

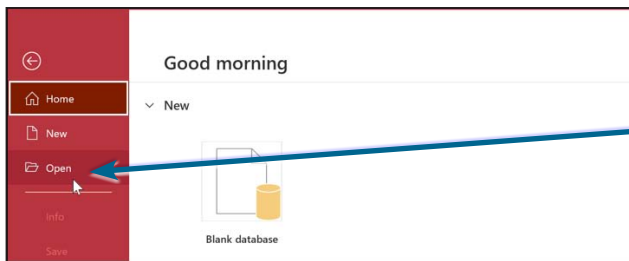
# Processing Data

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.

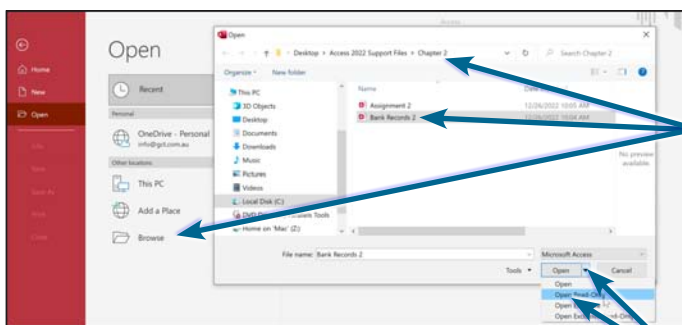
## Loading the Sample File

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 2022 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.



- 2 In the ACCESS START WINDOW, click on OPEN OTHER FILES or in the BACKSTAGE VIEW click on the OPEN option.



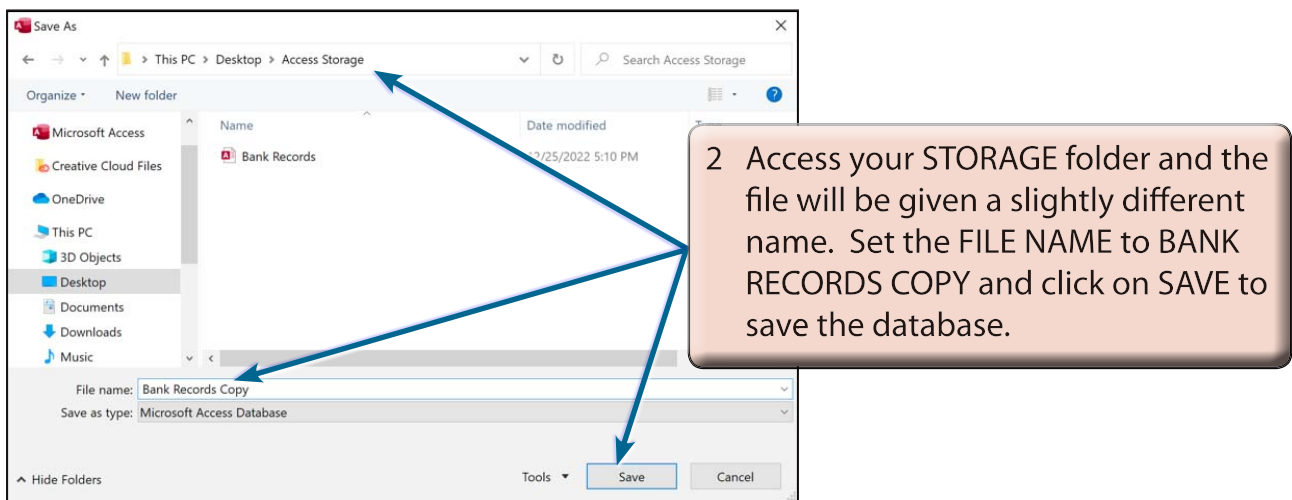
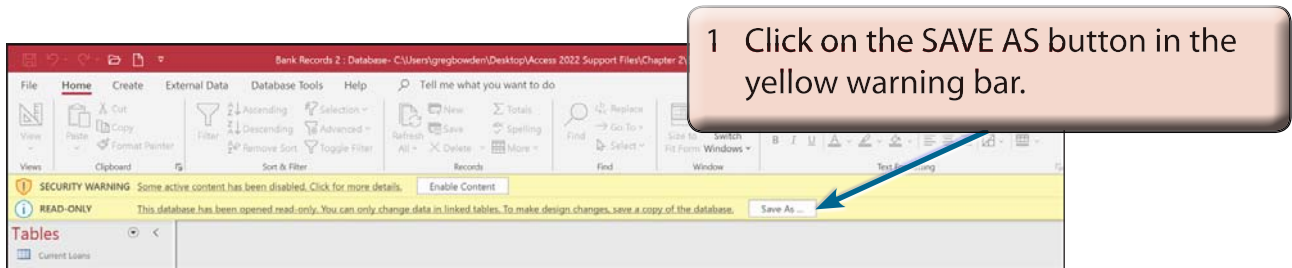
- 3 Click on BROWSE, access the ACCESS 2022 SUPPORT FILES folder, open the CHAPTER 2 folder and click ONCE on the BANK RECORDS 2 file.

