

Lesson 3-4: Sorting Records

Figure 3-8

The Sort Records dialog.

Figure 3-9

The Sales Department database sorted alphabetically by last name.

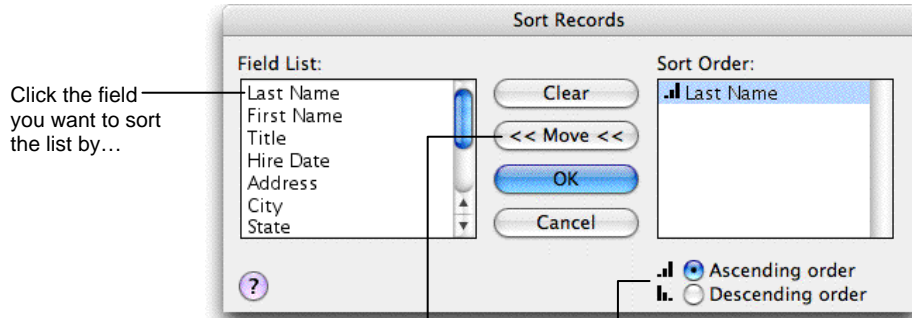


Figure 3-8

...and click Move to add it to the Sort Order list.

Select the order in which you want the sort results to be displayed.

Last Name	First Name	Title	Hire Date	Address	City	State
Buchanan	Steven	Sales Manager	10/17/93	14 Garrett Hill	London	
Callahan	Laura	Inside Sales Coordinator	3/5/94	4726 11th Ave. NE	Seattle	WA
Davolio	Nancy	Sales Representative	5/1/92	507 20th Ave. E	Seattle	WA
Dodsworth	Anne	Sales Representative	11/15/96	7 Houndstooth Rd.	London	
Fuller	Andrew	Vice President, Sales	8/14/92	908 W. Capital Way	Tacoma	WA
King	Robert	Sales Representative	1/2/94	Edgeham Hollow	London	
Leverling	Janet	Sales Representative	4/1/92	722 Moss Bay Blvd.	Kirkland	WA
Peacock	Margaret	Sales Representative	5/3/93	4110 Old Redmond Rd.	Redmond	WA
Suyama	Michael	Sales Representative	10/17/93	Coventry House	London	

Figure 3-9

When you enter new records into a database they are simply added to the end of the database in the order in which you enter them. Working with information in such a jumbled order can become difficult as your database gets larger.

Fortunately you can *sort*, or change the order, of the records in a database using the Sort command. You can sort records alphabetically or numerically by field, and in ascending (A to Z) or descending (Z to A) order. Take a look at Table 3-3: *Sort Examples* to see how different types of data are sorted in both ascending and descending order.

This lesson will show you several techniques you can use to sort the information in your database.

1. If necessary, navigate to the **Database** folder in your Practice folder, open the **Lesson 3** file, and save it as **Sales Department**.

If you don't know where your practice files are located, ask your instructor for help.



Sort Ascending button

Other Ways to Sort Records:

- Click the **Sort Ascending** button on the Button Bar.

2. Click **Layout** on the menu bar and make sure **List** is selected from the menu.

You can also sort records in Browse mode, but it's much easier to view multiple records at the same time in List mode.

3. Select **Organize** → **Sort Records** from the menu.

The Sort Records dialog appears, as shown in Figure 3-8. Here you will define your sorting instructions, such as which field(s) you want to sort by, and how you want the sorted information to be displayed.

Let's sort the Sales Department database by last name.

4. Click the **Last Name** field in the **Fields** list and click the **Move** button.

The Last Name field appears in the Sort Order list.

Now you need to select the order in which you want the sorted information to be displayed.

5. If necessary, click the **Ascending order** option at the bottom of the dialog.

Compare your dialog to the one shown in Figure 3-8.

6. Click **OK**.

AppleWorks sorts the database by last name, as shown in Figure 3-9.

If you find yourself performing the same sort over and over again, you can save your sorting instructions so that they can be reused.

7. Click the **Sort** button in the **Status** panel and select **New Sort** from the menu.

The Sort Records dialog appears. Here you need to give your sort a name and enter the desired sorting instructions.

8. Type **Hire Date** in the **Sort Name** text box.

Now you need to specify the sorting instructions that you want to use.

9. Click **Hire Date** in the **Fields** list, click the **Move** button, and click **OK**.

The sort has been saved. Here's how to use a saved sort:

10. Click the **Sort** button in the **Status** panel and select **Hire Date** from the menu.

The Sales Department database is sorted by hire date, starting with the least recent.



Sort Descending button

Other Ways to Sort Records:

- Click the **Sort Descending** button on the Button Bar.



Sort button

Quick Reference

To Sort Records:

1. Make sure you are in **Browse** or **List** mode.
2. Select **Organize** → **Sort Records** from the menu.
3. In the **Fields** list, click the field you want to sort by.
4. Click **Move**.
5. If necessary, add additional fields in the order of their priority in the sort.
6. Click **OK** to perform the sort.

To Save a Sort:

1. Make sure you are in **Browse** or **List** mode.
2. Click the **Sort** button in the **Status** panel and select **New Sort** from the menu.
3. Type a name for the sort and then specify the instructions for the sort.
4. Click **OK**.

Table 3-3: Sort Examples

Order	Alphabetic	Numeric	Date
Ascending	A, B, C	1, 2, 3	1/1/99, 1/15/99, 2/1/99
Descending	C, B, A	3, 2, 1	2/1/99, 1/15/99, 1/1/99