

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

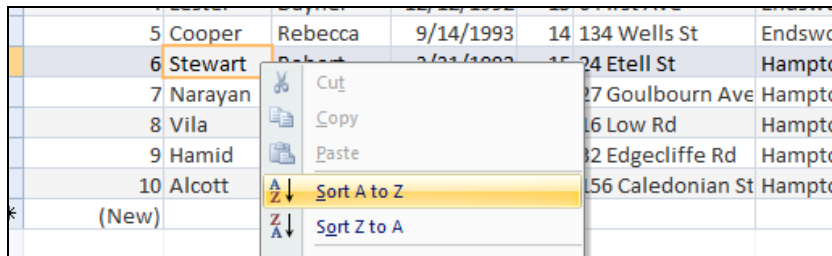
Write out the following data in the order shown:

- 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

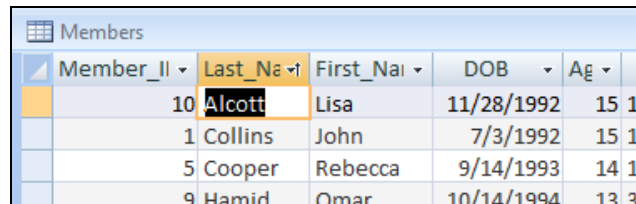
- a. Open your 'Members' table in 'Datasheet View' (or enter a few names into a blank database).
- b. Place your cursor anywhere in the field that you would like to sort by and click on the '**Ascending**' icon under the 'Home' tab.

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



Member ID	Last Name	First Name	DOB	Age
5	Cooper	Rebecca	9/14/1993	14
6	Stewart	Rebecca	2/21/1993	15
7	Narayan			
8	Vila			
9	Hamid			
10	Alcott			
(New)				

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



Member_ID	Last_Na	First_Na	DOB	Ag
10	Alcott	Lisa	11/28/1992	15
1	Collins	John	7/3/1992	15
5	Cooper	Rebecca	9/14/1993	14
9	Hamid	Omar	10/14/1994	13

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