

SORT RECORDS - ASCENDING

Criteria

1.1a Open the database **print 1**.

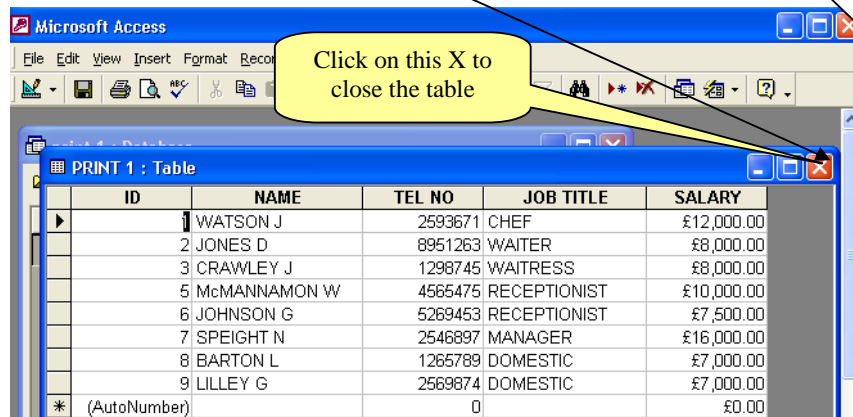
1.1c

3.1

Open the table containing the records. Look at the NAME column. We entered the names in no particular order, now we are going to sort the NAME column into alphabetical order (from A-Z).

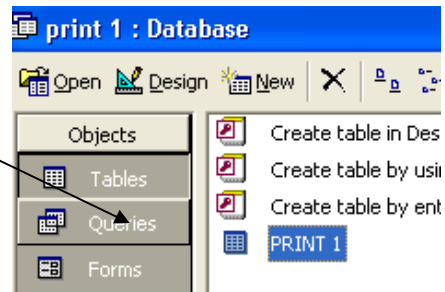
Close the table by *clicking* the **X** at the right corner.

Clicking this X will close Access

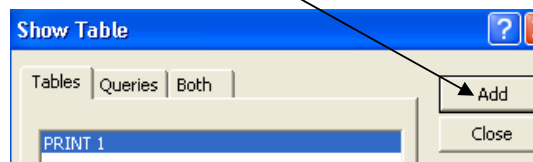


Click on the Queries tab.

Double click (two quick clicks) on Create query in Design view.

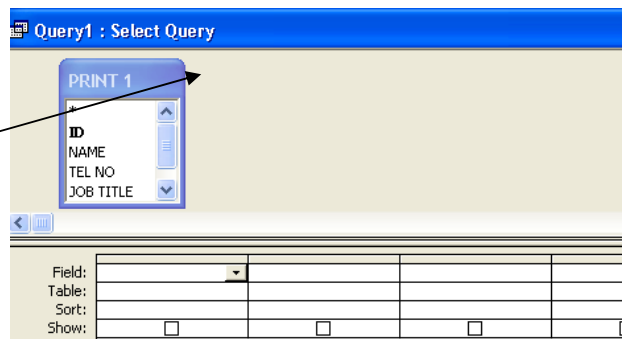


At the next window, *click* on the Add button, then *click* on the Close button.

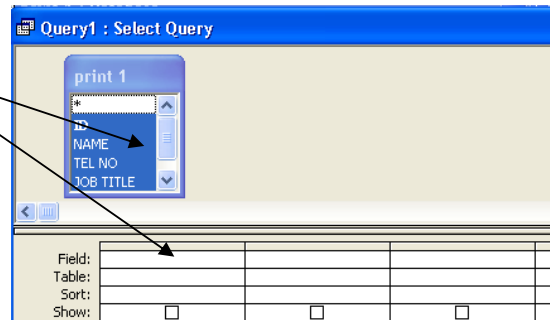


Criteria

A small box now appears, listing all of your fields. *Double click* in the coloured area at the top of the small box to highlight the list.

