# 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.



| A     Image: Imag | ernal Data Database Tools Fields<br>Filds<br>Accending Selection *<br>A Descending Selection *<br>Accending Accending Accendent<br>Remove Sort Toggle Filter<br>Second Effect | Movie Magic : Database (Access 2007) -<br>Table       Image: Save 2 Spelling<br>All + Delete + Saver 3<br>Records | Microsoft Access □ □ 23   |
|---|---|---|---|
| All Access Objects  Search. P Tables Reports Reports Stocklist Total Stock Report   | Movie Stockist Video Title Titanic The Da Vinci Code *  | Category - Classification - Number in<br>Drame - M<br>Drama - M   | 3 Just the DRAMA records are<br>displayed and the number of records<br>that the program has found is listed<br>at the bottom of the screen. |
| Datasheet View  | Record: H < 1 of 2 > H >= 7 Fil   | ered Search   | Filtered (  |

| File Home Create Ext                             | Table Too<br>ernal Data Database Tools Fields To | Movie Magic : Database   | (Access 2007) - Microsoft Access 👝 (  | 83 E       |
|--|--|--|---|------------|
| iew Paste Format Painter<br>ews Clipboard Factor | Filter   | Save ♥ Spelling<br>Save ♥ Spelling<br>Fir<br>Provide The Spelling<br>Records | a Beplace<br>Constantia (Detail) + 11 → 注 注 注 課 評 →<br>d Select - B Z I A + 物 · 公 + 臣 書 書 田 + 田 →<br>Find Text Formatting 下 |            |
| Access Objects 💿 «                               | Movie Stocklist                                  |  |   | ×          |
| arch   | Video Title 🔹                                    | Category · Considication   | Number in Stock      Release Year      Price      Total Amount      Click to Add  |            |
| ables 🏦  | Herbie Fully Loaded                              | Comedy G   | 6 2005 \$15.95 \$95.70  |            |
| Movie Stocklist                                  | License to Wed                                   | Comedy M   |   |            |
| eports *   | Night at the Museum                              | Comedy PG<br>Comedy PG   | 4 Click on the TOGGLE FILT  | ER icon to |
|  | Star Wars II: Attack of the Clones               | Fantasy PG   | noture all the records to t   |            |
| Iotal Stock Report                               | Stuart Little                                    | Children G   | return all the records to the   | ne screen. |
|  | The Da Vinci Code                                | Drama M  |   |            |
|  | The Simpsons Movie                               | Comedy PG  | 2 2007 \$19.95 \$39.90  |            |
|  | Titanic  | Drama M  | 5 1997 \$9.95 \$49.75   |            |
|  | *  |  |   |            |

#### Searching for Different Data

Let's find all the 2007 video releases.



| A   🚽 🧐 🕶 (** -   =       | Tab                                | Le Tools Movie I            | Magic : Database (A | ccess 2007) - Microso | ft Access                   |               |                       |     |
|---------------------------|------------------------------------|-----------------------------|---------------------|-----------------------|-----------------------------|---------------|-----------------------|-----|
| File Home Create Exter    | nal Data Database Tools Fields     | Table                       |                     |                       |                             |               |                       | ۵ 🕜 |
| Cut S                     | Ascending Selection *              | New Save                    | Σ Totals            | tae Replace Constanti | a (Detail) * 11             | • = = = = =   | μη -                  |     |
| View Paste Format Painter | Filter A Remove Sort Toggle Filter | Refresh<br>All * X Delete * | More *              | Select * B Z          | <u>u</u> <u>A</u> • 🕸 - 🏠 · |               |                       | -   |
| Views Clipboard G         | Sort & Filter                      | Records                     | 5                   | Find                  | Text Forma                  | itting        | 15                    |     |
| All Access Objects 💿 «    | Movie Stocklist                    |                             |                     |                       |                             |               |                       | ×   |
| Search                    | Video Title                        | Category                    | - Classification -  | Number in Stock +     | Release Year 💞              | Price - Total | Amount - Click to Add | •   |
| Tables 8                  | License to Wed                     | Comedy                      | M                   | 8                     | 2007                        | \$19.95       | \$159.60              |     |
| Movie Stocklist           | Shrek the Third                    | Comedy                      | PG                  | 5                     | 2007                        | \$19.95       | \$99.75               |     |
| Reports *                 | The Simpsons Movie                 | Comedy                      | PG                  | 2                     | 2007                        | \$19.95       | \$39.90               |     |
| Stocklist                 | *                                  |                             |                     |                       |                             |               |                       |     |

2 Just the 2007 releases should be displayed.

# 7

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



| View Paste Format Painter<br>Views Clipboard G | Filter                            | efresh X Delete + More +<br>Records | Find Case Replace Const<br>⇒ Go To ▼<br>Find Select ▼ B J | U A + + + - 22<br>Text Form | r   ≣ ≣ ≅   ⊞<br>atting |                         |   |
|--|-----------------------------------|-------------------------------------|---|-----------------------------|-------------------------|-------------------------|---|
| All Access Objects                             | Movie Stocklist                   |                                     |   |                             |                         |                         | × |
| Search   | Video Title                       | Category - Classifica               | ation - Number in Stock                                   | 📲 Release Year 🔸            | Price . Tota            | Amount + Click to Add + |   |
| Tables *                                       | Titanic                           | Drama M                             |   | 5 1007                      | \$9.95                  | \$49.75                 |   |
| Movie Stocklist                                | Star Wars II: Attack of the Clone | es Fantasy PG                       |   | 5 2002                      | \$14.95                 | \$74.75                 |   |
| Reports >                                      | Night at the Museum               | Comedy PG                           |   | 5 2006                      | \$16.95                 | \$84.75                 |   |
| Stocklist                                      | Shrek the Third                   | Comedy PG                           |   | 5 2007                      | \$19.95                 | \$99.75                 |   |
| Total Stock Report                             | *                                 |                                     |   |                             |                         | 1.01374                 |   |

## **Sorting Found Records**

The found records can be sorted in order.

