

Finding Data

There are times when you just want to display some records that fit a certain criteria or you want to count how many of an item there are. Microsoft Access allows you carry out such searches.

Displaying all the Drama Videos

Let's say we just wanted to show all the DRAMA videos that Movie Magic has in stock.

- 1 Load your MOVIE MAGIC database and open MOVIE STOCKLIST table.

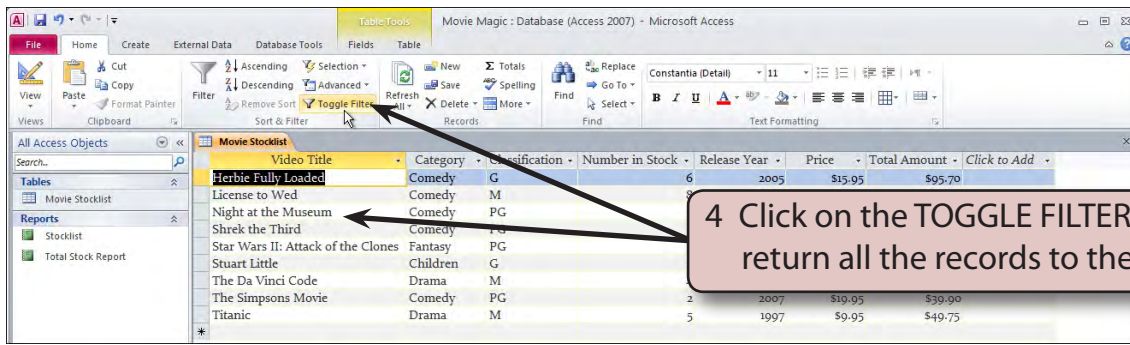
2 Click on one of the DRAMA values, click on the SELECTION icon in the SORT & FILTER group within the HOME tab of the RIBBON and select EQUALS DRAMA.

Video Title	Category	Classification	Number in Stock
Herbie Fully Loaded	Comedy	G	
License to Wed	Comedy	M	
Night at the Museum	Comedy	PG	
Shrek the Third	Comedy	PG	
Star Wars II: Attack of the Clones	Fantasy	PG	
Stuart Little	Children	G	
The Da Vinci Code	Drama	M	
The Simpsons Movie	Comedy	PG	
Titanic	Drama	M	

3 Just the DRAMA records are displayed and the number of records that the program has found is listed at the bottom of the screen.

Video Title	Category	Classification	Number in Stock
Titanic	Drama	M	
The Da Vinci Code	Drama	M	

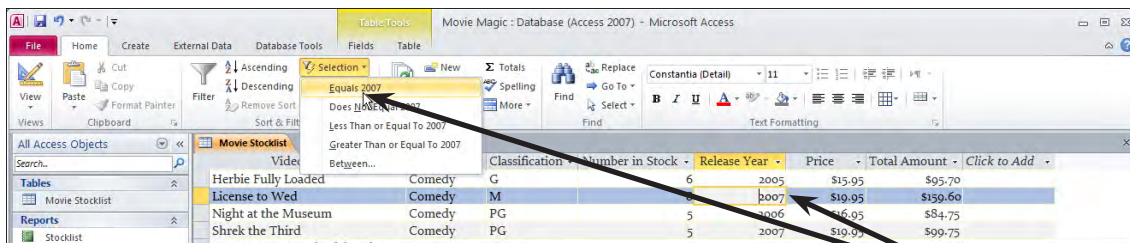
Record: 1 of 2 Filtered



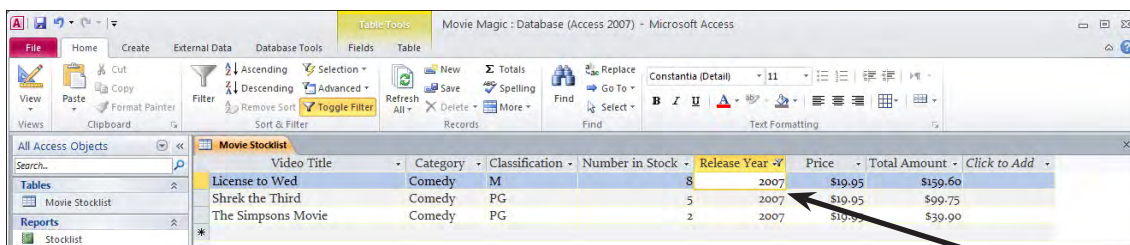
4 Click on the TOGGLE FILTER icon to return all the records to the screen.

