

Finding Data

Filtering by Selection

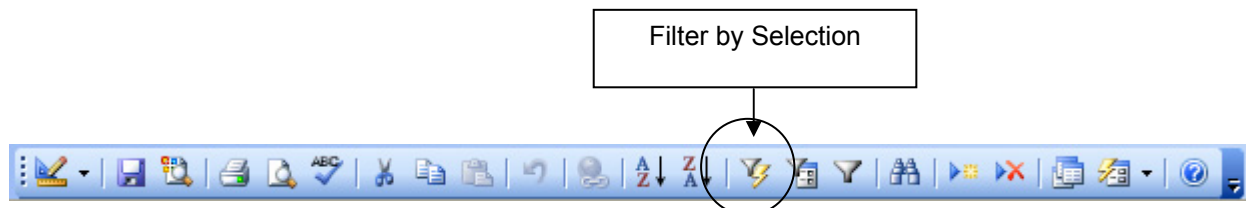
FILTERS are used in Microsoft Access as a quick way of finding records that match certain requirements. There are several ways of using the Filter in Microsoft Access.

FILTERING BY SELECTION is an extremely quick way of displaying all records that contain the same data in a cell, for example, all videos whose CATEGORY is set to DRAMA.

A. Find all Records with Richmond in Location Field

With the database file PIZZA PALACE open:

- 1 Click on the TABLE tab
- 2 Double click on EMPLOYEES table to open it
- 3 Click on a cell that contains RICHMOND in the LOCATION field.
- 4 Click on the FILTER BY SELECTION button.

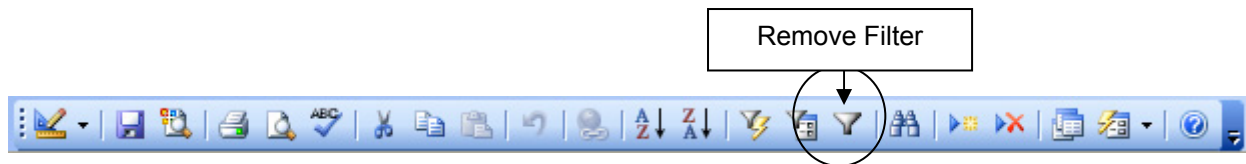


Only the records containing RICHMOND in the LOCATION field will be displayed.

Employees : Table							
	First Name	Surname	Birth Date	Position	Location	Hours	Pay Rate
▶	Michael	Kenny	10/05/1955	Manager	Richmond	40	\$18.00
	Melinda	Horten	28/10/1992	Waitress	Richmond	30	\$12.50
	Paula	Demenico	12/08/1983	Waitress	Richmond	35	\$12.50
	Alana	Morrison	7/06/1984	Cook	Richmond	36	\$15.00
	Allison	McGowan	8/10/1979	Delivery	Richmond	35	\$11.00
	Peter	Van Elden	19/08/1988	Cook	Richmond	36	\$15.00
*						0	\$0.00

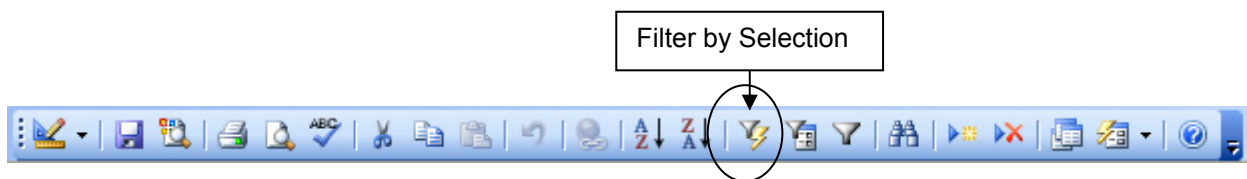
To Display all Records

- 1 Click on the REMOVE FILTER button to display all records once more.



