

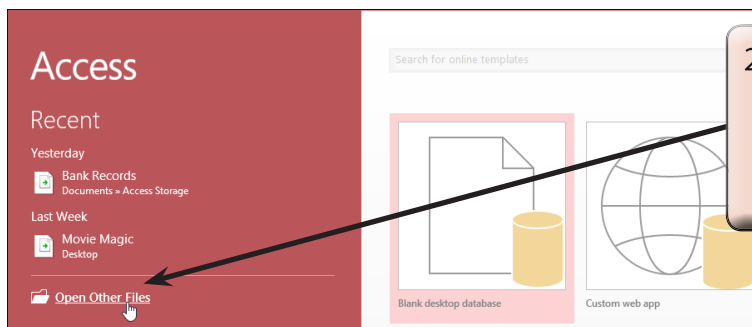
Processing Data

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.

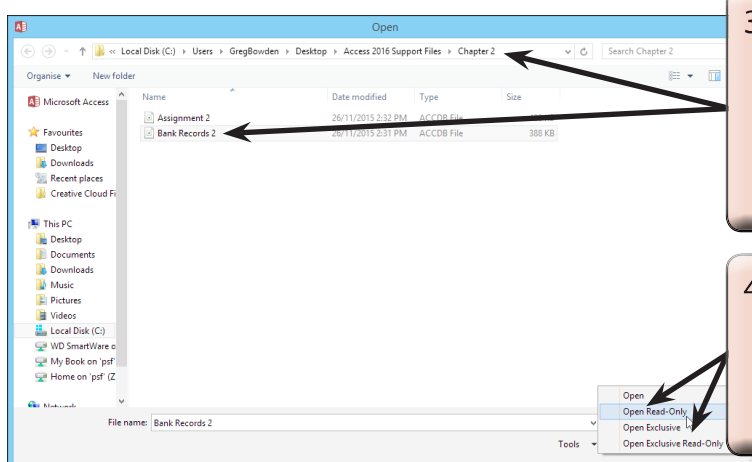
Loading the Sample File

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 2016 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.



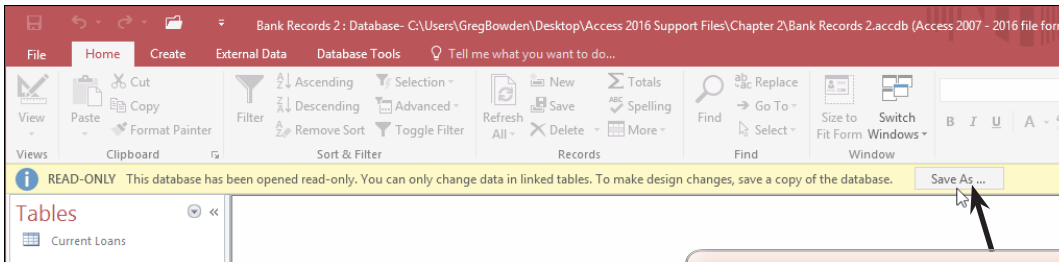
- 3 Click on BROWSE, access the ACCESS 2016 SUPPORT FILES folder, open the CHAPTER 2 folder and click once on the BANK RECORDS 2 file.

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

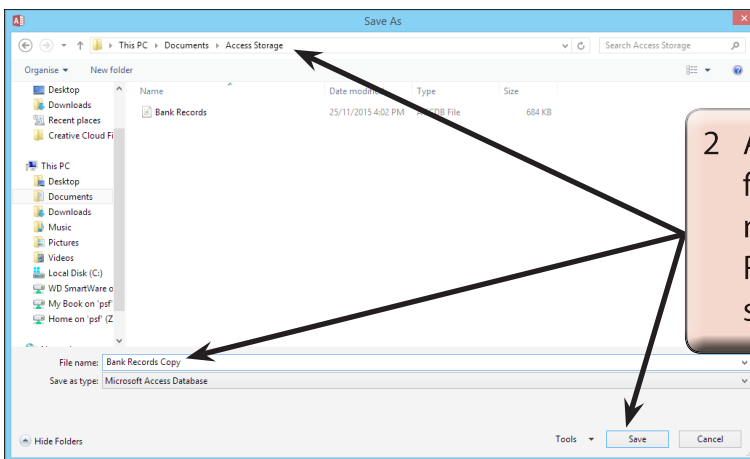
NOTE: READ-ONLY will open the file for viewing only and prevent any changes being made to the data.

Saving the Database

The database can now be saved in your STORAGE folder.



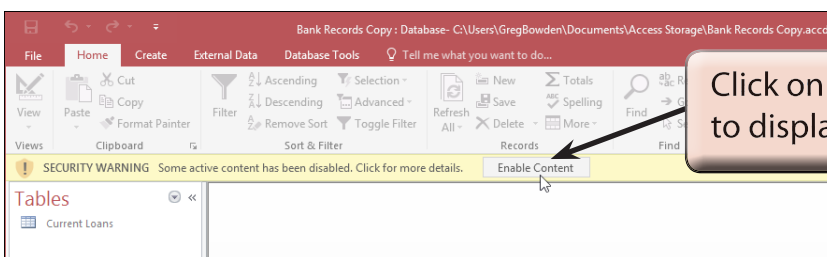
1 Click on the SAVE AS button in the yellow warning bar.



2 Access your STORAGE folder and the file will be given a slightly different name. Set the FILE NAME to BANK RECORDS COPY and click on SAVE to save the database.

