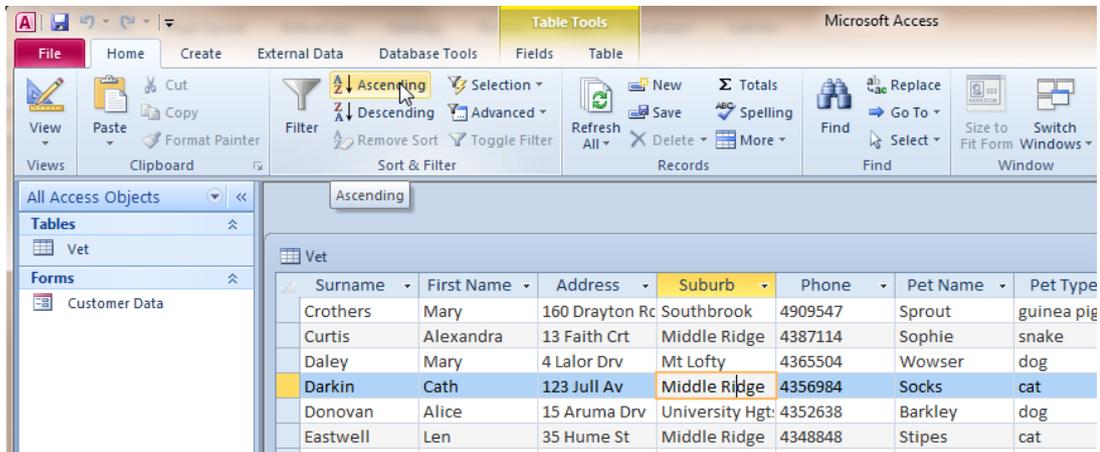


Activity 4 – Sorting and filters

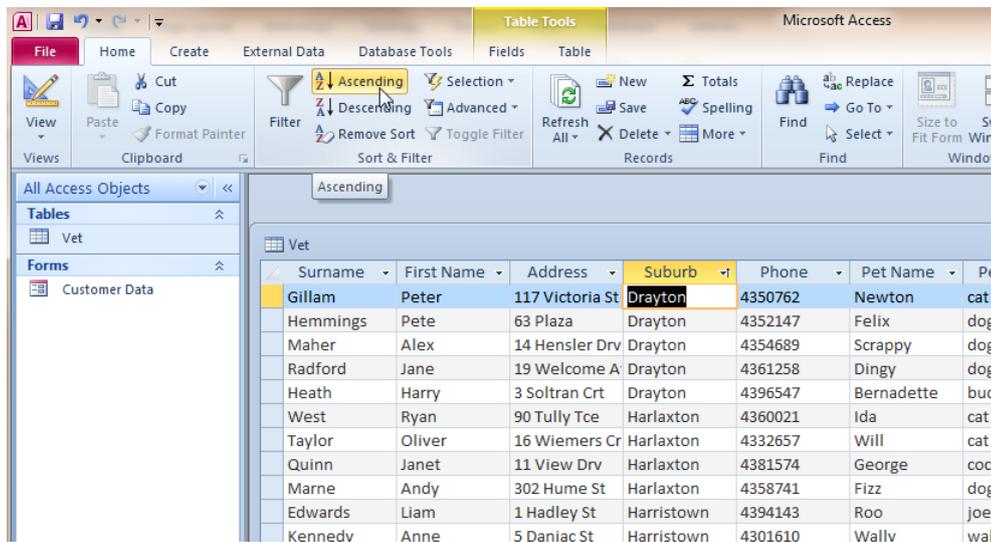
In the last activity we used the search function to find information, but the data is not very well organised at the moment. In this activity we will use the more useful data selection methods of sorting and filtering.

1. We will start by looking at simple sorting. Sorting is re-arranging the records into the number or alphabetical order of one of the fields.
 - a Open the *Vet* table in datasheet view. The two *Table Tools* tabs will appear.



At the moment the data is sorted into alphabetical order of surname.

- b Click anywhere in the *Suburb* field. This will select this field as the one to sort on. Next click on the *Table Tools > Fields > Sort & Filter > Ascending* button.



The suburbs will be sorted into alphabetical order and, at the same time, all of the records will be re-arranged into this order.

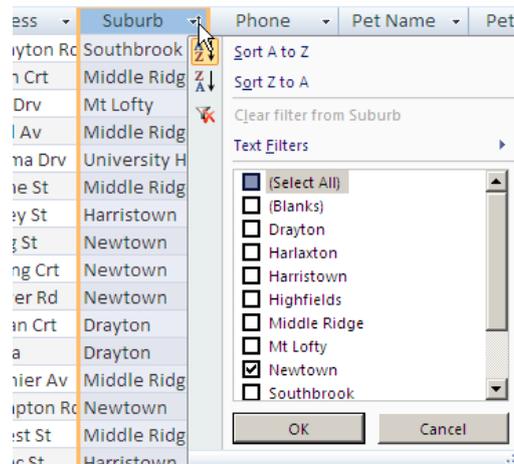
- c In addition to sorting alphabetically we can use the same button to sort the records into number order where *Ascending* lists the smallest value first.

