

INDEPENDENT PRACTICE: FILTERING AND SORTING A DATABASE

You will complete this activity independently to apply what you have learned about sorting and filtering a database. For each item, you must copy the results of the affected field(s) into a word document. You should end up with 9 tables in one word document. Label each table appropriately and provide an explanation of how the sort/filter was performed for each.

Part I: Open the **B&B database** and complete the following sort tasks in the **HistoricInns** table.

1. **Simple sort:** Sort by the **B&B Name** in ascending order. Copy/paste the sorted **B&B** field to a word processing document.
2. **Simple sort:** Sort by the **Number of Rooms** field in descending order. Copy/paste the **Inn** field and **Rooms** field to a word processing document.
3. **Complex sort:** Move two appropriate fields adjacent to each other to accomplish the sort. Primary field: **Rooms** in ascending order; Secondary Field: **Inn** in ascending order.

If using Access, the left-most field will be sorted first, so for this sort, you must drag the **Rooms** field in front of the **Inn** field. Copy/paste the two fields to a word document.

Note: Be careful not to click a yes/no box by accident and change its value

Part II: Using the same database, complete the following filter by selection tasks

4. Historic Inns which do not allow pets
5. Historic Inns which allow pets
6. Historic Inns which allow children under the age of 10
7. Historic Inns located in town

(continued on the next page)

Part III: Using the same database, complete the following advanced selections

8. Apply an advanced filter that selects records according to the following conditions:

- Historic Inns that have more than 4 rooms available
- Descending order
- Allow both children and pets.

Write a criterion statement using operators

9. Apply an advanced filter that selects records according to the following conditions:

- Historic Inns that have less than 6 rooms available
- Ascending order
- Located in a small town/country place
- Allows children.

Write a criterion statement using operators

10. Save and submit your work according to teacher directions.