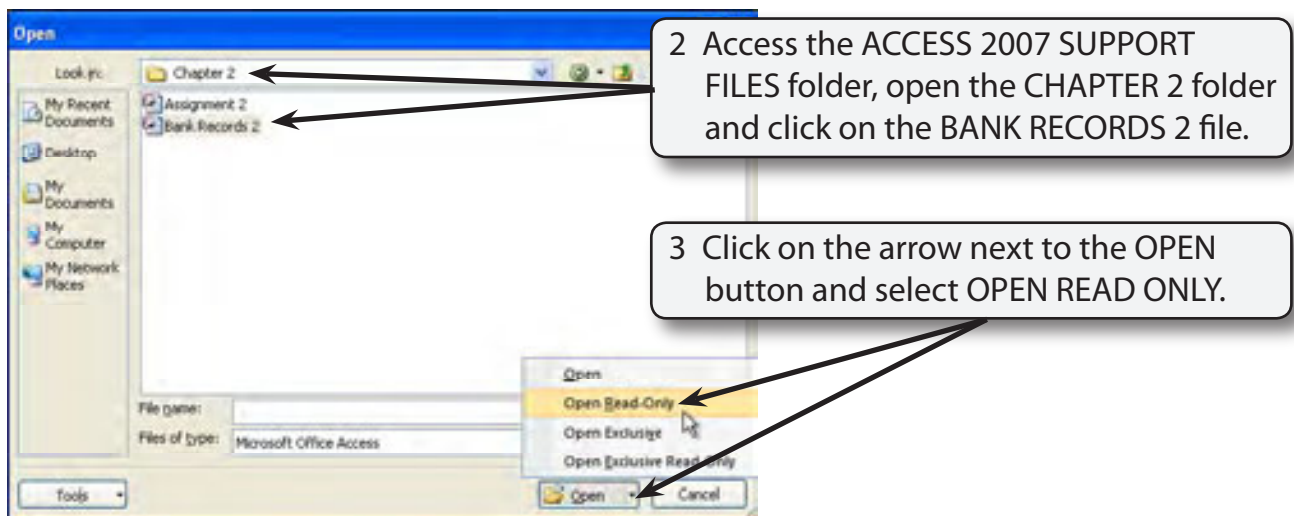# Processing Data

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.

2 Access the ACCESS 2007 SUPPORT FILES folder, open the CHAPTER 2 folder and click on the BANK RECORDS 2 file.

3 Click on the arrow next to the OPEN button and select OPEN READ ONLY.

> **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.
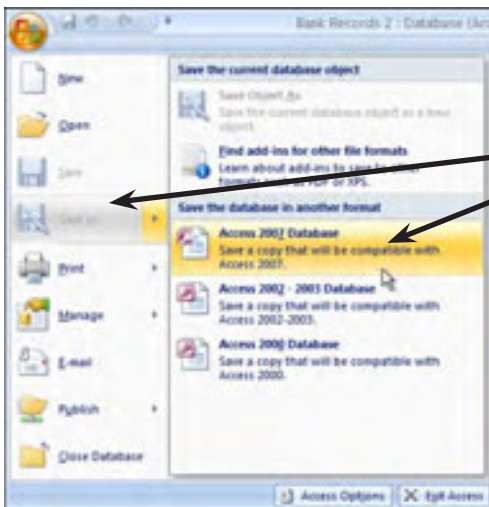
> 1 Click on the OFFICE BUTTON, highlight SAVE AS and select ACCESS 2007 DATABASE.
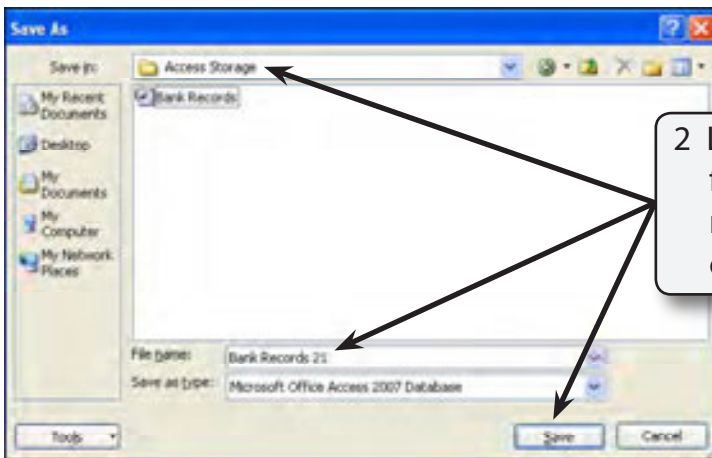
> 2 Locate your STORAGE folder and the file will be given a slightly different name, BANK RECORDS 21. This is OK so click no SAVE to save the database.

