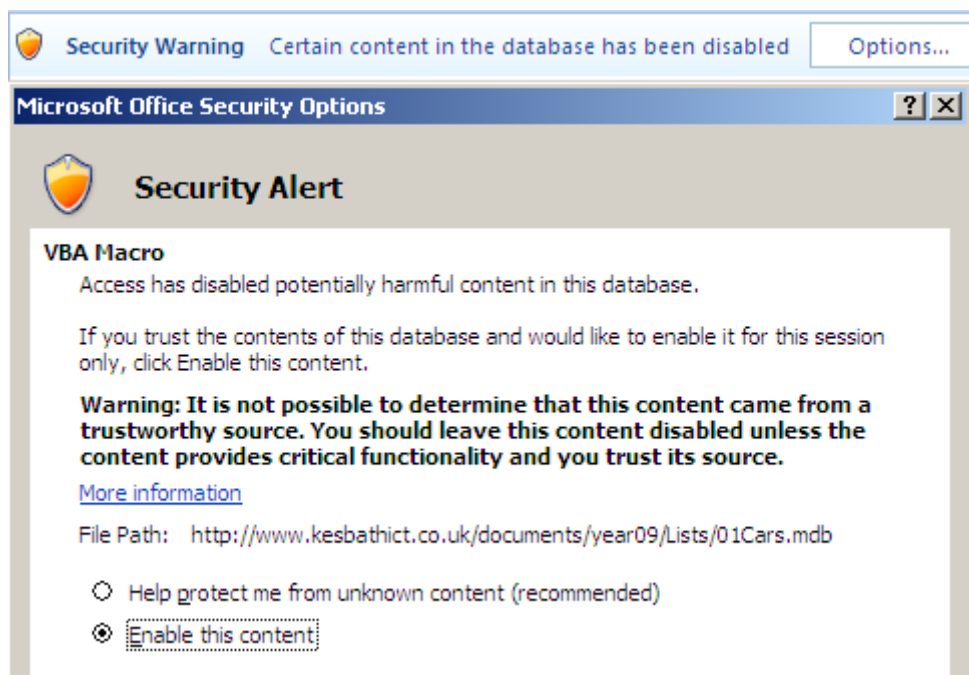


## Finding Information – How to Search with a Form

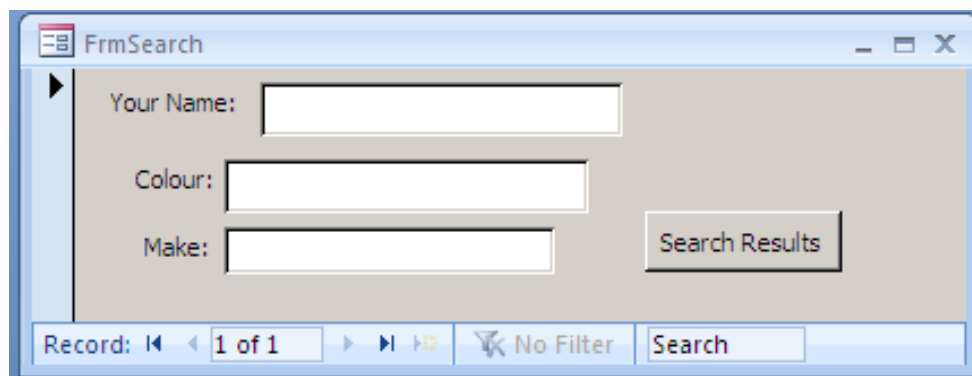
Four Access databases have been set up to help you find information that will enable you to solve various problems. You should select the appropriate database first and load it. As you are not changing the data it will report itself to be read only. That is fine. The first question is a worked example to help you....

