

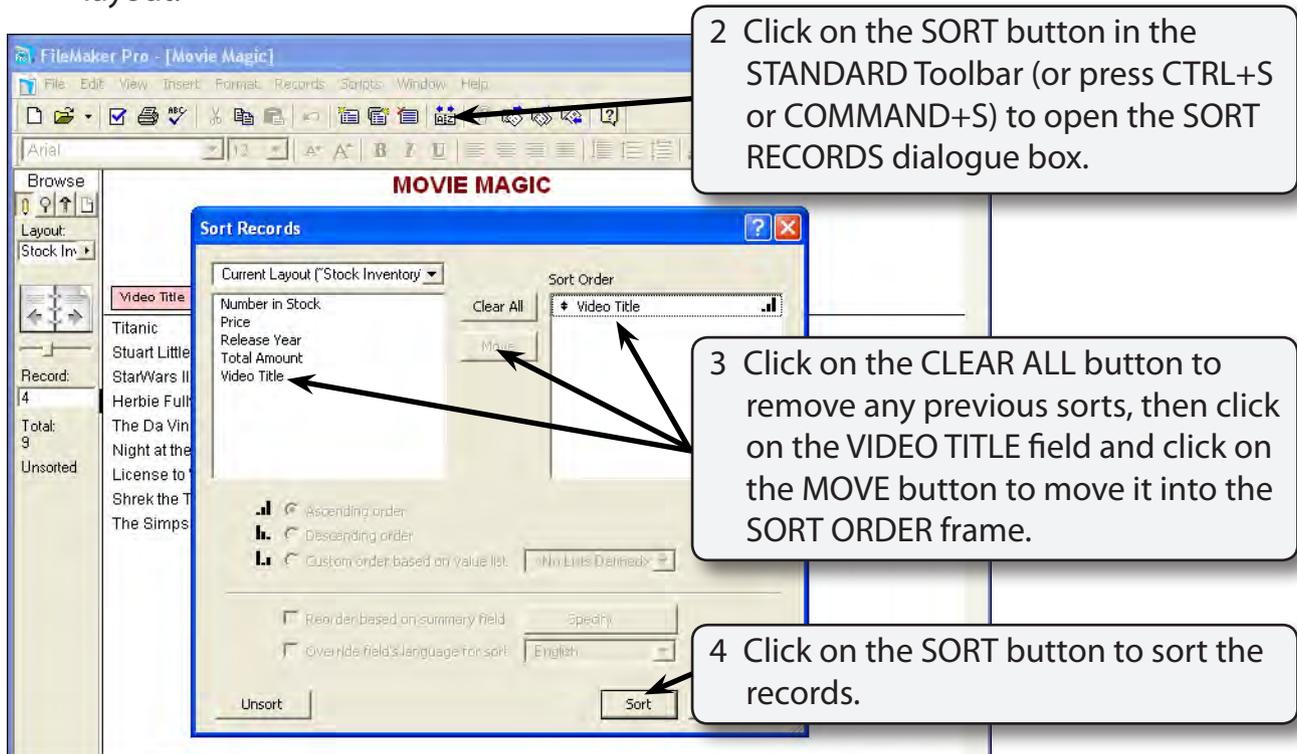
# Sorting Data

Sorting involves the rearranging of records into a particular order.

## Alphabetical Sorting

TEXT fields can be sorted into alphabetical order. To illustrate this let's sort the database into VIDEO TITLE order.

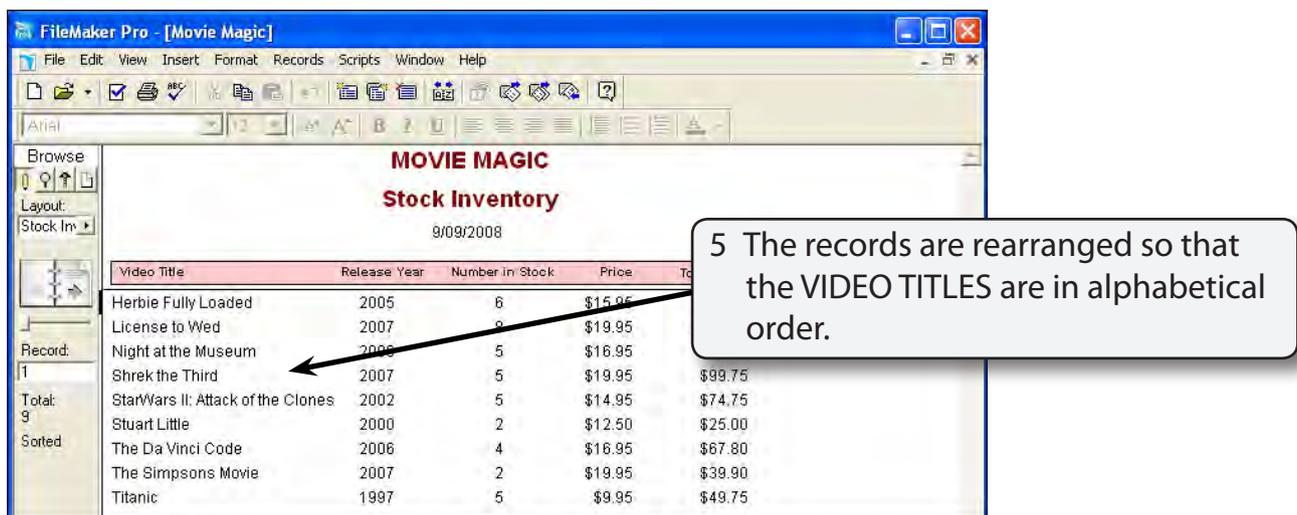
- 1 Your Movie Magic database should be open and set to the STOCK INVENTORY layout.



