

A database allows you to extract information quickly and accurately from the data you have entered, and to arrange it into required orders. This chapter will involve sorting (arranging) data into various orders, finding specific information and counting the number of times data items occur.

### Loading the Sample File

For this chapter you will be using prepared databases to save you the time of entering data. A copy of the database will need to be opened from the ACCESS 2007 SUPPORT FILES, then the database saved in your STORAGE folder. It is a similar database to the one you created in the previous chapter.

## NOTE: You may need to find out from your teacher where the ACCESS 2007 SUPPORT FILES are.

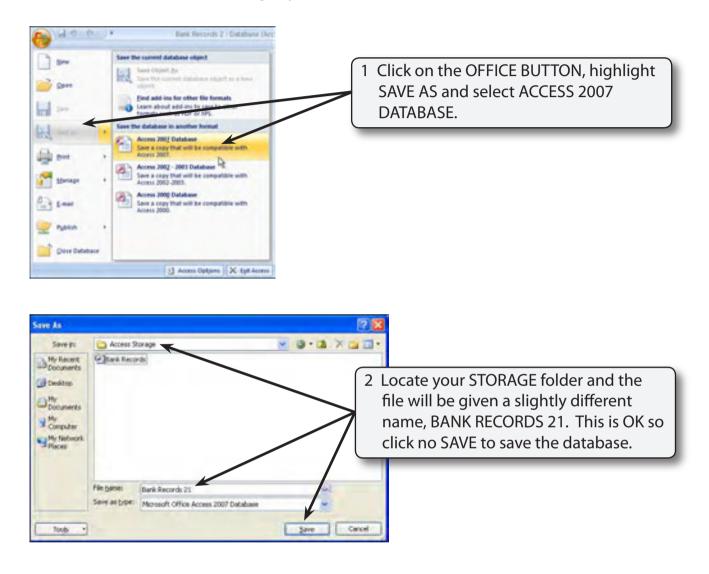
1 Load Microsoft Access, click on the OFFICE BUTTON and select OPEN.

Copen Look yc My Recent Documents	Chapter 2 Assignment 2 Bank Records 2		× Q • 3	2 Access the ACCESS 2007 SUPPORT FILES folder, open the CHAPTER 2 folder and click on the BANK RECORDS 2 file.				
My Documents Computer My Network Places				3 Click on the arrow next to the OPEN button and select OPEN READ ONLY.				
	File pame:		Open Open Brad C Open Braduit					
fools •	Files of type:	Microsoft Office Access	Open (source)					

# NOTE: This will open the file for viewing only and prevent any changes being made to the data.

### Saving the Database

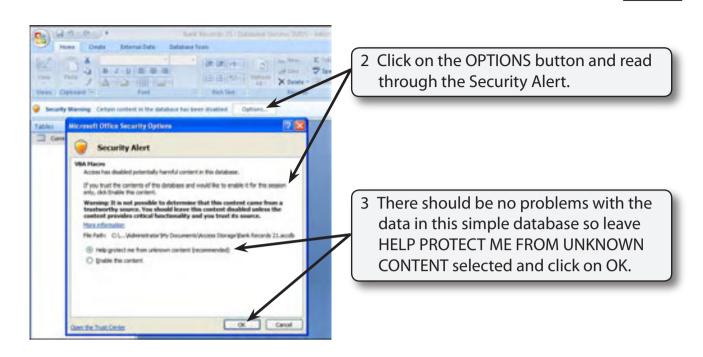
The database can now be saving in your STORAGE folder.



### **File Security**

1 There may be a SECURITY WARNING bar at the base of the RIBBON indicating that certain content has been disabled. This is because the file is an external file and Microsoft is being cautious with the data. The message can be turned off.





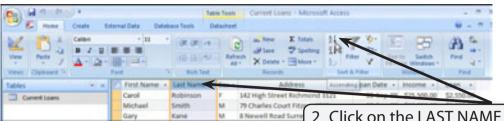
#### **Sorting Data**

Sorting is the process of arranging the data into a particular order. Microsoft Access allows you to arrange data into alphabetical, numerical or chronological (date) order.

