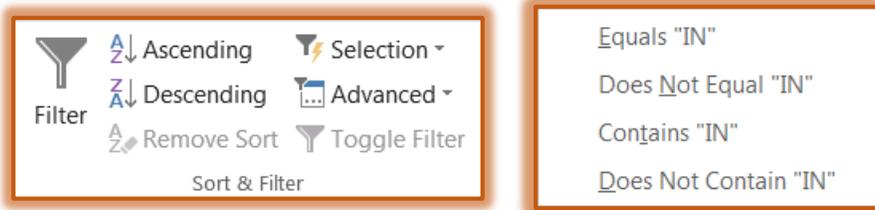# FILTER RECORDS

Sorting data in a table organizes it in a logical manner, but you still have the entire table to work with. One of the Filter commands can be used to find records containing information in one or more fields that match a particular pattern. Simple filters can be applied while information in a table is being viewed. It is also possible to apply a second filter to the results of the first one to refine the search. Filters can be applied to a table by using the Filtering buttons on the toolbar, choosing Filter from the Records menu, or by using the Shortcut menu. However, not all filtering options or commands are available in each of these places. For this lesson, you will be using **Access Training: Database1**.

Filter by Selection

This option allows you to locate a particular criterion for the filter. You then place the insertion point in the field and then apply the filter. To do this:

- ✞ Open the **Customers** table in **Datasheet View**.
- ✞ In the **State** column, click any cell that contains **IN (Indiana)**.
- ✞ Click the **Home Tab**, if necessary.
- ✞ In the **Sort and Filter Group**, click the **Selection** button (see illustration below).
- ✞ A list of options will appear as shown in the illustration below.

- ✞ Click the **Equals** option.
- ✞ Only those records where the **State** equals **IN** should be displayed.
- ✞ To remove this filter, click the **Toggle Filter** button in the **Sort and Filter Group**.
- ✞ All the records should be displayed.

Filter by Form Using One Criteria

This type of filter provides a quick and easy way to filter a table based on the information in several fields. When a table is opened and this option is chosen, a simple datasheet with blank cells will be displayed. Each of the blank cells is a combo box with a scrollable drop-down list of all the entries in that field.

- ✞ Open the **Customer** table in **Datasheet View**, if necessary.
- ✞ Click the **Home Tab**, if necessary.
- ✞ In the **Sort and Filter Group**, click the **Advanced** button.
- ✞ In the list that appears, click **Filter by Form**.
- ✞ If there is information in the **State** field, delete it.
- ✞ In the **City** field, click the drop-down arrow and choose **Terre Haute**.
- ✞ Click the **Toggle Filter** button to apply the filter.
- ✞ Click the **Toggle Filter** button to remove the filter and display all the records.

Filter by Form Using More Than One Criteria

When working with the Filter by Form option, it is possible to specify more than one criterion for selecting the records. This is a good filter to use when you are looking for a city in a specific state.

- ✞ Select **Filter by Form** by following the directions in the previous section.
- ✞ Make sure all the criteria are removed from the **Filter by Form** datasheet.
- ✞ Click the **City** column and select **Charleston** from the drop-down list.
- ✞ Click the **State** column and select **IL (Illinois)** from the drop-down list.
- ✞ Click the **Toggle Filter** button in the **Sort and Filter Group** to apply the filter for the specified criteria.
- ✞ After viewing the results, click the **Toggle Filter** button to remove the filter from the table.
- ✞ Close the **Customer** table without saving the changes.
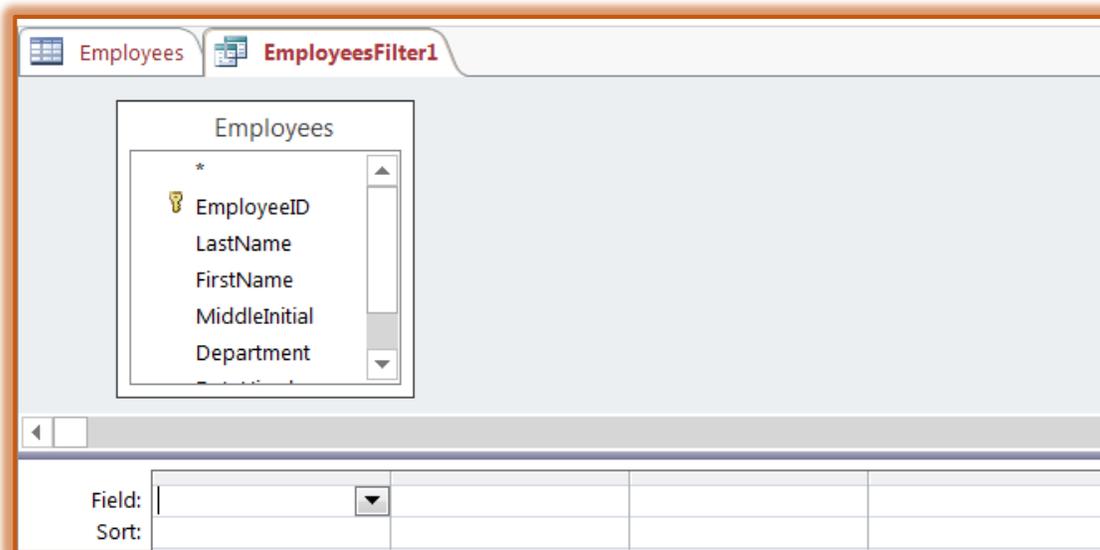
Use the Advanced Filter Option

