

Generate information from a database table

Sorting

- Right-click in one of the fields, e.g. the Artist column. Select *Sort A to Z*. The data in the table will now be sorted in alphabetical order according to the name of the artist.
- You can also use the sort icon in the *Sort & Filter* group on the *Home* tab.
- To return to the original order click on the *Remove Sort* command in the *Sort & Filter* group on the *Home* tab.

Filtering

Suppose we want to display only the records of CDs which have a replacement value of R120:

- Find any record, which has a replacement value of R120 and right-click on the value. Select the option *Equals R 120.00*

- Only the records which have a replacement value of R120 are displayed.
- Because you selected a record with a replacement value of R 120, you get some filters based on the value of R120.
- You can also get the same filters by clicking on the *Selection* command in the *Sort & Filter* group on the *Home* tab.
- The *Selection* command also has the option *Between* which allows you to enter a minimum and maximum value so that values between the two values (both included) are displayed.

- Click on *Filter* in the *Sort & Filter* group on the *Home* tab, and select *Clear filter from ReplacementValue* to remove the filter.

Note:

- A filter is therefore a criterion or rule that you set for a field to indicate which records contain the values you want to see in that field. The records that contain field values that do not comply with the criteria, are not displayed until the filter is removed again.
- You can apply filters to more than one field. Each successive filter is applied to the records that are selected as a result of the previous filters used.
- To remove all filters from all fields, click on *Advanced* in the *Sort & Filter* group on the *Home* tab.

Calculations

- Click on the *Totals* command in the *Records* group on the *Home* tab. A window will appear at the bottom of the screen.
- Click in the window in the field of which you want to see a summary.

CD_table						
Number	Artist	CD_name	Genre	Replacement	Owner	ContactDetails
289	Pearl Jam	Yield	Rock	R 150.00	Rob Cowling	0835264125
290	Death Cab for Cutie	You can play these songs with	Alternative Rock	R 200.00	Jesse Levy	0112244812
291	Matchbox Twenty	Yourself or someone like you	Pop	R 90.00	Nico Jacobs	0721103756
*	(New)					
Total				R 141.33		

There are different options available for the different types of data. You can for example just count the number of names in a table, but you can also calculate the average of all the amounts in a field.

- None
- Sum
- Average
- Count
- Maximum
- Minimum
- Standard Deviation
- Variance