- 4 At the bottom right of the OPEN dialogue box click on the arrow next to the OPEN button and select OPEN READ ONLY.

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

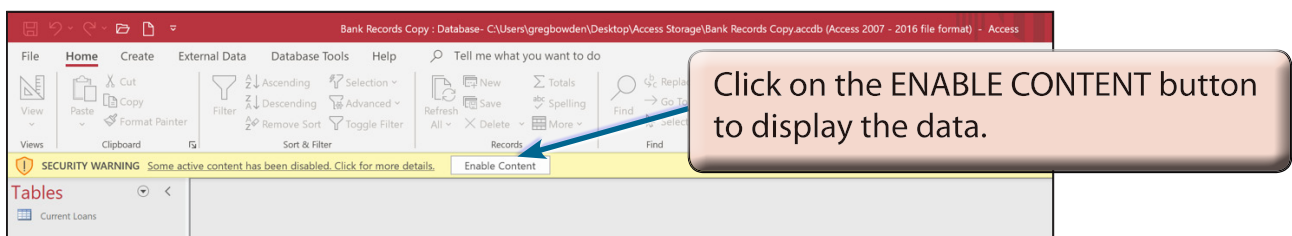
## Saving the Database

The database can now be saved in your STORAGE folder.



## 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.

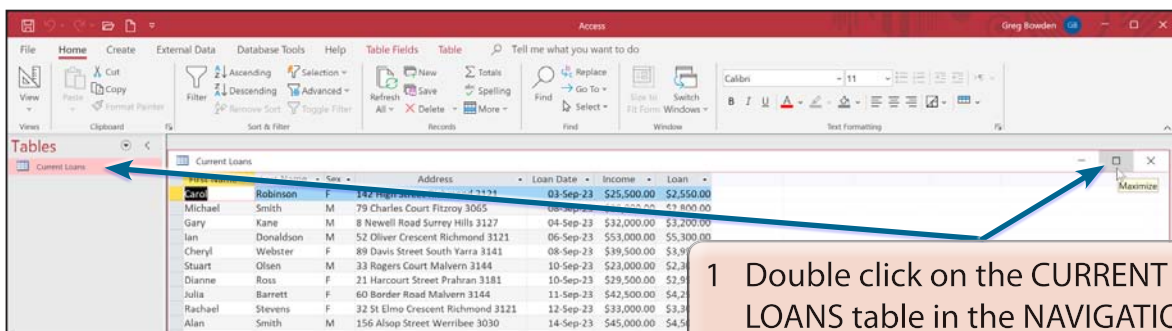


## Sorting Data

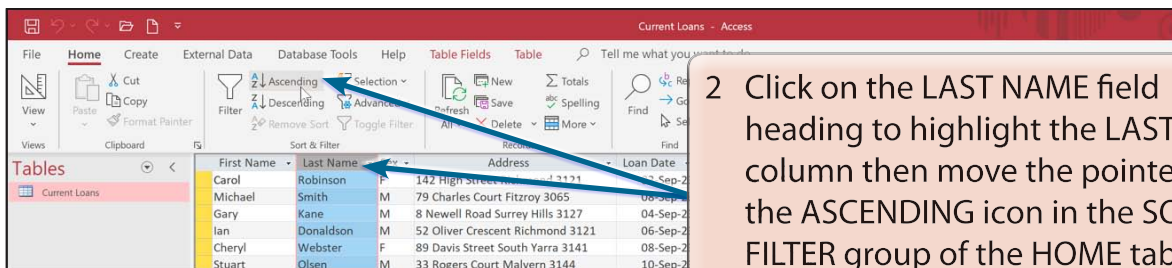
Sorting is the process of arranging the data into a particular order. Microsoft Access allows you to arrange data into alphabetical, numerical or chronological (date) order.