#### A Alphabetical Sorting

At the moment the names are in no particular order. Text fields such as FIRST NAME and LAST NAME can be placed into alphabetical order.

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Tables	FestNat	Last Name	541 -		Dute +	Income +	Loan +
Current Loans	Carol	Robinson	F	142 High Street Richmond 3121	03-Sep-08	\$25,500.00	\$2,550.00
	Michael	Smith	M	79 Charles Court Fitzroy 3065	08-Sep-08	\$28,000.00	\$2,800.00
	Gary	Kane	M	8 Newell Road Surrey Hills 3127	04-Sep-08	\$32,000.00	\$3,200.00
				and shift in the second second second in the second		44.4 AAA AA	da
	lan	Donaldson	M	52 Oliver Crescent Richmond 3121	06-5ep-08	\$53,000.00	\$5,300.00
	lan Cheryl	Donaldson Webster	F	32 Oliver Crescent Richmond 3121 89 Davis Street South Yarra 3141	06-Sep-08 08-Sep-08	\$39,500.00	\$3,950.00
	and the second se		F M		and the second s		
	Cheryl	Webster	F	89 Davis Street South Yarra 3141	08-Sep-08	\$39,500.00	\$3,950.00
	Cheryl Stuart	Webster Olsen	F	89 Davis Street South Yarra 3141 33 Rogers Court Malvern 3144	08-Sep-08 10-Sep-08	\$39,500.00 \$21,000.00	\$3,950.00 \$2,300.00
	Cheryl Stuart Dianne	Webster Olsen Ross	F	89 Davis Street South Yana 3141 33 Rogers Court Malvern 3144 21 Harcourt Street Prahran 3383	08-Sep-08 10-Sep-08 10-Sep-08	\$33,500.00 \$23,000.00 \$23,500.00	\$3,950.00 \$2,900.00 \$2,950.00
	Cheryl Stuart Dianne Julia	Webster Olsen Ross Barnett	F	89 Davis Street South Yarva 3541 33 Rogers Court Malvern 3544 21 Harcourt Street Prahran 3583 60 Border Road Malvern 3544	08-Sep-08 10-Sep-08 10-Sep-08 11-Sep-08 12-Sep-08	\$39,500.00 \$21,000.00 \$29,500.00 \$42,500.00	\$3,950.00 \$2,900.00 \$2,950.00 \$4,250.00



2 Click on the LAST NAME field heading to highlight the LAST NAME column then move the pointer over the ASCENDING icon in the SORT & FILTER group of the HOME tab in the RIBBON.

Ver Digitated 1	ternal Data Bill Bill Bill Bill Bill Bill Bill Bil		Ref A	reco	3 When you click the mouse button the records are rearranged so that the LAST NAMES are in alphabetical order.			
Tables + +	First Name -	Last Name - Barrett	Sex -	Address 60 Border Road Malvern 3344	11-5ep-08	\$42,500.00	54,220,00	
Current Loans	Lan .	Donaldson	K	52 Oliver Crescent Richmond 3121	06-Sep-08		\$3,300.00	
	Gary	Kane		8 Newell Road Surrey Hills 3127	06-Sep-08	\$32,000.00	\$1,200.00	
	Stuart	Otsen		33 Rogers Court Malvern 3144	10-Sep-08			
		Robinson	1					
	Carol	and the second states and	6	142 High Street Richmond 3121	03-5ep-08		\$2,550.00	
	Dianne	Ross	-	21 Harcourt Street Prahran 3181	10-5ep-08		\$2,950.00	
	Alan	Smith	-	156 Alsop Street Werribee 3030	14-5ep-08	\$45,000.00	\$4,500.00	
	Michael	Smith	M	79 Charles Court Fitzroy 3065	08-5ep-08	\$28,000.00	\$2,800.00	
	Rachael	Stevens	8	32 St Elmo Crescent Richmond 3121	12-5ep-08	\$33,000.00	\$3,300.00	
	Cheryl	Webster	1	89 Davis Street South Yarra 3341	08-5ep-08	\$39,500.00	\$3,950.00	
		202000				\$5.00	\$0.00	

