Access allows you to sort your data so that it appears in a different order. For example, you may want to list people alphabetically, or by age starting with the oldest. When you are sorting data, you can choose to order it in one of the following two ways:

**Sort Ascending**

1, 2, 3

a, b, c

20/7/95, 20/7/96, 4/3/98

**Sort Descending**

3, 2, 1

c, b, a

4/3/98, 20/7/96, 20/7/95

**Task 1 - Sorting**

Write out the following data in the order shown:

a. 4, 2, 7, 1, 5

   Ascending  _________________________________

b. a, f, d, t, b

   Descending  _________________________________

c. Paul, June, Jane, Pete

   Ascending  _________________________________

d. 424, 242, 244, 224, 442

   Descending  _________________________________

e. 20/6/91, 22/6/90, 24/6/91

   Ascending  _________________________________

**Task 2 – Sorting in Access**

a. Make sure that you are still in the 'Tables' section of the database, and double-click on the word 'Members' to open your table.

b. Place your cursor anywhere in the field that you would like to sort by, and click on the 'Sort Ascending' icon on the toolbar.

c. The records will be reorganised in order of the last name (i.e. Alcott, Collins, Cooper etc.)

d. You can sort in descending order by clicking on the 'Sort Descending' icon.