

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Exercise: Subsets of Data - Let's be Specific!

**Purpose:** To learn how to enter criteria to limit the amount of data we print on a *Listing Report*.

Sometimes, although we want to see a listing of data, we don't want to see all of the records that we have entered in that category. If we have been using a database for some time, we may have hundreds, or thousands of records in a category, and we may only be interested in printing information from a few of those records. In this situation, we instruct the database, by entering criteria, to show us only some of our data. In this lesson, we will see how we can enter criteria in Habitat Tracker® when producing some of the listing reports.



1. Discuss four situations where you might want to set criteria and limit the data printed on a report.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
2. Print (or Preview) a list of *Journal Entry Notes* you entered **last month**.
3. Print (or Preview) a list of all your **open** *To-do Tasks*.
4. Print (or Preview) a list of all your **over - due** *To-do Tasks*.
5. Print (or Preview) a *list of all the plants* in your habitat that prefer **full sun**.
6. Print (or Preview) a *list of all the wildlife* you have entered that are **birds**.
7. Print (or Preview) a *list of all the plant species* you entered that **still need a photo**.
8. Produce *Info Cards* for **3** of your plant or wildlife entries.