

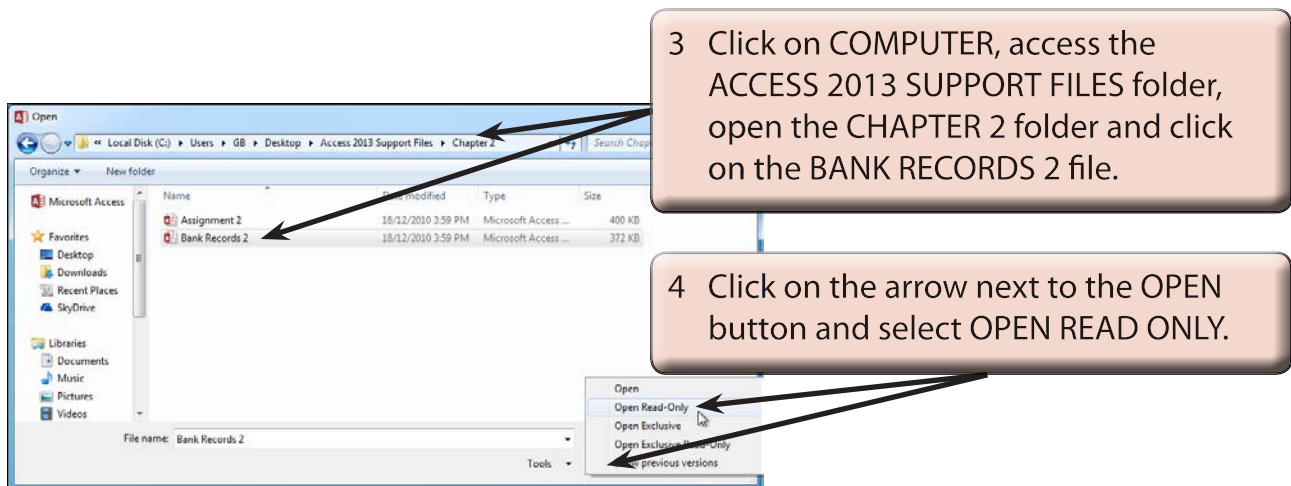
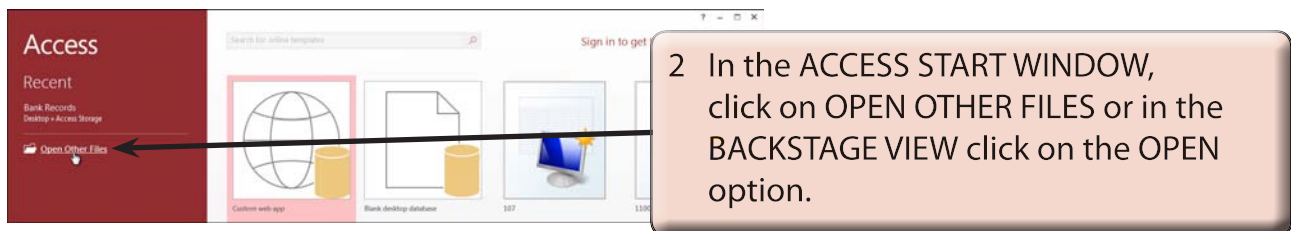
Processing Data

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 2013 SUPPORT FILES, then the database saved in your STORAGE folder. It is a similar database to the one you created in the previous chapter with more data entered.

- 1 Load Microsoft Access or close the current database and click on the FILE tab.