Ver Fale	annal Data Database Tools	4	Click on the arrow next to the SEX field heading and select SORT A TO Z.
Tables	First Name + Last Name	Andorena	Sort B. Filter Window Field
Current Learns	Julia Barrett Carol Robinson Dianne Ross Rachael Stevens Cheryl Webster	r 11 sprink R	11-5ep-08 \$42,500.00 \$4,250.00 03-5ep-08 \$25,500.00 \$2,550.00 10-5ep-08 \$25,500.00 \$2,550.00 12-5ep-08 \$210,500.00 \$3,500.00 08-5ep-08 \$310,500.00 \$3,500.00
	lan Donaldson Gary Kane Stuart Olsen Alan Smith Michael Smith		The records are rearranged so that the females are listed first.

# NOTE: It is personal choice whether you use the ASCENDING icon in the RIBBON or the arrow next to the field name to sort data.

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#### **B** Numerical Sorting

Number fields can be sorted into ascending order (lowest to highest) or descending order (highest to lowest).

B Hone Create Deternal Data Database 5	1 Click on the INCOME field heading arrow and select SORT LARGEST TO
Image: A partial point of the state of the sta	SMALLEST.
Tables + a P First Name + Last	it Name + Sex+ Address + Loan Date + Income + Loan +
Current Leans Julia Barr	rett F 60 Border Road Malvern 3144 1 21 Set Swatest to La ent
Carol Rob	binson F 142 High Street Richmond 3121 0 1 Soft Legent to Smallert
Dianne Ross	is # 21 Harbourt Street Prahran 3181 3 🙀 room too too too
Rachael Stev	veto 5 12 St Filmo Crescent Richmond 1121

Mone Coule D	demai Deta Deta		ble Tooli Natacheet	2 The	2 The records are rearranged so that they		
Ven Pate 7 A 2 1	Tert	start with the LARGEST income and finish with the SMALLEST income.					
Tables (+) +	First Name	Last Name -	Sex-t	Address +	Loan Date •	Income -s	Lan +
Current Loans	lan	Donaldson	M	52 Oliver Crescent Richmond 3121	05-5ep-08	\$53,000.00	5,300.00
	Alan	Smith	M	156 Alsop Street Werribee 3030	14-Sep-08	\$45,000.00	\$4,500.00
	Julia .	Barnett	8	60 Border Road Malvern 3144	11-5ep-08	\$42,500.00	\$4,250.00
	Cheryl	Webster	F.	89 Davis Street South Yarra 3141	08-Sep-08	\$39,500.0	\$3,950.00
	Rachael	Stevens		32 St Elmo Crescent Richmond 3121	12-5ep-08	\$33,000.0	\$3,300.00
	Gary	Kane	M	8 Newell Road Surrey Hills 3127	04-Sep-08	\$32,000.00	\$1,200.00
	Dianne	Ross		21 Haroourt Street Prahran 3181	10-Sep-08	\$29,500.00	\$2,950.00
	Michael	Smith	M	79 Charles Court Fitzroy 3065	06-Sep-08	\$28,000.00	\$2,800.00
	Carol	Robinson	F.	142 High Street Richmond 3121	03-Sep-08	\$25,500.00	\$2,550.00
	Stuart	Olsen	M	33 Rogers Court Malvern 3144	10-Sep-08		\$2,300.00
		1				\$0.00	\$2.00

#### C Chronological Sorting

Fields that have their data type set to DATE/TIME can be sorted into chronological order; that is, in the time order that they occurred, past to present or present to past.

Image: Second	Table Tools	1 Click on the LOAN DATE field heading arrow and select SORT OLDEST TO NEWEST.
Tables - a P First Name -	Last Name + Sex+	e Address • Loan Date • Income • Loan •
Current Loans lan	Donaldson M	52 Oliver Crescent Richmond 3121 0 2 Set Order to Reveal
Alan	Smith M	156 Alsop Street Wember 3030 3 11 Sert Newent to Oldert
Julia	Barrett F	60 Border Road Malvern 3144 1 Cour They have Low Date
Cherol	Webster F	Rh Davis Street South Yama 3141