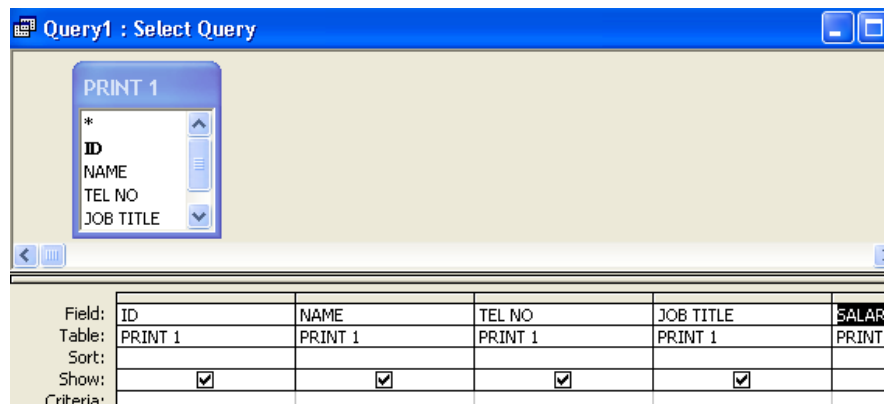


Click and hold down the mouse button in the highlighted area, and *drag down* to the first line of the first column on the grid below.



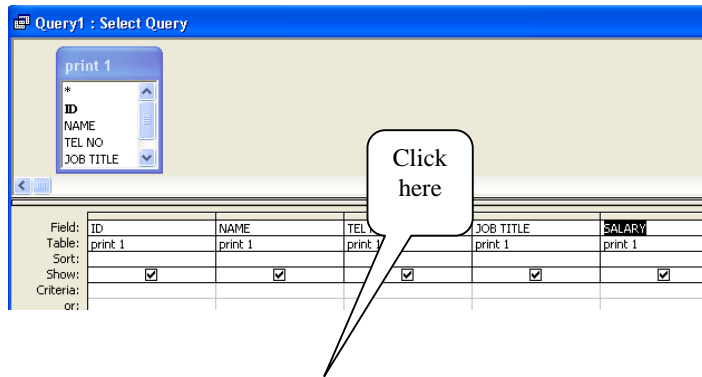
Release the mouse button.

The screen should look like this:



Criteria

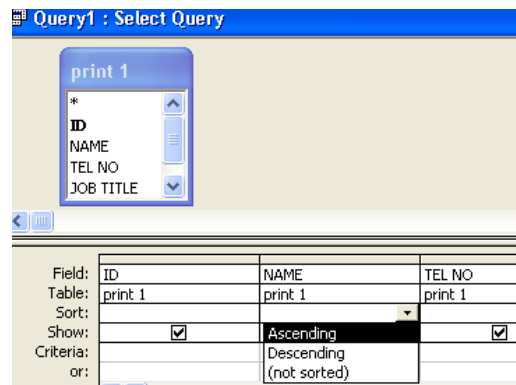
To get the names in alphabetical order, *click* on the Sort line in the NAME column.



5.5

A small down-arrow appears.

Click on the down-arrow and then *click* on Ascending.




Click on the RUN icon on the toolbar at the top of the screen to see the query results.



The names are now sorted in ASCENDING order (A-Z).

7.1

Save the query by *clicking* on the  icon on the toolbar at the top of the screen.

Type ASCENDING ORDER OF NAME for the name of the query, then *click* on OK.

Print a copy of the query.

Before moving on, please ensure you write on your printout:

Your name, today's date and criteria numbers 1.1ac 3.1 5.5 7.1

SORT RECORDS - DESCENDING

Criteria

Close the query by *clicking* on the X of the query window. Remember don't click on the X at the very top right hand corner of the screen as this will close the program Access.

Double click on Create query in Design View.

At the next window, *click* on the Add button, then *click* on the Close button.

A small box now appears, listing all of your fields. *Double click* in the coloured area at the top of the small box to highlight the list.

Click and hold down the mouse button in the highlighted area, and *drag* down to the first line of the first column on the grid below.


Release the mouse button.

We are now going to sort the SALARY column in descending order.


Click on the Sort line in the SALARY column. A small down-arrow appears.

5.5

Click on the down-arrow and then *click* on Descending.

Click on the RUN icon  on the toolbar at the top of the screen to see the query results.

The salary is now sorted in DESCENDING order (largest to smallest).

Save the query by *clicking* on the  icon on the toolbar at the top of the screen.

7.1

Type DESCENDING ORDER OF SALARY for the name of the query, then *click* on OK.

Print a copy of the query.

Close the query by *clicking* on the X of the query window. Remember don't click on the X at the very top right hand corner of the screen as this will close the program Access.

Before moving on, please ensure you write on your printout:

Your name, today's date and criteria numbers 5.5 7.1

SEARCH FOR DATA - QUERY

Criteria

Double click on Create query in Design View.