This type of filter is used when it is necessary to apply options such as greater than, equal to, not equal to, and so forth.

Create a Filter Using the And Filter Option

- ✞ Open the **Employees** table.
- ✞ Click the **Home Tab**.
- ✞ In the **Sort and Filter Group**, click the **Advanced** button (see illustration below).
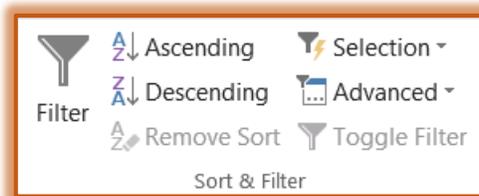
- ✞ In the list that appears, click **Advanced Filter/Sort**.
- ✞ The **Filter** design grid will be displayed (see illustration below).

- ✞ This grid looks similar to the query design grid.

- ✝ Add the **Department** and **Salary** fields to the **Design** grid, by doing one of the following:
  - ☆ Double-click on the field name in the **Employee** box.
  - ☆ Drag the field name to the **Advanced Filter** grid.
  - ☆ Click the list arrow in the **Advanced Filter** grid and select the field name.
- ✝ In the criteria row for **Department,** input **=Marketing** and then press **Enter**.
- ✝ In the criteria row for **Salary** input **>=35000**.
- ✝ Click the **Toggle Filter** button in the **Sort and Filter Group**.
- ✝ One record should appear in **Datasheet View** for this filter.
- ✝ Click the **Toggle Filter** button in the **Sort and Filter Group** to remove the filter.

## Create a Filter Using the Or Filter Option

- ✝ In the **Sort and Filter Group**, click the **Advanced** button.
- ✝ In the list that appears, click **Advanced Filter/Sort**.
- ✝ The criteria specified earlier should appear in the design grid.
- ✝ In the **Or** row for **Department,** input **=Accounting**.
- ✝ The window should look like the one in the illustration below.

Field:	Department	Salary
Sort:		
Criteria:	"Marketing"	>=35000
or:	="Accounting"	

- ✝ Click the **Apply Filter** button.
- ✝ You should see **four** records for this filter.

Save the Filter as a Query

- ✝ Click **Advanced** in the **Sort and Filter Group**.
- ✝ Click the **Save as Query** link.
- ✝ The **Save as Query** dialog box will appear (see illustration below).

Save As Query

Query Name:

Query1

OK   Cancel
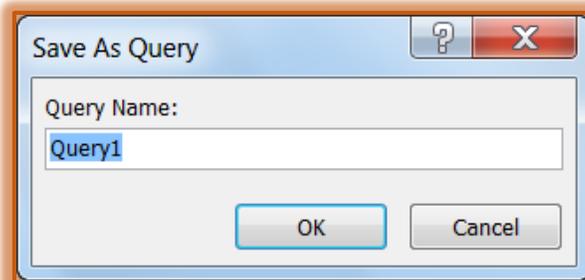
- ✝ Input a name for the query in the **Query Name** box.
- ✝ The **Query** should appear in the **Navigation Pane**.
- ✝ Close the **Design View** window.
- ✝ Click the **Remove Filter** button.