

## A Few Common Microsoft Access Expressions

### Selection Criteria

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| Operator                    | Description      | Example     | Limits Records To   |
|-----------------------------|------------------|-------------|---|
| <b>Arithmetic Operators</b> |                  |             |   |
| +                           | Addition         | =Cost+50    | Values equal to 50 or more than the value in the Cost field                 |
| -                           | Subtraction      | =Cost-50    | Values equal to 50 or less than the value in the Cost field                 |
| *                           | Multiplication   | =Cost*2     | Values twice the amount in the Cost field                                   |
| /                           | Division         | =Cost/2     | Values half the amount in the Cost field                                    |
| \                           | Integer division | =Cost\2     | The integer portion of values that result from dividing the Cost field by 2 |
| Mod                         | Modulo division  | =Cost Mod 2 | The remainder of dividing the Cost value by 2                               |

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| Operator                    | Description              | Example                | Limits Records To                  |
|-----------------------------|--------------------------|------------------------|------------------------------------|
| <b>Comparison Operators</b> |                          |                        |                                    |
| =                           | Equals                   | =Books or ="Books"     | Text value Books                   |
| >                           | Greater Than             | >7/15/11 or >#7/15/11# | Dates later than July15, 2011      |
| <                           | Less Than                | <1500                  | Values less than 1500              |
| >=                          | Greater than or equal to | >=15                   | Values greater than or equal to 15 |
| <=                          | Less than or equal to    | <=1/1/11 or <=#1/1/11# | Dates on or before January1,2011   |
| <>                          | Not equal to             | <>NY or <>"NY"         | Values other than NY               |

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| Operator                             | Description                                      | Example                 | Limits Records To                              |
|--------------------------------------|--|-------------------------|--|
| <b>Operators Used in Expressions</b> |  |                         |  |
| Between...And                        | Between two values, inclusive                    | Between 100 And 500     | Numbers from 100 and 500, inclusive            |
| In                                   | Included in a set of values                      | In("Germany", "France") | Either Germany or France                       |
| Is Null                              | Field is Empty                                   | Is Null                 | Records with no value in the field             |
| Is Not Null                          | Field is not Empty                               | Is Not Null             | Record with a value in the field               |
| ""                                   | Field contains a zero-length string <sup>i</sup> | =""                     | Records with a zero-length string in the field |
| Like                                 | With wild cards <sup>1</sup> , matched a pattern | Like"C *" or Like"C"    | Any text values That begins with C             |

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| Operator                 | Description               | Example                                | Limits Records To                         |
|--------------------------|---------------------------|--|---|
| <b>Logical Operators</b> |                           |  |   |
| And                      | Both conditions are True  | >=10And<=100                           | Values are between 10 and 100, inclusive  |
| Or                       | Either conditions is True | Books Or Videos or "Books" Or "Videos" | Either Books or Videos                    |
| Not                      | Not True                  | Not Like AB* or Not Like "AB*"         | All values except those beginning with AB |

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| Operator                             | Description             | Example | Limits Records To   |
|--------------------------------------|-------------------------|---------|---|
| <b>Using the Date in Expressions</b> |                         |         |   |
| Date()<                              | Date()+45               |         | Displays a date that is 45 days from today's date                                       |
| DateAdd()                            | > DateAdd("m",6,Date()) |         | Displays a date that is more than six months from today. The m isolates the month value |

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<sup>1</sup> A wildcard represents any number of characters. For example, you can look for a record that begins with the letter B by creating an expression like the following: Like "B\*". The \* is the wildcard. The \* represents more than one character. The ? represents one character.

(Access: The Complete Reference, 1999; htt)

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<sup>i</sup> **zero-length string** A string that contains no characters. You can use a **zero-length string** to indicate that you know no value exists for a field. You enter a **zero-length string** by typing two double quotation marks with no space between them (" ").