At the next window, *click* on the Add button, then *click* on the Close button.

A small box now appears, listing all of your fields. *Double click* in the coloured area at the top of the small box to highlight the list.

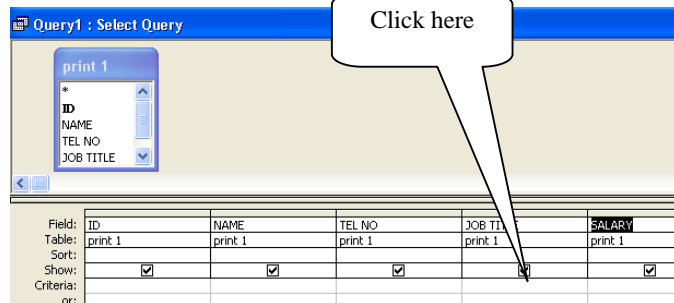
Click and hold down the mouse button in the highlighted area, and *drag* down to the first line of the first column on the grid below.

Release the mouse button.

We are now going to search for all RECEPTIONIST employed by the company.

6.1

Click on the Criteria line in the JOB TITLE column.



Type RECEPTIONIS
T then *click* on



on the toolbar to see the query results.

Save the query by *clicking* on the  icon on the toolbar at the top of the screen.

7.1

Type RECEPTIONISTS for the name of the query, then *click* on OK.

Print a copy of the query.

Close the query by *clicking* on the X of the query window.

Remember don't click on the X at the very top right hand corner of the screen as this will close the program Access.

Exit from the program Access.

Before moving on, please ensure you write on your printout:

Your name, today's date and criteria numbers 6.1 7.1

CONSOLIDATION EXERCISES

Criteria

1.1a *Load* a database application and *create* a new Blank Access
1.1b database.

1.1d


Save the database file
with the name **Cars** to 3½
4.1 floppy (A).

Set up a structure for the
database using the Field
Names and Data Types
shown here.

Cars : Table	
Field Name	Data Type
MAKE	Text
MODEL	Text
YEAR	Number
OWNERS	Number
PRICE	Currency

Enter the following data:

MAKE	MODEL	YEAR	OWNERS	PRICE
FORD	ESCORT	1999	1	6195
NISSAN	CHERRY	1994	3	3100
RENAULT	CLIO	2000	1	7295
VW	GOLF	2000	1	7690
AUSTIN	METRO	1995	2	2950
VAUXHALL	ASTRA	1995	2	3295
FORD	SIERRA	1993	3	3695

7.1 Save the data by *clicking* on  at the top of the screen.

1.1e *Print* a copy of your work.

Close the file and *exit* the program Access.



Write on your printout: your name, today's date and criteria
numbers 1.1abde 4.1 7.1

1.1c

5.1 *Open* the database file you saved as **Cars**.

Add the following records to the table:

MAKE	MODEL	YEAR	OWNERS	PRICE
FORD	ESCORT	1997	1	8950
VAUXHALL	NOVA	1995	1	5850
VW	POLO	1996	2	5100
FORD	SIERRA	1993	3	3695

- 5.2 Save the data by *clicking* on  at the top of the screen.
- 5.3 *Delete* the record for the NISSAN CHERRY as this car has now been sold.
- 5.4 Some errors were made when entering the data. *Make* the following changes - the PRICE of the AUSTIN METRO is £2,650 not £2,950 and the RENAULT CLIO was made in 1999 not 2000.
- 7.1 Save the table by *clicking* on  at the top of the screen.
- Print* a copy of the table.
- 5.5 *Write* on your printout: your name, today's date and criteria numbers
1.1c 5.1 5.2 5.3 5.4 7.1
- 7.1 *Sort* the data into ascending order of MODEL and save the query with the name MODEL ASCENDING ORDER
- Print* a copy of the query.
- 5.5 *Write* on your printout: your name, today's date and criteria numbers
5.5 7.1
- 7.1 *Sort* the PRICE column into descending order and save the query with the name PRICE DESCENDING ORDER
- Print* a copy of the query.
- 6.1 *Write* on your printout: your name, today's date and criteria numbers
5.5 7.1
- 1.1e *Search* the database for cars with 1 owner and save the query with the name 1 OWNER.
- Print* a copy of the query.
- Write* on your printout: your name, today's date and criteria numbers
1.1e 6.1 7.1 Close the database and *exit* the program Access.