

Sorting and Finding Information

Now that you know how to enter, modify and display data, you are ready to use those skills to carry out more detailed processing. A database allows you to extract information quickly and accurately, and to arrange that information into required orders. This chapter will show you how to sort (arrange) data into various orders, find specific information and count the number of times data items occur.

Sorting

Sorting is the process of arranging fields into a particular order. FileMaker Pro allows you to arrange fields into alphabetical, numerical or chronological (date) orders. You will be using a database similar to the one you used in the last chapter. It has been saved in the FMP SUPPORT FILES for you.

A Loading the Prepared File

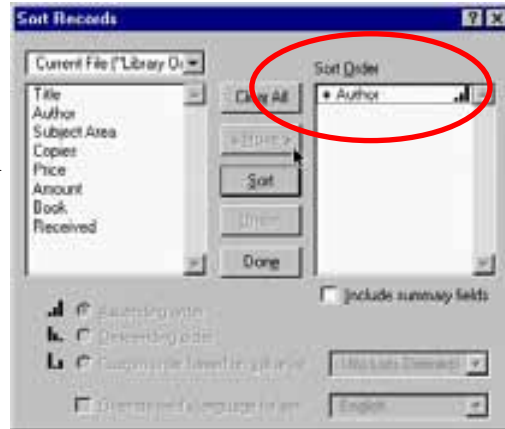
- 1 Load FileMaker Pro, click on OPEN AN EXISTING FILE and select OK. Or close the current file and select OPEN from the FILE menu.
- 2 Find out from your teacher where the FMP SUPPORT FILES are. Access them and open the CHAPTER 3 folder.
- 3 Open the file: LIBRARY ORDERS 3
- 4 The file must now be saved then opened from your STORAGE folder because FileMaker Pro saves data automatically as you enter in. Display the FILE menu and select SAVE A COPY AS.
- 5 Access your STORAGE folder and save the file under the name:
LIBRARY ORDERS 3 COPY
- 6 Close the LIBRARY ORDERS 3 file and open the LIBRARY ORDERS 3 COPY file from your STORAGE folder.

NB: If you don't open the LIBRARY ORDERS 3 COPY file from your STORAGE folder your work will be saved in that LIBRARY ORDERS 3 file and the next person that opens that file will have your work included.

B Alphabetical Sorting

At the moment the books are in no particular order. Text fields such as TITLE and AUTHOR can be sorted into alphabetical order. Let's sort the books into alphabetical order by AUTHOR.

- 1 Display the RECORDS menu and select SORT (or press **⌘+S** or **CTRL+S**). You will receive the SORT RECORDS dialogue box.
- 2 To sort the books into alphabetical order by AUTHOR, move the *pointer* over AUTHOR in the FIELD LIST and click the mouse button. Click on the MOVE button and AUTHOR will be placed in the SORT ORDER box.
- 3 Click on the SORT button and you will be returned to the database with the authors in alphabetical order.



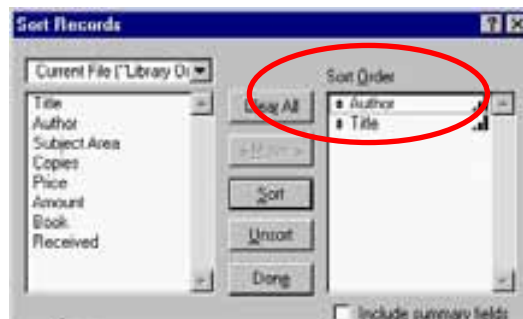
Merryville High School

Book List
Jul 2, 2003

Authors are in alphabetical order.

Title	Author	Subject Area	Received	Copies	Price	Amount
Bits and Bytes	Adams	Info Tech	15 Feb, 2004	15	\$24.95	\$374.25
What's in a Name	Anderson	Library	23 Feb, 2004	2	\$26.95	\$53.90
England My England	Daley	English	19 Feb, 2004	2	\$25.00	\$50.00
The Gold Rush	Lawson	History	18 Feb, 2004	12	\$17.90	\$214.80
Medieval Europe	Lawson	History	18 Feb, 2004	20	\$18.50	\$370.00
Maths in Action	Miller	Maths		25	\$23.95	\$598.75
Stepping Out	O'Reilly	English	21 Feb, 2004	8	\$15.55	\$124.40
Computers at Work	Simpson	Info Tech	19 Feb, 2004	18	\$32.95	\$593.10
World War II	Stonesky	History	19 Feb, 2004	3	\$23.50	\$70.50
Home Finance	Wilson	Maths		10	\$19.95	\$199.50