Searching for Different Data

Let's find all the 2007 video releases.

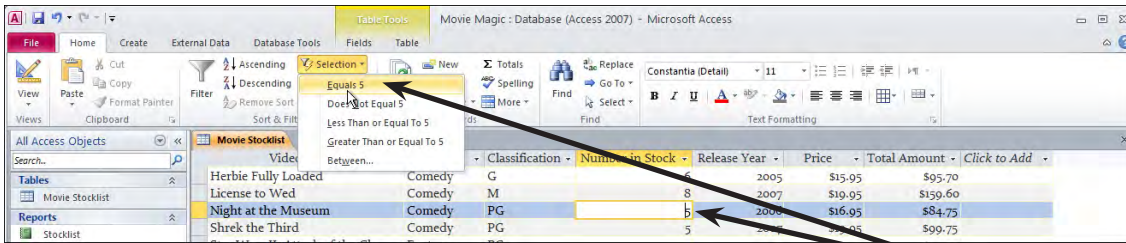


1 Click on one of the 2007 RELEASE DATE values, click on the SELECTION icon in the RIBBON and select EQUALS 2007.

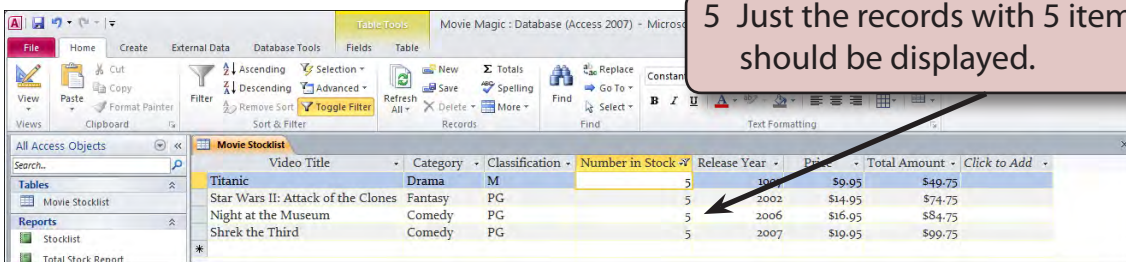


2 Just the 2007 releases should be displayed.

3 Click on the TOGGLE FILTER icon to return all the records to the screen.



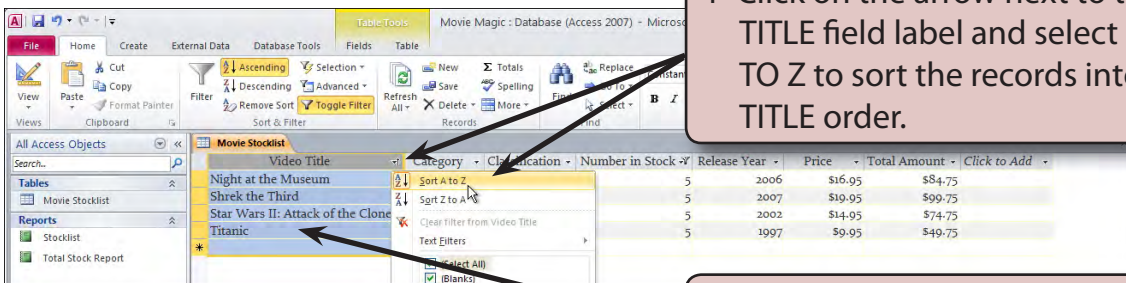
4 Select one of the 5 NUMBER IN STOCK values, click on the SELECTION icon in the RIBBON and select EQUALS 5.



5 Just the records with 5 items in stock should be displayed.

Sorting Found Records

The found records can be sorted in order.



1 Click on the arrow next to the VIDEO TITLE field label and select SORT A TO Z to sort the records into VIDEO TITLE order.

2 The 4 found records should now be in VIDEO TITLE order.