### A Alphabetical Sorting

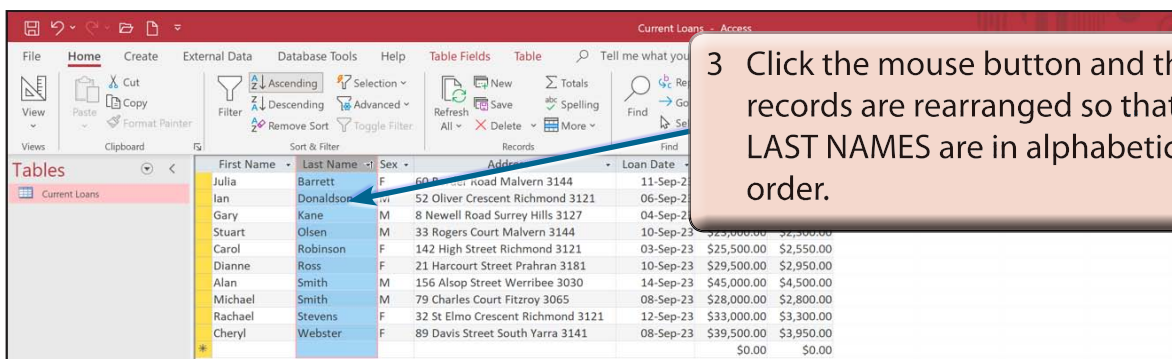
At the moment the names are in no particular order. Text fields such as FIRST NAME and LAST NAME can be placed into alphabetical order.



1 Double click on the CURRENT LOANS table in the NAVIGATION pane to open it 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 Click the mouse button and 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	Income	Loan
Julia	Barrett	F	60 Border Road Malvern 3144	11-Sep-23	\$42,500.00	\$4,250.00
Carol	Robinson	F	142 High Street Richmond 3121	03-Sep-23	\$25,500.00	\$2,550.00
Dianne	Ross	F	21 Harcourt Street Prahran 3181	10-Sep-23	\$29,500.00	\$2,950.00
Rachael	Stevens	F	32 St Elmo Crescent Richmond 3121	12-Sep-23	\$33,000.00	\$3,300.00
Cheryl	Webster	F	89 Davis Street South Yarra 3141	08-Sep-23	\$39,500.00	\$3,950.00
Ian	Donaldson	M	52 Oliver Crescent Richmond 3121	06-Sep-23	\$53,000.00	\$5,300.00
Gary	Kane	M	8 Newell Road Surrey Hills 3127	04-Sep-23	\$32,000.00	\$3,200.00
Stuart	Olsen	M	33 Rogers Court Malvern 3144	10-Sep-23	\$23,000.00	\$2,300.00
Alan	Smith	M	156 Alsop Street Werribee 3030	14-Sep-23	\$45,000.00	\$4,500.00
Michael	Smith	M	79 Charles Court Fitzroy 3065	08-Sep-23	\$28,000.00	\$2,800.00

**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	Loan
Ian	Donaldson	M	52 Oliver Crescent Richmond 3121	06-Sep-23	\$53,000.00	\$5,300.00
Alan	Smith	M	156 Alsop Street Werribee 3030	14-Sep-23	\$45,000.00	\$4,500.00
Julia	Barrett	F	60 Border Road Malvern 3144	11-Sep-23	\$42,500.00	\$4,250.00
Cheryl	Webster	F	89 Davis Street South Yarra 3141	08-Sep-23	\$39,500.00	\$3,950.00
Rachael	Stevens	F	32 St Elmo Crescent Richmond 3121	12-Sep-23	\$33,000.00	\$3,300.00
Gary	Kane	M	8 Newell Road Surrey Hills 3127	04-Sep-23	\$32,000.00	\$3,200.00
Dianne	Ross	F	21 Harcourt Street Prahran 3181	10-Sep-23	\$29,500.00	\$2,950.00
Michael	Smith	M	79 Charles Court Fitzroy 3065	08-Sep-23	\$28,000.00	\$2,800.00
Carol	Robinson	F	142 High Street Richmond 3121	03-Sep-23	\$25,500.00	\$2,550.00
Stuart	Olsen	M	33 Rogers Court Malvern 3144	10-Sep-23	\$23,000.00	\$2,300.00

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	Loan
Ian	Donaldson	M	52 Oliver Crescent Richmond 3121	06-Sep-23	\$53,000.00	\$5,300.00
Alan	Smith	M	156 Alsop Street Werribee 3030	14-Sep-23	\$45,000.00	\$4,500.00
Julia	Barrett	F	60 Border Road Malvern 3144	11-Sep-23	\$42,500.00	\$4,250.00
Cheryl	Webster	F	89 Davis Street South Yarra 3141	08-Sep-23	\$39,500.00	\$3,950.00
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