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

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 _____

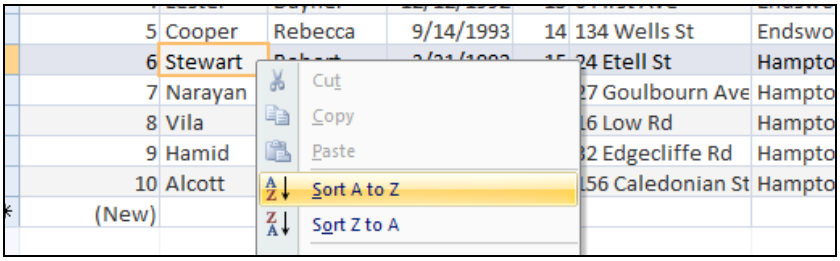
e. 6/20/91, 6/22/90, 6/24/91 Ascending _____

Task 2 – Sorting in Access

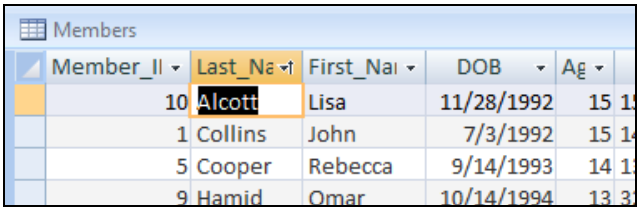
a. Open your 'Members' table in 'Datasheet View' (or enter a few names into a blank database).

b. Place your cursor anywhere in the field that you would like to sort by and click on the '**Ascending**' icon under the 'Home' tab.

Alternatively, right-click in the field and select 'Sort A to Z'.



c. The records will be reorganized in order of the last name as shown below.



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

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