

12. Enter search criteria to find all clients whose name begins with a **D** and who provide service, and then perform the search.
13. Initialize the field names.
14. Enter search criteria to find all clients whose credit limit is greater than **\$7000.00** or who provide service, and then perform the search.

*Hint:* Remember to redefine the cell name **criteria**.

15. Create output cells starting in cell **G7**.
16. Enter search criteria to find all clients whose credit limit is over **\$1000.00** and perform the extract.

*Hint:* Remember to redefine the cell name **criteria**.

17. Sort the database by client names.
18. Sort the database by credit limits in descending order and within that, by client name in ascending order.
19. Save as **H:\spsheet\Self 3** and close the notebook.