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.
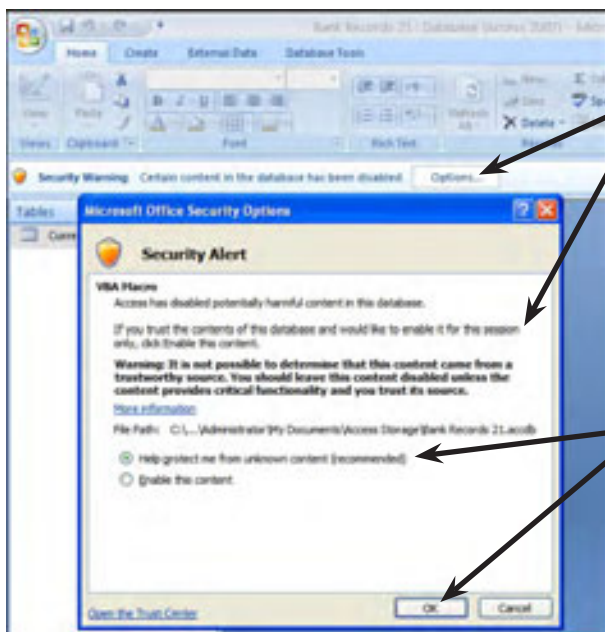
2 Click on the OPTIONS button and read through the Security Alert.

3 There should be no problems with the data in this simple database so leave HELP PROTECT ME FROM UNKNOWN CONTENT selected and click on OK.

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.
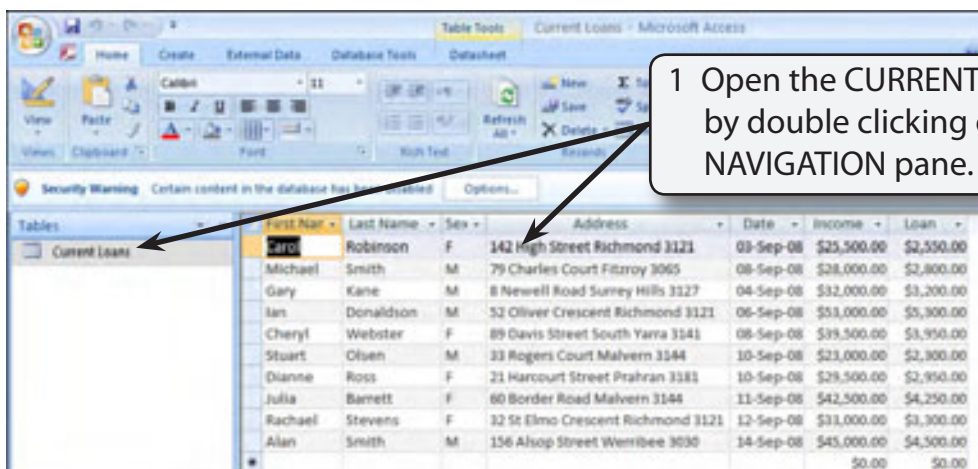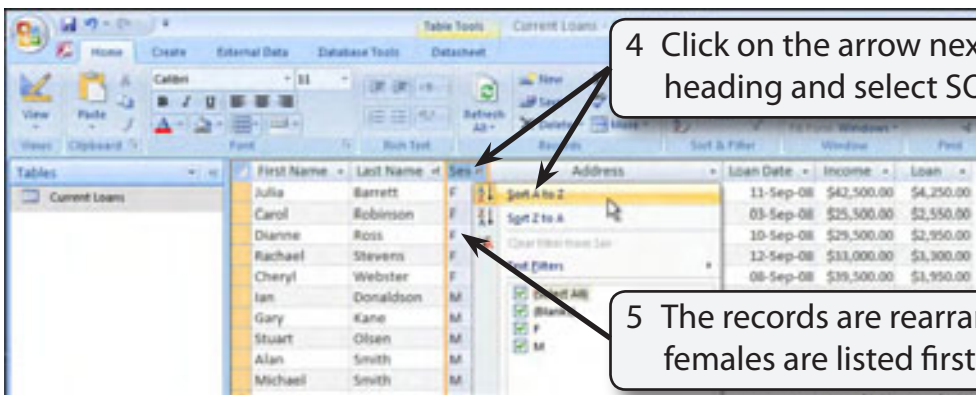