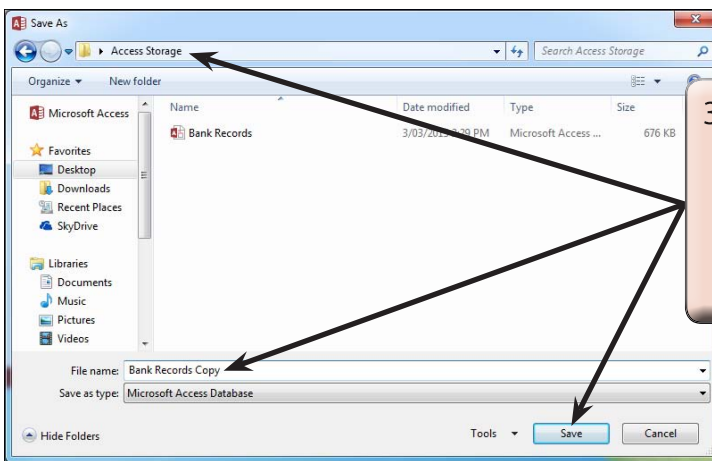
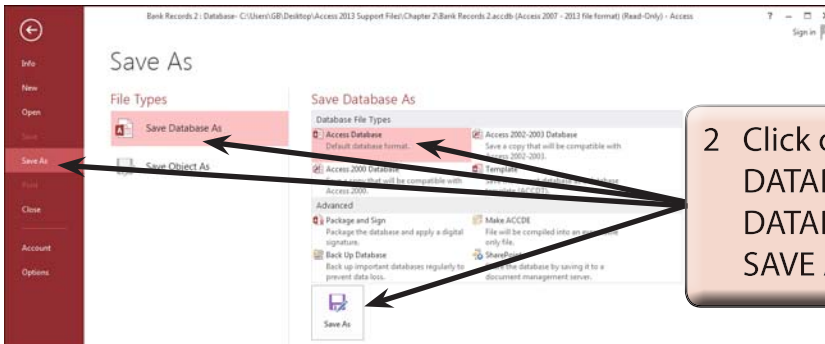


NOTE: READ-ONLY will open the file for viewing only and prevent any changes being made to the data.

Saving the Database

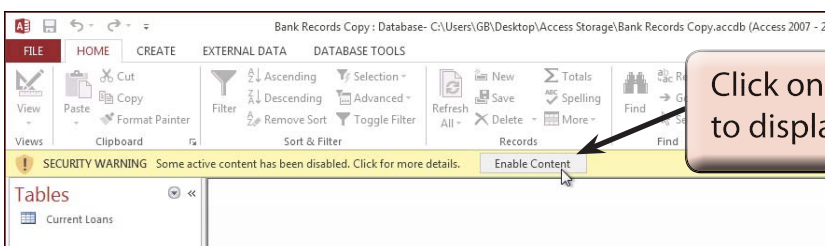
The database can now be saved in your STORAGE folder.

- 1 Click on the FILE tab to open the BACKSTAGE VIEW.



File Security

There will probably 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.

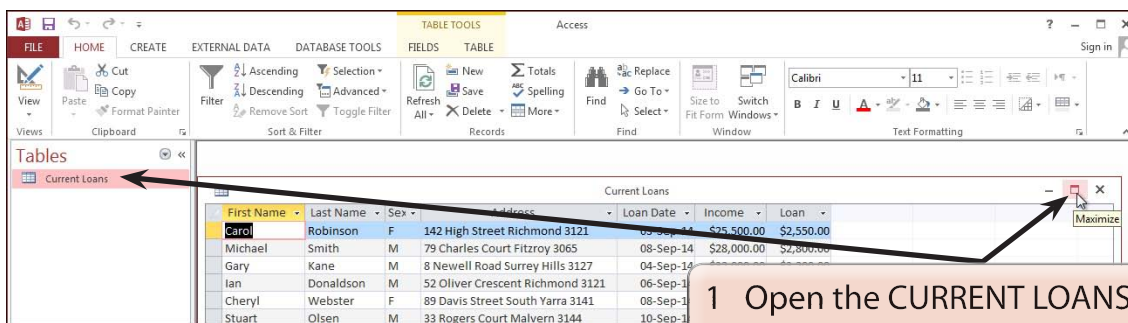


Sorting Data

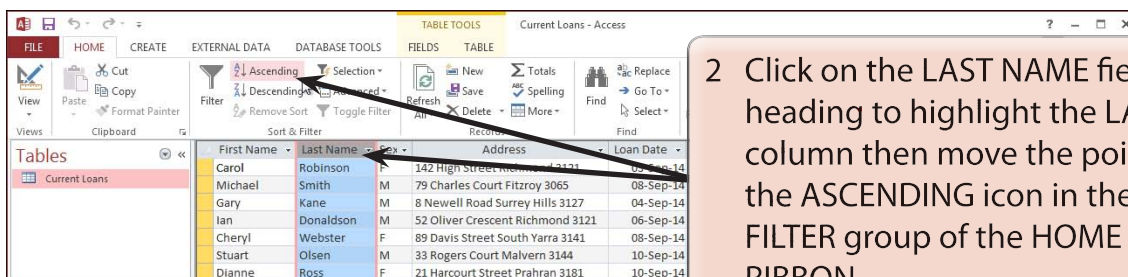
Sorting is the process of arranging the data into a particular order. Microsoft Access allows you to arrange data into alphabetical, numerical or chronological (date) order.

