

Wildcards

A wildcard is a special character that represents one or more other characters. Use wildcard symbols % and _ in search criteria.

% (percent sign) represents any number of characters

_ (underscore) represents one occurrence of a character

Note: The letters “ma” are used as an example. The wildcard symbols can be used with any combination of letters in any order.

To get these results...	Enter these criteria...
All entries that contain ma	%ma%
All entries that begin with ma	ma%
All entries that end with ma	%ma
All entries that have m as the second character	_m%

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