B. List all Employees who are Cooks

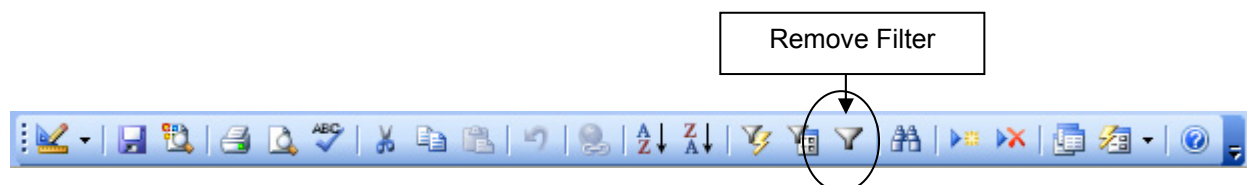
- 1 Click on a cell in the EMPLOYEES table that contains COOK in the POSITION field.
- 2 Click on the FILTER BY SELECTION button.



Only the records containing COOK in the POSITION field will be displayed.

Employees : Table							
	First Name	Surname	Birth Date	Position	Location	Hours	Pay Rate
▶	Tony	Bertoli	4/08/1978	Cook	Essendon	36	\$15.00
	Andrew	Conrads	12/01/1983	Cook	Keilor	38	\$15.00
	Maree	Tizard	18/11/1968	Cook	Keilor	30	\$15.00
	Kevin	Browne	14/12/1980	Cook	Essendon	35	\$15.00
	Alana	Morrison	7/06/1984	Cook	Richmond	36	\$15.00
	Peter	Van Elden	19/08/1988	Cook	Richmond	36	\$15.00
*						0	\$0.00

- 3 Click on the REMOVE FILTER button to display all records once more.

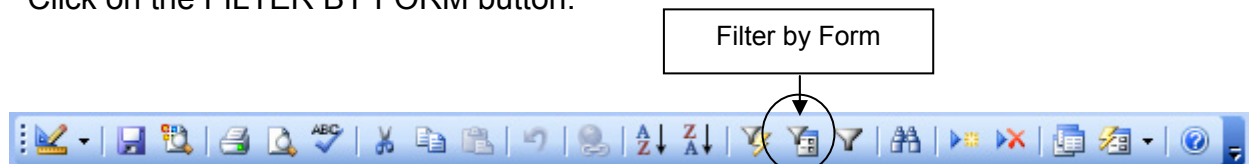


- 4 Close the table

C. List Employees Who Earn Over \$500 per Week

You can select a group of records that are either above or below a certain figure rather than exactly equal to it.

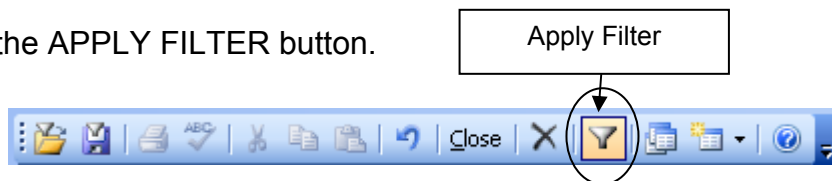
- 1 Click on the QUERIES tab and double click on the EMPLOYEE INCOME query to open it.
- 2 Click on the FILTER BY FORM button.



- 3 Click on the INCOME box and type >500 (ie greater than 500).

Employee Income: Filter by Form								
First Name	Surname	Birth Date	Position	Location	Hours	Pay Rate	Income	
								>500

- 4 Click on the APPLY FILTER button.



Only employees with an income greater than \$500 are displayed.

Employee Income : Select Query								
First Name	Surname	Birth Date	Position	Location	Hours	Pay Rate	Income	
Michael	Kenny	10/05/1955	Manager	Richmond	40	\$18.00	\$720.00	
Tony	Bertoli	4/08/1978	Cook	Essendon	36	\$15.00	\$540.00	
Andrew	Conrads	12/01/1983	Cook	Keilor	38	\$15.00	\$570.00	
Rita	Bertoli	6/05/1975	Manager	Essendon	40	\$18.00	\$720.00	
Kevin	Browne	14/12/1980	Cook	Essendon	35	\$15.00	\$525.00	
David	Barrett	2/04/1973	Manager	Keilor	40	\$18.00	\$720.00	
Alana	Morrison	7/06/1984	Cook	Richmond	36	\$15.00	\$540.00	
Peter	Van Elden	19/08/1988	Cook	Richmond	36	\$15.00	\$540.00	
*					0	\$0.00		

- 5 Click on the PRINT button and print one copy of the filtered table.
- 6 Click on the REMOVE FILTER to return the list to normal.
- 7 Close the Table and say no to saving the changes.