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.



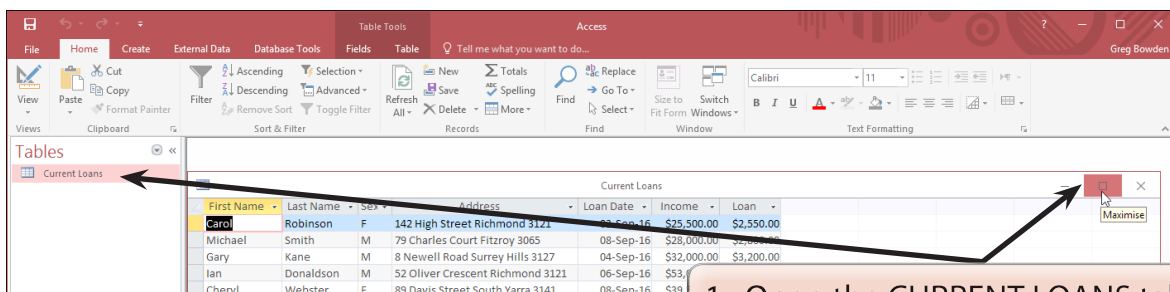
Click on the ENABLE CONTENT button to display the data.

Sorting Data

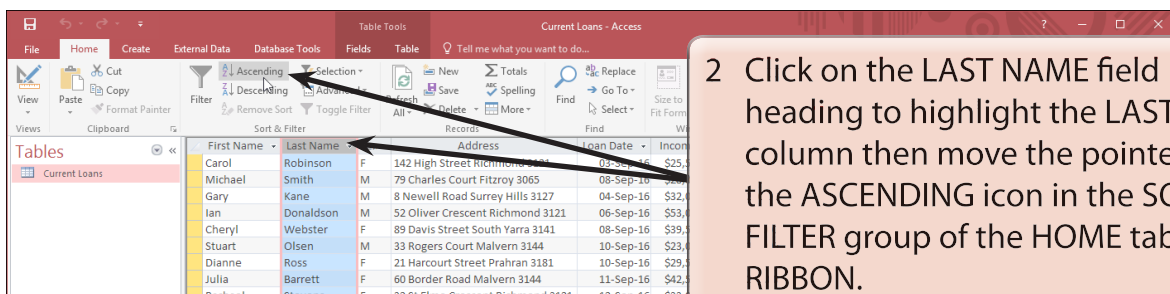
Sorting is the process of arranging the data into a particular order. Microsoft Access allows you to arrange data into alphabetical, numerical or chronological (date) order.

A Alphabetical Sorting

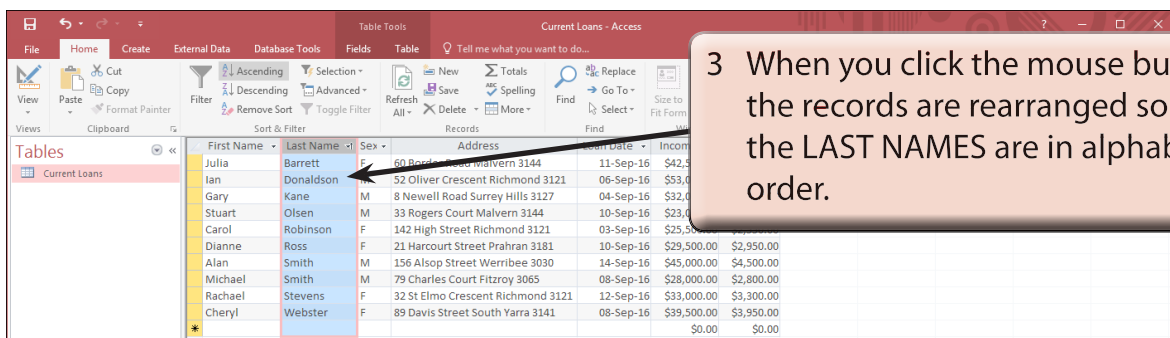
At the moment the names are in no particular order. Text fields such as FIRST NAME and LAST NAME can be placed into alphabetical order.



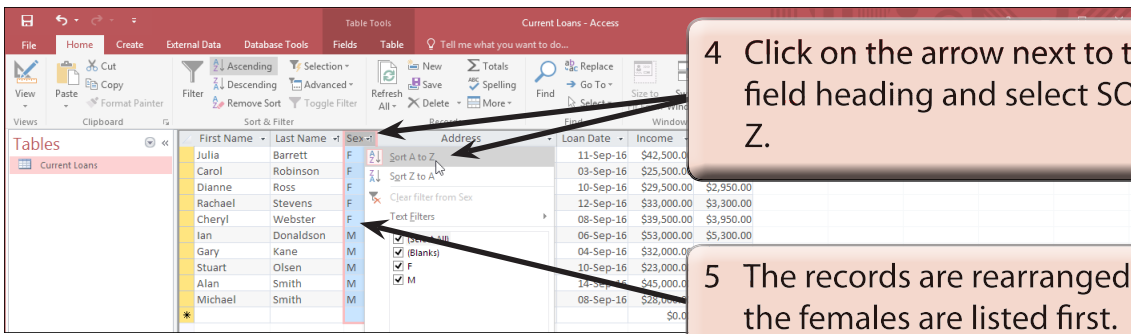
1 Open the CURRENT LOANS table by double clicking on it in the NAVIGATION pane and MAXIMIZE the table window.



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.



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).