- 4 Look closely at the books. There are two books by Lawson, but those books are not in alphabetical order. They are in the order that they were entered.
- 5 To overcome this problem the TITLE field needs to be included in the sort. That way any books by the same author will be arranged with their TITLES in alphabetical order.
- 6 Press **⌘+S** or **CTRL+S** to display the SORT RECORDS dialogue box.
- 7 Click on TITLE field followed by MOVE to place TITLE in the SORT ORDER box under AUTHOR.
- 8 Click on the SORT button and you will be returned to the database. The two Lawson books should now be in the correct order as shown in the diagram at the top of the next page.



Title	Author	Subject Area	Received	Copies	Price	Amount
Bits and Bytes	Adamsen	Info Tech	15 Feb, 2004	15	\$24.95	\$374.25
What's in a Name	Anderson	Library	23 Feb, 2004	2	\$26.95	\$53.90
England My England	Daley	English	19 Feb, 2004	2	\$25.00	\$50.00
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- 9 The data has first been sorted into AUTHOR order, then books with the same author have been placed into TITLE order.
- 10 Notice that the SORT STATUS under the RECORD BOOK has changed to indicate that the data has now been sorted.

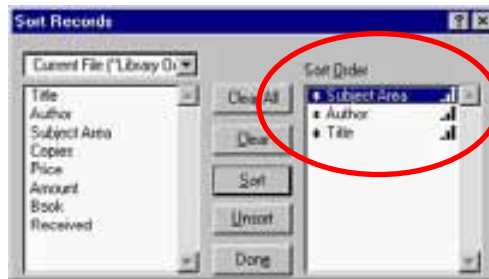


C Practice Exercise 3.1

- 1 Clear the previous SORT ORDER and see if you can arrange the data into SUBJECT AREA order and within each Subject Area have the books in alphabetical order by AUTHOR then TITLE. Remember the order that you place fields into the SORT ORDER frame is important.
- 2 If you do not receive the following order, consult your teacher.

Title	Author	Subject Area	Received	Copies	Price	Amount
England My England	Daley	English	19 Feb, 2004	2	\$25.00	\$50.00
Stepping Out	O'Reilly	English	21 Feb, 2004	8	\$15.55	\$124.40
Medieval Europe	Lawson	History	18 Feb, 2004	20	\$18.50	\$370.00
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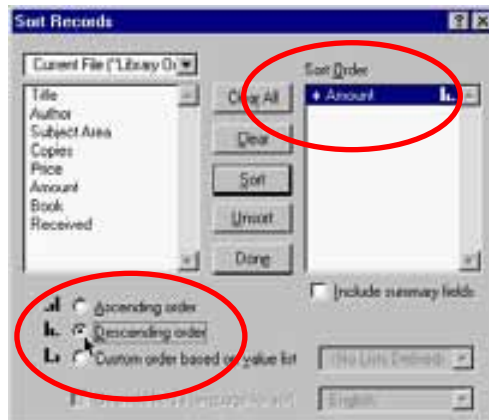
NB: You can return to the SORT RECORDS dialogue box and adjust the order of the fields in the SORT ORDER frame by dragging the ARROW MARKERS next to the field names. The SUBJECT AREA field needs to be listed first followed by the AUTHOR field then the TITLE field.



D Numerical Sorting

Fields set to NUMBER can be sorted into lowest to highest (ASCENDING) order (0 to 9) or highest to lowest (DESCENDING) order (9 to 0). Let's place the records into purchase AMOUNT order (highest to lowest).

- 1 Press **⌘+S** or **CTRL+S** to display the SORT RECORDS dialogue box.
- 2 Click on the CLEAR ALL button to remove the previous SORT ORDER. Click on the AMOUNT field followed by MOVE to place that field in the SORT ORDER box.
- 3 Highest to lowest order is required, that is, the largest amount needs to be listed first followed by the second largest, etc. This is DESCENDING ORDER (the numbers become smaller as you move through the database).
- 4 Click on the AMOUNT field in the SORT ORDER frame to highlight it then click on DESCENDING at the bottom of the screen.
- 5 Click on the SORT button to carry out the rearrangement and the Amounts should be in numerical order starting with the largest Amount. You should have the same order as that shown in the diagram at the top of the next page.



NB: When using DESCENDING order the required field(s) must be highlighted in the SORT ORDER BOX before selecting DESCENDING. That way the program knows which field is required to be in descending order.