Ordering and Copying Data

Access allows you to sort your data so that it appears in a different order. For example, you may want to list people alphabetically, or by age starting with the oldest. When you are sorting data, you can choose to order it in one of the following ways:

Sort Ascending	1, 2, 3	a, b, c	20/7/95, 20/7/96, 4/3/98
Sort Descending	3, 2, 1	c, b, a	4/3/98, 20/7/96, 20/7/95

Task 1 - Sorting

Write out the following data in the order shown:

a. 4, 2, 7, 1, 5 Ascending _____

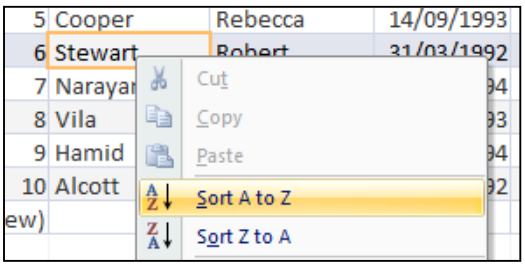
b. a, f, d, t, b Descending _____

c. Paul, June, Jane, Pete Ascending _____

d. 424, 242, 244, 224, 442 Descending _____

e. 20/6/91, 22/6/90, 24/6/91 Ascending _____

Task 2 – Sorting in Access



a. Open your 'Members' table in 'Datasheet View'.

b. Place your cursor anywhere in the 'Last_Name' field and click on the '**Ascending**' icon under the 'Home' tab.

c. Alternatively, right-click in the field and select 'Sort A to Z'. The records will be reorganised in last name order.

d. You can sort in descending order by clicking on the '**Descending**' icon.

Task 3 – Copying and Pasting Records

Sometimes, it is quicker to copy a record and edit it than to enter all the data from scratch. The more fields that are identical in the record that you copy, the more time you save.

a. Click on the blue square to the left of a record to select it. Click on 'Copy' (or press the 'Ctrl' and 'C' keys together).

	3	Tran	Li	13/03/1996	13	44 Madison St	Hamp
	8	Vila	Binas	23/06/1996	14	16 Low Rd	Hamp
*	(New)				0		

b. Select the record which includes the text '(New)' in the 'Member_ID' field and click on 'Paste' (or press the 'Ctrl' and 'V' keys together). The new record can now be edited.

	3	Tran	Li	13/03/1996	13	44 Madison St	Hampto
	8	Vila	Binas	23/06/1996	14	16 Low Rd	Hampto
	17	Vila	Binas	23/06/1996	14	16 Low Rd	Hampto
*	(New)				0		

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