next** to preview the records.
- ❖ Continue this process until all the records whose last name starts with the letter **B** are displayed.