2 Click on the SORT button in the STANDARD Toolbar (or press CTRL+S or COMMAND+S) to open the SORT RECORDS dialogue box.

3 Click on the CLEAR ALL button to remove any previous sorts, then click on the VIDEO TITLE field and click on the MOVE button to move it into the SORT ORDER frame.

4 Click on the SORT button to sort the records.



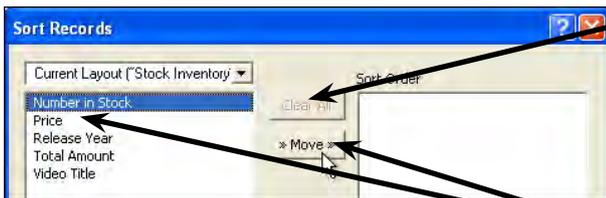
5 The records are rearranged so that the VIDEO TITLES are in alphabetical order.

Video Title	Release Year	Number in Stock	Price	Total
Herbie Fully Loaded	2005	6	\$15.95	
License to Wed	2007	8	\$19.95	
Night at the Museum	2006	5	\$16.95	
Shrek the Third	2007	5	\$19.95	\$99.75
StarWars II: Attack of the Clones	2002	5	\$14.95	\$74.75
Stuart Little	2000	2	\$12.50	\$25.00
The Da Vinci Code	2006	4	\$16.95	\$67.80
The Simpsons Movie	2007	2	\$19.95	\$39.90
Titanic	1997	5	\$9.95	\$49.75

## Numerical Sorting

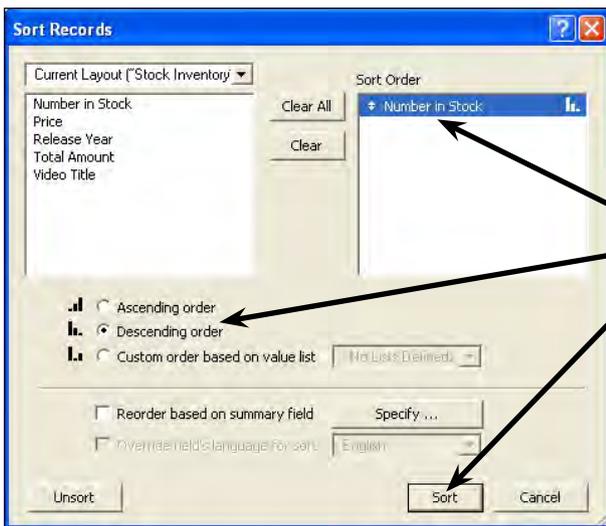
NUMBER fields can be rearranged into numerical order. Ascending order is lowest to highest. Descending order is highest to lowest. Let's sort the NUMBER IN STOCK into numerical order with the largest number in stock listed first.

- 1 Click on the SORT button again (you can also press CTRL+S or COMMAND+S, or select SORT RECORDS from the RECORDS menu) to open the SORT RECORDS dialogue box.



