# SEARCH 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. To complete this exercise, you need to open the **Database Exercise** document that you saved earlier.

SEARCH USING RIBBON

✝ For this search, we will look for the record for **Jeffrey Smith.**
✝ Click somewhere in the **Last Name** field/column.
✝ Click the **Home Tab**.
✝ In the **Editing Group**, click the **Find and Select** button (see illustration below left).
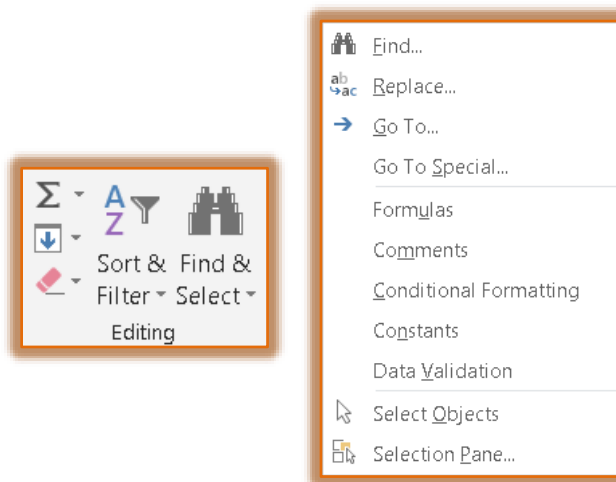
✝ Click **Find** from the list of options (see illustration above right).
✝ The **Find and Replace** dialog box will appear (see illustration below).
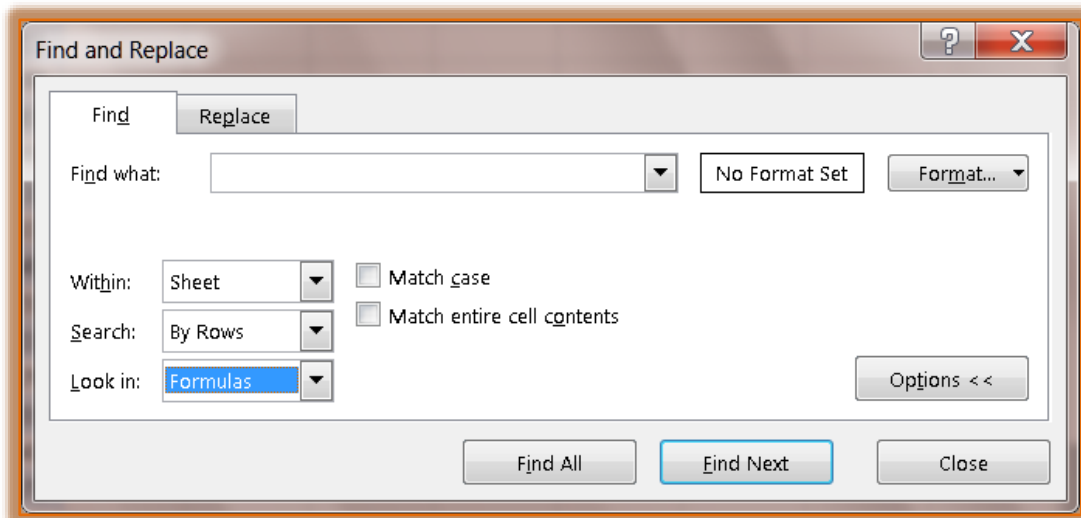
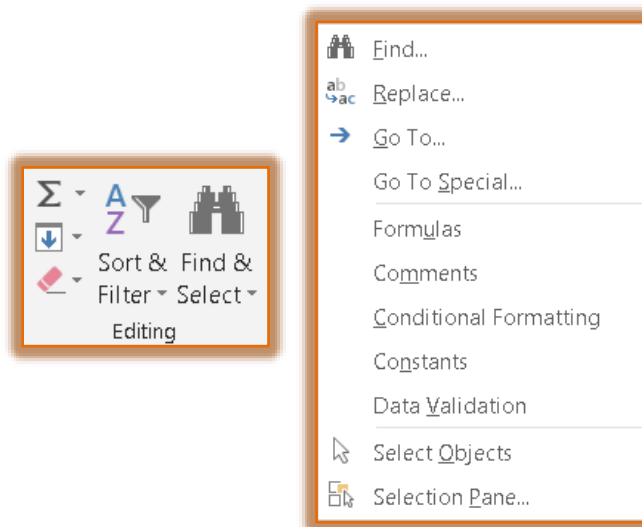✝ Input **Smith** in the **Find What** box.
✝ Click the **Options** button, if necessary, to locate additional options for the Find feature.
✝ Click the **Within** drop-down arrow to choose one of the options below:

- ✶ **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.
  - ✶ **Comments** – 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 **Jeffrey Smith** should be located.
- ✞ If there were more than one Smith in the database, you would continue to click the **Find Next** button until the record for other **Smith** names was found.
- ✞ Click **Close** to exit the **Find** dialog box.

SEARCH USING 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 the **Home Tab**.
- ✞ In the **Editing Group**, click the **Find and Select** button (see illustration below left).

- ✞ Click **Find** from the list of options (see illustration above right).

✟ The **Find and Replace** dialog box will display (see illustration below).
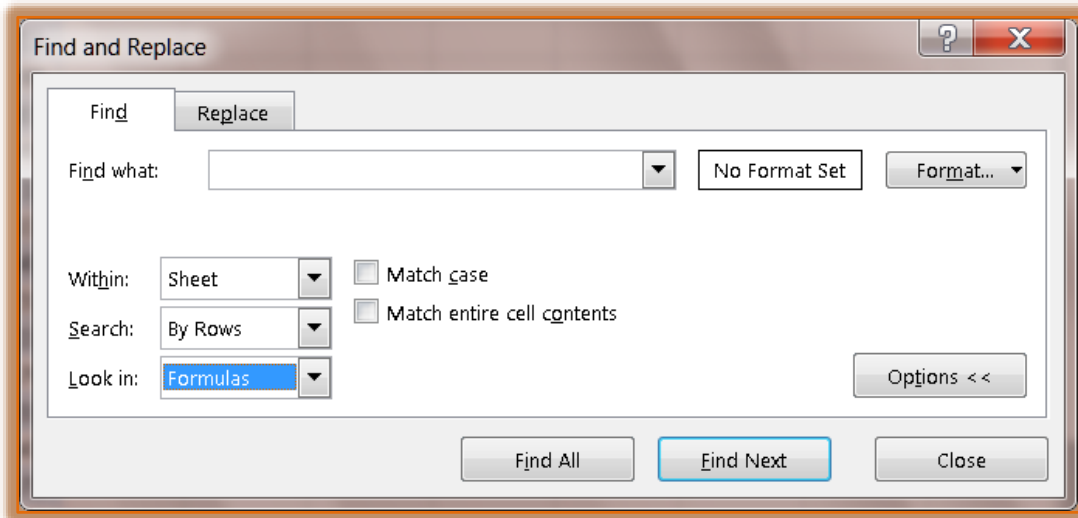
✟ In the **Find What** box, input **B***.
  ✭ The asterisk means to search for any text past the specified letter.
  ✭ In this case, the search will locate any records that contain a B in the word.
  ✭ It doesn't matter how many letters there are in the word, Excel will locate any word that contains the letter B.
✟ Click **Find Next** to preview the records.
✟ Continue this process until all the records that contain the letter **B** are displayed.
✟ Click the **Options** button, if necessary.
✟ Uncheck the **Match Case** check box.
  ✭ This means that any word that contains a capital B will be located.
  ✭ If the box is checked, only the names that start with the letter B will be located.
✟ Click the **Close** button to close the **Find and Replace** dialog box.