**Example Question:** Produce a list of all the red cars both sold and unsold!

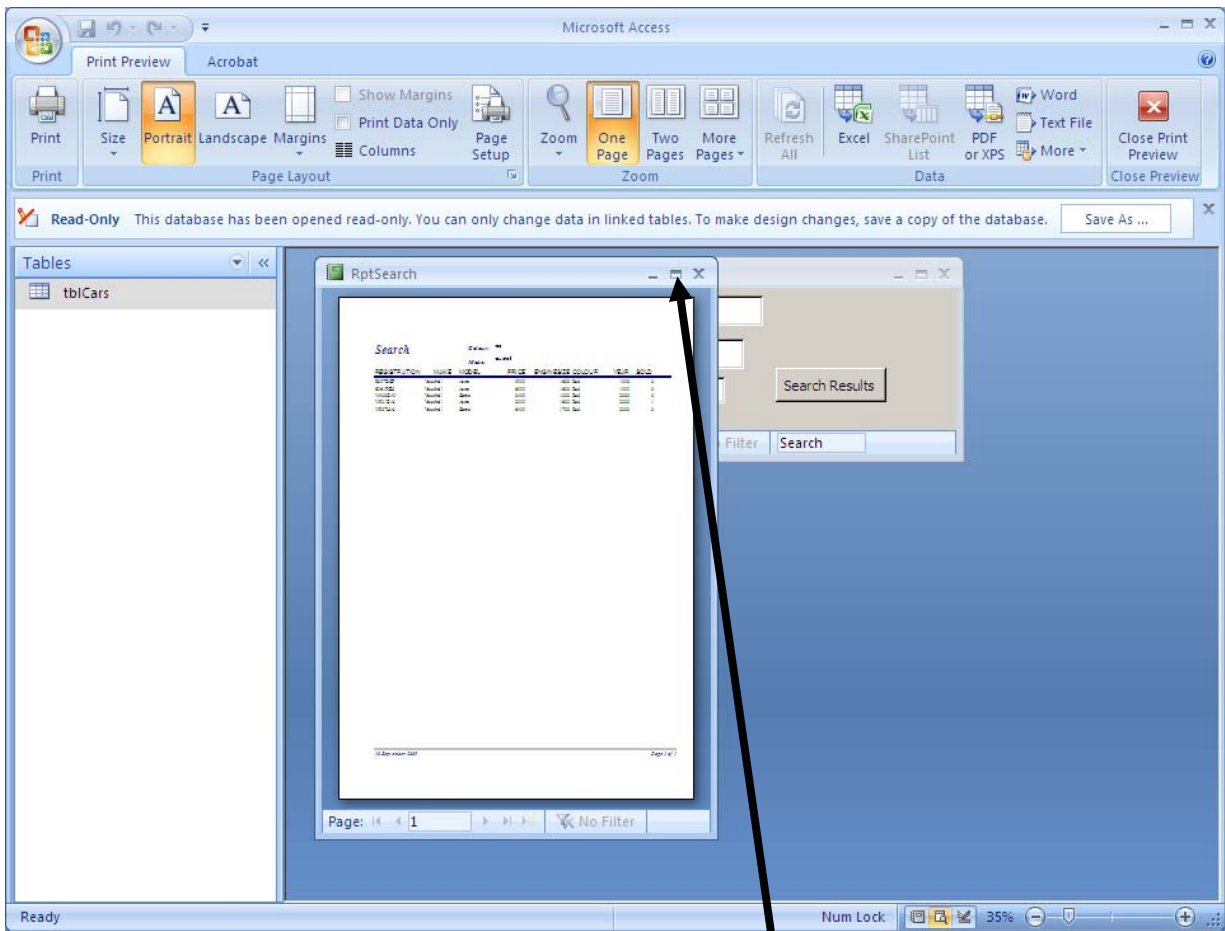
Download the file you can open it from the website. However you must enable the Security warning by clicking on options then enable this content.



Type your name in the top white box and the search term red in the box to the right of "Colour". Now click on "Search Results". The screen will now look like that below-