1 Open the CURRENT LOANS table by double clicking on it in the NAVIGATION pane.
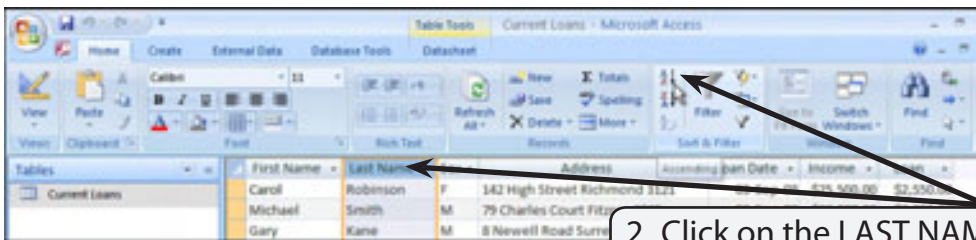
2 Click on the LAST NAME field heading to highlight the LAST NAME column then move the pointer over the ASCENDING icon in the SORT & FILTER group of the HOME tab in the RIBBON.
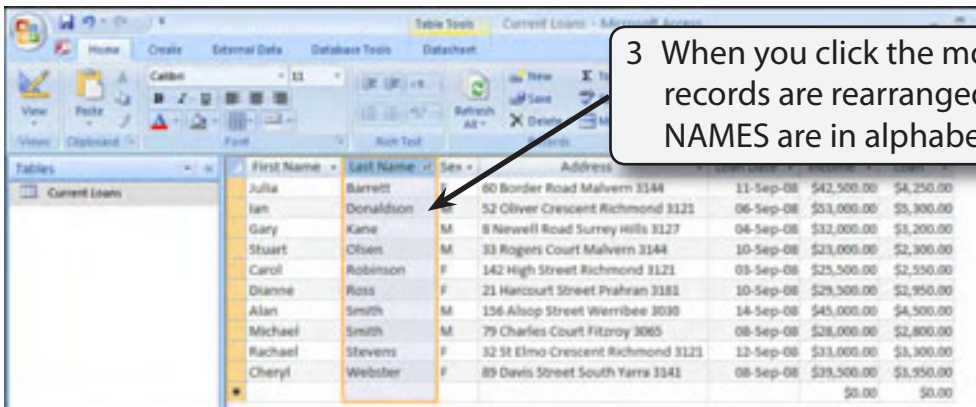
3 When you click the mouse button the records are rearranged so that the LAST NAMES are in alphabetical order.
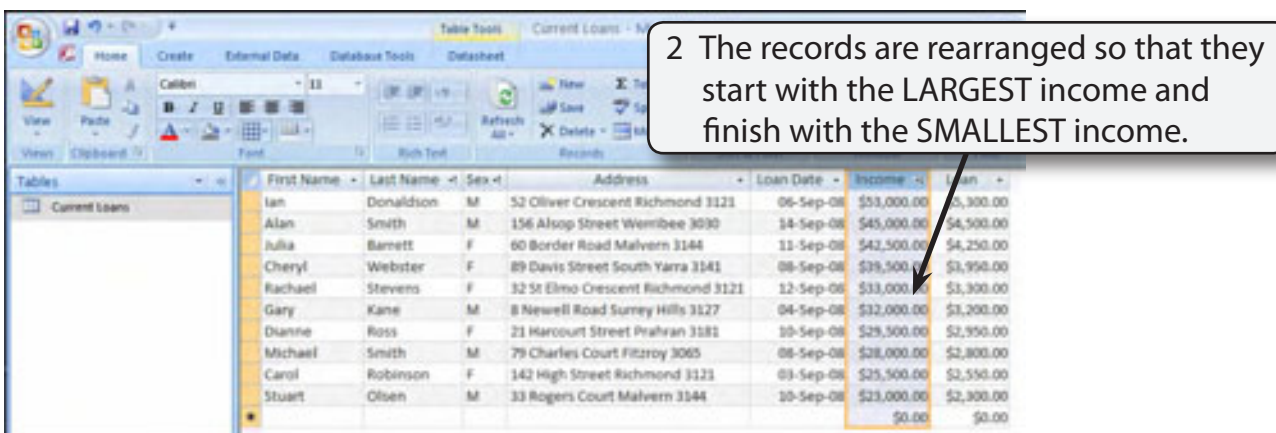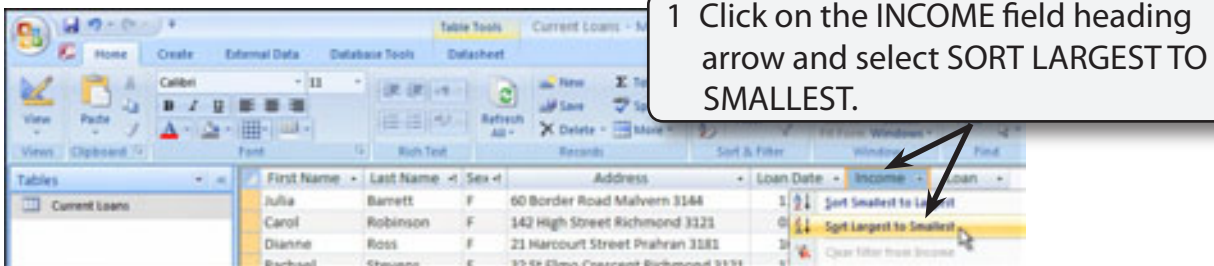

4 Click on the arrow next to the SEX field heading and select SORT A TO Z.

5 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.

B   Numerical Sorting

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

1 Click on the INCOME field heading arrow and select SORT LARGEST TO SMALLEST.

2 The records are rearranged so that they start with the LARGEST income and finish with the SMALLEST income.

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.

1 Click on the LOAN DATE field heading arrow and select SORT OLDEST TO NEWEST.