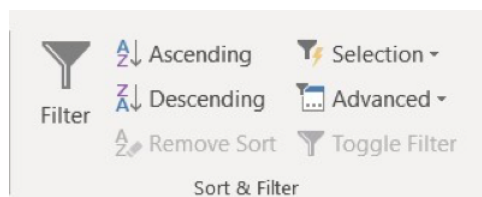


## 13.15: Sorting Data

### Learning Outcomes

- Sort and filter records

There are multiple ways to sort data in Access. The first option is to use the toolbar shown in the example below. The tools function as you would expect from any MS Office tool bar.



Another way to quickly sort data in a table is to use the sorting capability built-in to the column headers, as shown in the example below. Clicking on the arrow in each header will sort the records in ascending or descending order (alternating).

#	Order Date	Status	Salesperson	Customer	Ship Date	Shipping	Taxes	Total
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Filtering your view of the data set can be accomplished in several ways. Perhaps the quickest is to right-click on the value you wish to filter by to open the dialog in the example below.

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#	Order Date	Status	Salesperson	Customer
81	4/25/2006	New	Andrew Cencini	Company C
80	4/25/2006	New	Andrew Cencini	Company D
79	6/23/2006	Closed	Andrew Cencini	Company F
78	6/5/2006	Closed	Nancy Freehafer	Company CC
77	6/5/2006	Closed	Anne Hellung-Larsen	Company Z
76	6/5/2006	Closed		Company Y
75	6/5/2006	Closed		Company H
74	6/8/2006	Closed		Company F
73	6/5/2006	Closed		Company I
72	6/7/2006	Closed		Company BB
71	5/24/2006	New		Company A
70	5/24/2006	New		Company K
69	5/24/2006	New		Company J
68	5/24/2006	New		Company G
67	5/24/2006	Closed		Company J
66	5/24/2006	New		Company H
65	5/11/2006	New		Company BB
64	5/9/2006	New		Company F
63	4/25/2006	Closed		Company C
62	4/12/2006	New		Company CC

In this case, if we wish to filter by the value “Closed” and can choose one of four filtering elements: “Equals,” “Does Not Equal,” “Contains,” or “Does Not Contain.”

### Practice Question

<https://assessments.lumenlearning.co...essments/18774>

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