Alternatively we can use the *Table Tools > Fields > Sort & Filter > Descending* button to sort into reverse alphabetical or reverse number order (largest first).

Find the answers to the following.

- sort the records into alphabetical order of *Pet Name*; which is the first pet listed?
- sort the records in order of *Amount Owning*; who owes the least money?
- sort the records of *Amount Owning* in descending order; who owes the most money?
- sort the data into *Suburb*; how many records are there for the *Harlaxton* area?
- sort the data by *Pet Type*; how many guinea pigs are there?

2. By sorting we can group the data into categories of similar items, but say we wish to just view the records of people who live in *Newtown*, or the people who owe more than say \$40. To do this we will need to create a *filter* to block out all other records.
- a In datasheet view click on the down arrow (called a *filter arrow*) next to the *Suburb* field name.



- b Unclick the *Select All* option, click next to *Newtown*, and then click *OK*.

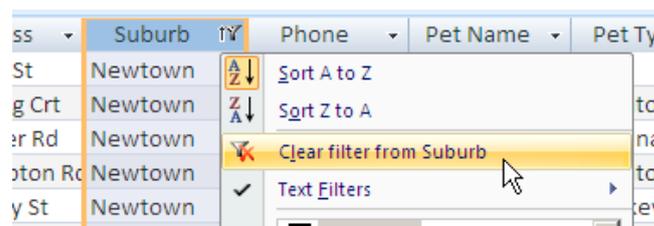
Surname	First Name	Address	Suburb	Phone	Pet Name	Pet Type
Forbes	Harry	35 Long St	Newtown	4343059	Seefer	cat
Foster	Mary	11 Spring Cr	Newtown	4365874	Cockie	cockatoo
Givney	Jane	11 Power Rd	Newtown	4321661	Spike	echidna
Hyde	Fred	35 Hampton R	Newtown	4320202	Frank	cockatoo

Just the records for *Newtown* are displayed.

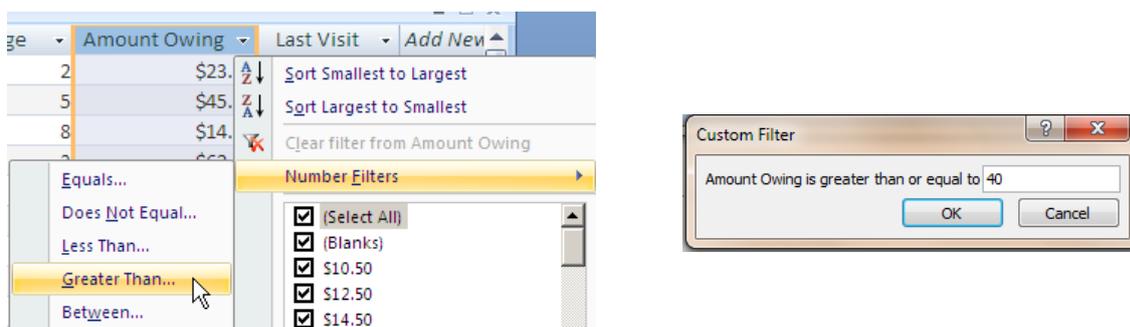
The filter arrow has changed to a filter icon. This is to remind us that a filter is in place, and only part of the data in the database is being displayed.



To display the remainder of the data again we must remove the filter. To do this click on the filter icon, and then click on the *Clear filter from Suburb* option.



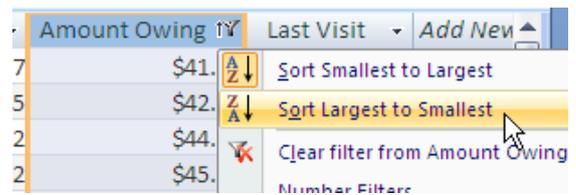
- c Now let's find people who owe more than \$40.00.
Click on the filter arrow next to the *Amount Owing* field name.
This time choose the *Number Filters* option, and then *Greater Than*:



In the *Custom Filter* dialogue that appears type the value 40 and press *OK*.

Just the records of customers owing more than \$40 are displayed.

- d Once the filter has identified these people we might want to find who owes the most.
To do this either click on the descending sort button as we did above, or use the *Sort Largest to Smallest* option under the filter icon.



We now have the people who owe more than \$40, with those owing the most first.

- e Finally we can combine filters.
Leaving the last filter in place (owing more than \$40), apply a filter to suburb to find the people in *Newtown* who owe more than \$40.
- f To finish clear all of the filters that are in place (see step 2b above).
- 3 Use filters to answer the following questions (remember to clear the filter after each question):
- How many dogs does the vet see?
 - How many people owe less than \$25?
 - Which pets are aged over 10?
 - Which cats live in Highfields?
 - Which pets did the vet see in 2010?