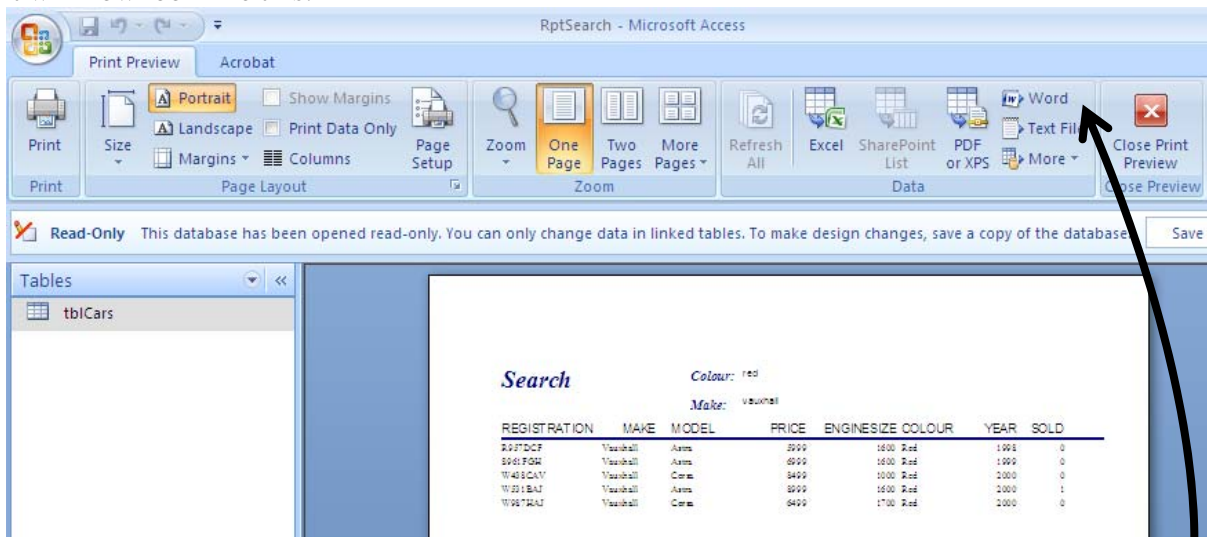


Once all the details are in click on Search Results > the following will appear...



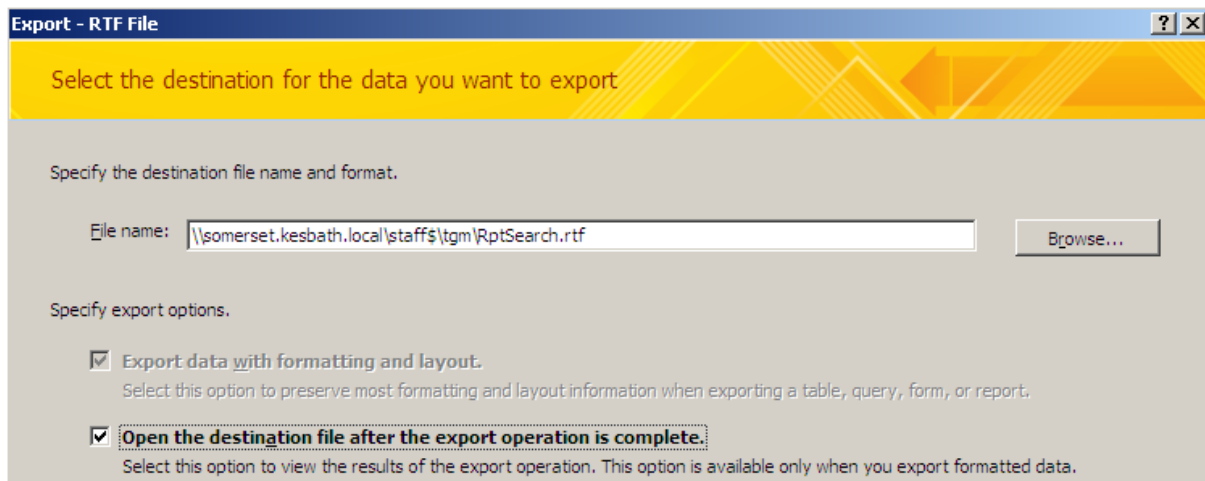
Maximise the sub window called “RptSearch” by clicking here

It will now look like this:-

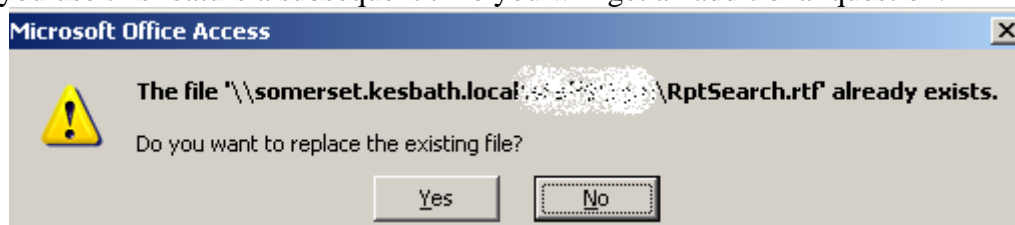


Check that the list is roughly correct. Now you can transfer your answers into Word. To do this Click on the “publish it with Word icon situated to the left of close!

Make sure the “open the destination” box is ticked so that Word will automatically start.



When you use this feature a subsequent time you will get an additional question:



You should answer “Yes”!

The file is actually stored on you P drive!

A new word document will appear. Simply copy and paste the details from this window / document into your answer document. (Remember to place the text caret in the correct place before pasting)!

You can use the Close the Access report window before carrying out newer searches! Search Engines on the Internet or Ebay or within Encarta / Times newspaper CD Roms work in a similar way....