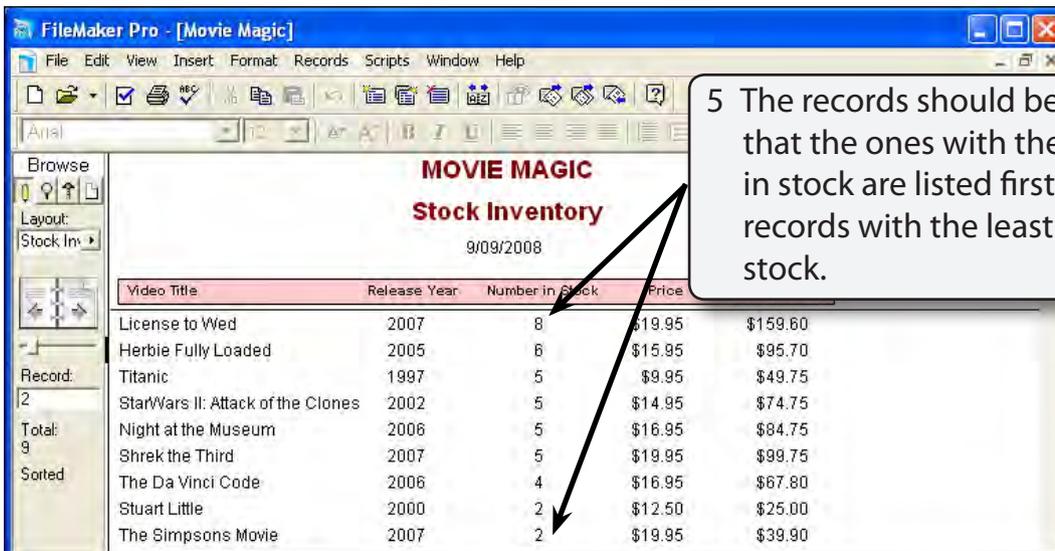
2 Click on the CLEAR ALL button to remove the previous sort.

3 Click on NUMBER IN STOCK in the FIELD LIST frame and click on MOVE to move it into the SORT ORDER frame.



4 Click on NUMBER IN STOCK in the SORT ORDER frame to highlight it, click on DESCENDING ORDER at the lower section of the dialogue box and select SORT.

**NOTE:** Fields in the SORT ORDER frame must first be selected before the order of the sort can be changed.

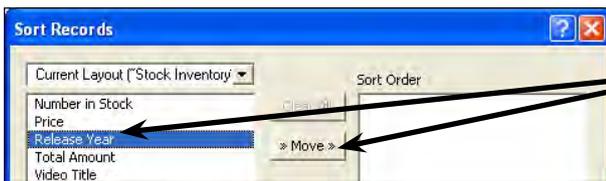


Video Title	Release Year	Number in Stock	Price	
License to Wed	2007	8	\$19.95	\$159.60
Herbie Fully Loaded	2005	6	\$15.95	\$95.70
Titanic	1997	5	\$9.95	\$49.75
StarWars II: Attack of the Clones	2002	5	\$14.95	\$74.75
Night at the Museum	2006	5	\$16.95	\$84.75
Shrek the Third	2007	5	\$19.95	\$99.75
The Da Vinci Code	2006	4	\$16.95	\$67.80
Stuart Little	2000	2	\$12.50	\$25.00
The Simpsons Movie	2007	2	\$19.95	\$39.90

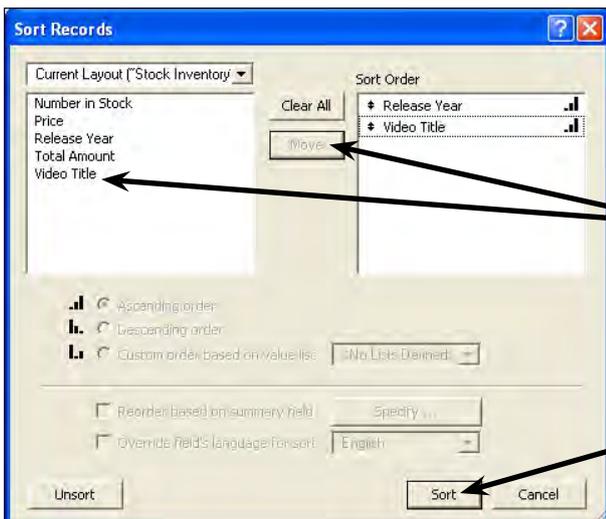
## Chronological Sorting

When dates are sorted it is called placing the records in CHRONOLOGICAL order. Let's sort the records into RELEASE YEAR order and within each year arrange the records in VIDEO TITLE order.

- 1 Click on the SORT button in the STANDARD Toolbar or press CTRL+S or COMMAND+S to open the SORT RECORDS dialogue box.



- 2 Clear the previous sort then select the RELEASE YEAR field and click on MOVE.



- 3 Click on VIDEO TITLE in the FIELD LIST frame and MOVE it into the SORT ORDER frame.

- 4 Click on the SORT button to sort the records.