

## Microsoft Access Queries – Topic 3 Using OR

The final example assumes that we have the table below and are looking for someone named Sally Jones.

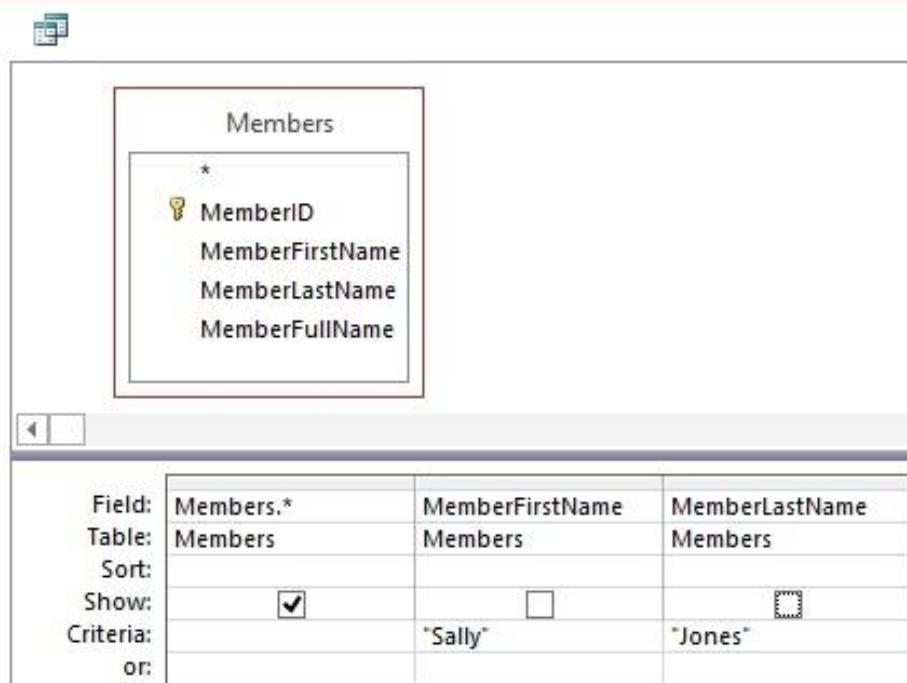


A screenshot of a Microsoft Access table named 'Members'. The table has four columns: MemberID, MemberFirstName, MemberLastName, and MemberFullName. The data rows are:

MemberID	MemberFirstName	MemberLastName	MemberFullName
1	Maria	Barnes	Maria Barnes
2	Tom	Jones	Tom Jones
3	Sally	Smith	Sally Smith
4	Salle	Jones	Salle Jones

Below the table, there is a new record being added, indicated by an asterisk (\*) in a yellow box and the text '(New)' in a blue box. The new record's fields are currently empty.

You are probably already familiar with using the Criteria section of the Query to set Criteria for one or more fields. You are also probably astute enough to realize that the query below will return NO results as no one has both a First name of Sally and a Last name of Jones.



A screenshot of a Microsoft Access query design view for a query named 'Members'. The design grid shows the following fields and criteria:

Field:	Members.*	MemberFirstName	MemberLastName
Table:	Members	Members	Members
Sort:			
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:		"Sally"	"Jones"
or:			

You could of course query first on only Sally, then on only Jones and look through both lists. However a quicker option is to make use of the OR feature in Access queries. To do this, simply move the "Jones" Criteria under MemberLastName to the line BELOW the one where the "Sally" Criteria is.

SallyOrJones

Members

\*

MemberID

MemberFirstName

MemberLastName

MemberFullName

Field:	Members.*	MemberFirstName	MemberLastName	
Table:	Members	Members	Members	
Sort:				
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criteria:		"Sally"		
or:			"Jones"	

This will return results from EITHER First name = Sally OR Last name = Jones all in one query. This might help you find Salle Jones who happens to spell her first name a bit differently than you thought!

SallyOrJones

MemberID	MemberFirstName	MemberLastName	MemberFullName
2	Tom	Jones	Tom Jones
3	Sally	Smith	Sally Smith
4	Salle	Jones	Salle Jones
*	(New)		