SORT RECORDS

After a table has been created, it is possible to sort it by selecting the fields to be sorted. When a query has been created, it is possible to determine the order in which the records should be sorted while in Design View. When more than one field for sorting is selected, the query will be sorted in the order in which the fields appear in the Query Design from left to right. This lesson will use **Access Training: Database 1**.

Sort Records in a Table

✝ Open the table, **Customers** in **Datasheet View**.
✝ Click the **column selector** for the **Last Name** field and move the field so that it appears before the **First Name** field.
✝ Click the **column selector** for the **Last Name** field again.
✝ Hold down the **Shift** key and click the **First Name** field.
✝ Click the **Home Tab**, if necessary.
✝ In the **Sort and Filter Group**, click the **Ascending** or **Descending** buttons (see illustration below).
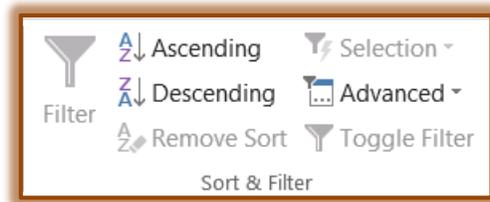
✤ **Ascending** – This button is used to sort the records in alphabetical or numerical (A-Z or 1-10) order.
✤ **Descending** – Use this button to sort the records in reverse alphabetical or numerical order (Z-A or 10-1).
✝ Close the table without saving the changes.

Sort Records in a Query

✝ Open the Query, **Show client list**, in **Design** view. This query was created using the **Create a Multiple Table Query with Sort Precedent** lesson.
✝ Click **once** in the **Sort** row of the **Firm Name** column.
✝ Pull down the sort menu and choose **Ascending**.
✝ Run the query to view the records in **Datasheet View**.
   ✤ The **Firm Names** should appear in alphabetical order by **Category**.
   ✤ Scroll down the list to see if the results of the query were accurate.
✝ Go back to **Design View**.
✝ Click the drop-down arrow for the **Sort** row of the **Firm Name** field.
✝ Choose **(not sorted)** from the list.
✝ Click **once** in the **Sort** row in the **Company Name** field column.
✝ Click the drop-down arrow and choose **Ascending** to sort this field in **Ascending** order.
✝ Run the query and view the records in **Datasheet View**.
   ✤ This sort will probably not make much sense.
   ✤ The reason is that Access uses the leftmost sort field as the primary sort key.

✠ In order to make the sort meaningful, it is necessary to move the **Company Name** field to make it the leftmost field. To do this:

- ✿ Switch back to **Design View**.
- ✿ Move the pointer to the field selector border (the gray area) just above the **Company Name** field column until the cursor turns to a black down arrow.
- ✿ Click **once** to highlight the **Company Name** column.
- ✿ With the **pointer** in the **Field Selector** area:
  - ✰ Drag the **Company Name** field to the left of the **Firm Name** field.
  - ✰ Release the mouse button.
    - The two field positions should be switched.
    - The **Company Name** field should appear in the leftmost column.
    - The **Firm Name** field should appear to the right of the **Company Name** field.
- ✿ Run the query to examine the record sequence. You should now see an alphabetical listing of **Companies**.
- ✿ Use the **Save As** option to save the query as **Sorted by Company Name**.
- ✿ Close the query.