

FILTERING IN ACCESS

Filter Button

Sort and Filter Icons on Field Column Header

Toggle Filter removes or applies filter.

Check data values to be viewed.

BRANCH	TITLE	TYPE	PRICE	PURDATE
Sunset	Word-O	Word Processing		
Big Apple	Micro Words	Word Processing		
Pacific	Word-O-2	Word Processing		
Lakeview	Word-O-2	Word Processing		
Lakeview	Tulip5	Spreadsheet		
Big Apple	Exceller	Spreadsheet		
Pacific	Accessor	Database		
Big Apple	InfoBase	Database		
Bean Town	BBS	Communications		
Wheatland	Officemate	Integrated		
Sunset	Harwood	Graphics		
Lakeview	Pagemaker	Desktop		

A Filter isolates records that meet a certain set of conditions. When the filter is complete, you will only see those data items selected. The column header will contain icons to indicate that there is a sort and a filter present. The Toggle Filter button will cancel the filter and restore the excluded data.

Sort and Filter Icon

BRANCH	TITLE	TYPE	PRICE	PURDATE
Sunset	Word-O	Word Processing	\$499.85	8/17/95
Big Apple	Micro Words	Word Processing	\$459.80	6/14/95
Pacific	Word-O-2	Word Processing	\$499.85	5/18/95
Lakeview	Word-O-2	Word Processing	\$499.85	2/20/95

Selection Button

Filter by selection options

Select all or part of field as filter criterion.

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Pacific	Accessor	Database		