A Alphabetical Sorting

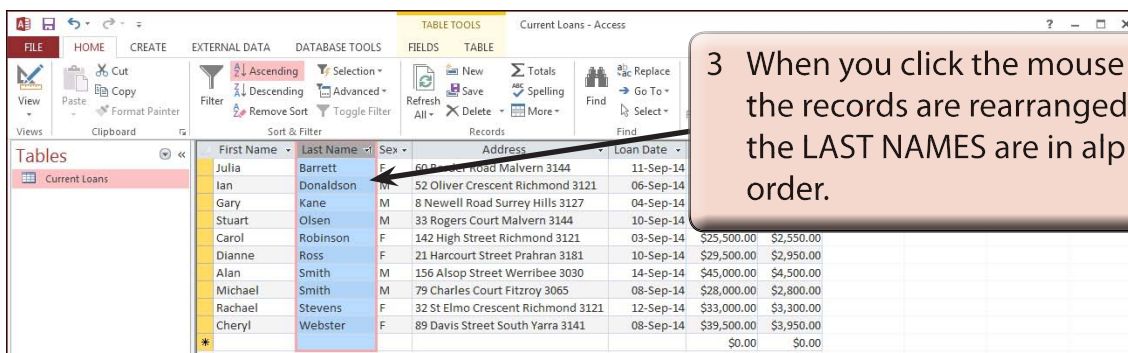
At the moment the names are in no particular order. Text fields such as FIRST NAME and LAST NAME can be placed into alphabetical order.



1 Open the CURRENT LOANS table by double clicking on it in the NAVIGATION pane and MAXIMIZE the table window.



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.

First Name	Last Name	Sex	Address	Loan Date
Julia	Barrett	F		11-Sep-14
Carol	Robinson	F		03-Sep-14
Dianne	Ross	F		10-Sep-14
Rachael	Stevens	F		12-Sep-14
Cheryl	Webster	F		08-Sep-14
Ian	Donaldson	M		06-Sep-14
Gary	Kane	M		04-Sep-14
Stuart	Olsen	M		10-Sep-14
Alan	Smith	M		14-Sep-14
Michael	Smith	M		08-Sep-14

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.

First Name	Last Name	Sex	Address	Loan Date	Income
Julia	Barrett	F	60 Border Road Malvern 3144	11-Sep-14	\$42,500.00
Carol	Robinson	F	142 High Street Richmond 3121	03-Sep-14	\$25,500.00
Dianne	Ross	F	21 Harcourt Street Prahran 3181	10-Sep-14	\$29,500.00
Rachael	Stevens	F	32 St Elmo Crescent Richmond 3121	12-Sep-14	\$33,000.00
Cheryl	Webster	F	89 Davis Street South Yarra 3141	08-Sep-14	\$39,500.00
Ian	Donaldson	M	52 Oliver Crescent Richmond 3121	06-Sep-14	\$53,000.00
Gary	Kane	M	8 Newell Road Surrey Hills 3127	04-Sep-14	\$32,000.00
Stuart	Olsen	M	33 Rogers Court Malvern 3144	10-Sep-14	\$23,000.00
Alan	Smith	M	156 Alsop Street Werribee 3030	14-Sep-14	\$45,000.00
Michael	Smith	M	79 Charles Court Fitzroy 3065	08-Sep-14	\$28,000.00
					\$0.00

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

First Name	Last Name	Sex	Address	Loan Date	Income
Ian	Donaldson	M	52 Oliver Crescent Richmond 3121	06-Sep-14	\$53,000.00
Alan	Smith	M	156 Alsop Street Werribee 3030	14-Sep-14	\$45,000.00
Julia	Barrett	F	60 Border Road Malvern 3144	11-Sep-14	\$42,500.00
Cheryl	Webster	F	89 Davis Street South Yarra 3141	08-Sep-14	\$39,500.00
Rachael	Stevens	F	32 St Elmo Crescent Richmond 3121	12-Sep-14	\$33,000.00
Gary	Kane	M	8 Newell Road Surrey Hills 3127	04-Sep-14	\$32,000.00
Dianne	Ross	F	21 Harcourt Street Prahran 3181	10-Sep-14	\$29,500.00
Michael	Smith	M	79 Charles Court Fitzroy 3065	08-Sep-14	\$28,000.00
Carol	Robinson	F	142 High Street Richmond 3121	03-Sep-14	\$25,500.00
Stuart	Olsen	M	33 Rogers Court Malvern 3144	10-Sep-14	\$23,000.00
					\$0.00