

## Establishing Criteria

To perform many of Excel's Table analysis functions, you first need to provide criteria. Criteria are information you provide to relate your *Table* data with a particular function; it specifies a cell range, a column label, and a condition (e.g., *begins with*, *contains*, *between*).

Criteria can be established to match a single field or multiple fields, multiple conditions (i.e., AND), one of multiple conditions (i.e., OR), or a range of conditions (BETWEEN). Criteria can look for an exact match or a match within specified parameters. Using range names may make database functions easier to write.

## Types of Conditions

To properly write criteria, it is important to understand how to format the condition for each criterion. There are three different formats: alphabetic conditions, numeric conditions, and date conditions. The following tables provide the conditions, the correct format, and a sample for each criterion.

### Alphabetic Conditions

Condition	Format	Sample
exact match	=text_string	=john
begins with	text_string	john
greater than or equal to	>letter >=letter	>j >=j
less than or equal to	<letter <=letter	<j <=j
between*	>letter <letter	>j <q

\*must be in separate cells within the same row

## Numeric Conditions

Condition	Format	Sample
exact match	value	15
contains	n/a	n/a
greater than or equal to	>value >=value	>15 >=15
less than or equal to	<value <=value	<15 <=15
between*	>value <value	>15 <25

\*must be in separate cells within the same row

## Date Conditions

Condition	Format	Sample
one date	month/day/year	4/1/1999
contains	n/a	n/a
date after or equal to	>month/day/year >=month/day/year	>4/1/1999 >=4/1/1999
date before or equal to	<month/day/year <=month/day/year	<4/1/1999 <=4/1/1999
range of dates*	>month/day/year<month/day/year	>1/1/1999<12/31/1999

\*must be in separate cells within the same row

## Defining a Single Criterion

A single criterion defines a condition that, when your *Table* is searched, will return only one type of match for the particular field. The field name goes in the first cell; the condition for that field goes below the field name.

Format	Example
column label	Pay Period
condition	15

NOTE: In this example, only *Table* records in which the pay period was equal to 15 would be evaluated for the selected function.

## Defining Multiple Criteria

Multiple criteria define conditions that when the database is searched, will return two or more matches. If both conditions must be met, the criteria need to be set up as AND. If a range of conditions must be met, the criteria need to be set up as BETWEEN. However, if only one of multiple conditions must be met, the criteria should be set up as OR.

### AND ... Match Two Conditions

For "AND" criteria, the fields are within the same row.

#### Format

column label	column label 2
condition	condition

#### Example

Pay Period	Student
15	Johnson

NOTE: In this example, only *Table* records in which the pay period is 15 and the student name contains Johnson would be evaluated for the selected function.

### BETWEEN ... Match Two Conditions

For "BETWEEN" criteria, the field is repeated in separate cells within the same row.

#### Format

column label	column label
condition	condition

#### Example

Date	Date
>3/31/2006	<6/30/2006

NOTE: In this example, only *Table* records between March 31, 2006 and June 30, 2006 would be evaluated for the selected function.

### OR ... Match Either of Two Conditions (Same Field)

For "OR" criteria with the same field, the field criteria are listed in a column under the field name.

**Format**

column label
condition
condition

**Example**

Pay Period
15
16

NOTE: In this example, only *Table* records in which the pay period is 15 or 16 would be evaluated for the selected function.

**OR ... Match Either of Two Conditions (Different Fields)**

For "OR" criteria with different fields, the conditions are listed under the appropriate field name but in separate rows so that they are not treated like "AND" conditions.

**Format**

column label	column label
	2
condition	
	condition

**Example**

Pay Period	Student
15	
	Doe

NOTE: In this example, *Table* records in which the pay period is 15 or the student name contains Doe would be evaluated for the selected function.

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