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| CRITERIA |
| Operator/Wildcard | **Comment** | **Example** | **What the query will find** |
| **=** | Equals | **=**“London” | Will find London |
| **>** | Greater than | **>**15 | Will find numbers greater than 15 |
| **<** | Less than | **<**1/7/2014 | Will find dates before 1 July 2014 |
| **>=** | Greater than or equal to | **>=**1/1/2014 | Will find dates after and including 1 January 2014 |
| **<=** | Less than or equal to | **<=**5000 | Will find numbers less than and equal to 5000 |
| word **and** word | To find both expressions  | =”Black” **and** “Whyte” | Will find Black and Whyte |
| word **or** word | To find either expression | =”Stirling” **or** “Perth” | Will find Stirling or Perth |
| **Between** value and value | To find values between, inclusive  | =**between** 45 and 50 | Will find numbers between 45 and 50, including 45 and 50 |
| **\*** | To match any number of characters | th\***\***Admin**\*** | Will find the, that, them, there, etcWill find Admin, Administration, Office Administration and Administration and Office Studies  |
| **Not** | To exclude records | **Not** Glasgow | Will find all cities except Glasgow |
| **Null** | To find a blank field | **Is null** | Will find records with no entry |
| **Is not null** | To find a field that contains data | **Is not null** | Will find records that contain an entry |
| **In** | To find data when matching several criteria | **In**(“Glasgow”,”Edinburgh”,”Stirling”) | Will find records for Glasgow, Edinburgh or Stirling |
| **Yes/No**(on YES/NO fields 🗹) | To find Yes or No fields | **Yes** | Will find all Yes records |
| **Like “[letter-letter]\*”** | To find words starting within a range of letters | **Like ”[A-D]\*”** | Will find those people with surnames starting A-D |
| **REMEMBER:** Do **NOT** key in the ‘£’ sign in a currency field and do **NOT** include commas in any figures |