

MS Access - Lesson 9: Data management

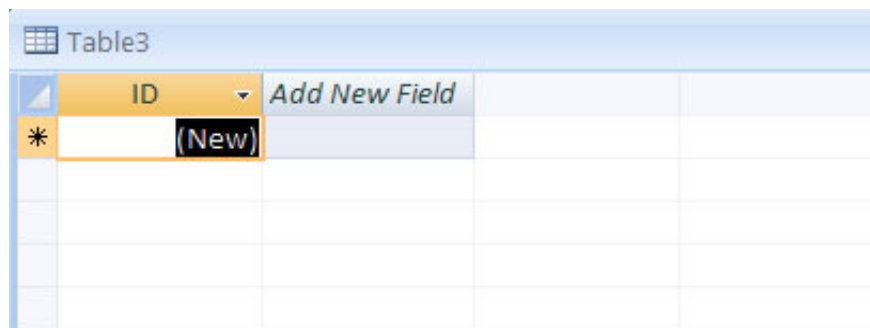
Allow data to be displayed flexibly and according to your requirements. In this article, we introduce some basic ways to manage data for databases.

TipsMake.com - Let the data display in a flexible and correct way according to your requirements. In this article, we introduce some basic ways to manage data for databases.

Add records to the table

To add a new record to the table:

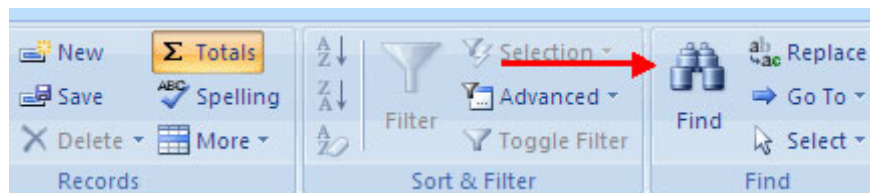
- Open the table in **Datasheet View** mode
- Click on the box **(New)**
- Enter the new record



Find and Replace data

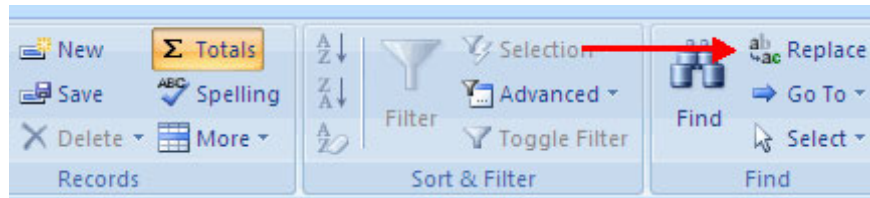
To find data:

- Click the **Find** button on the **Home** tab.

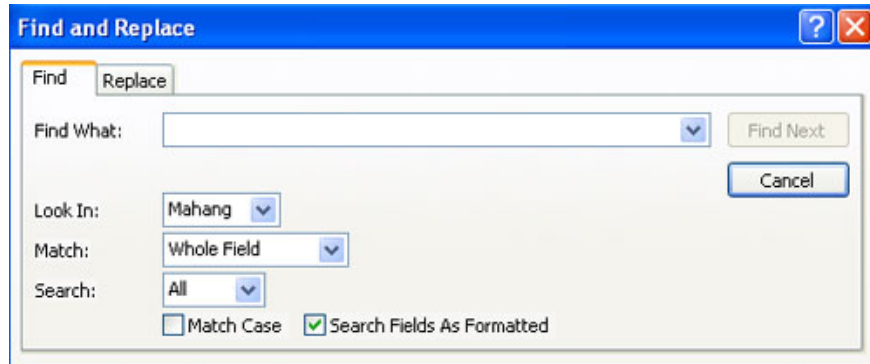


To find and replace data:

- Click the **Replace** button on the **Home** tab.



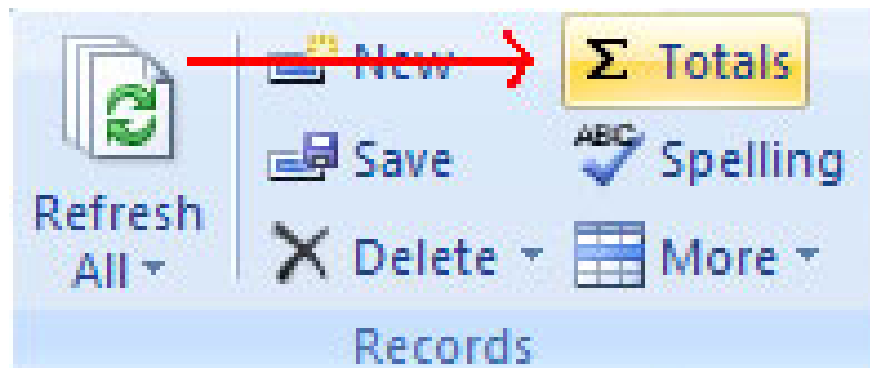
When you search and replace data, there are a number of options in the Find dialog box that can be used:



Items **Find What** Type the data you want to find List in the **Look In** Use section to specify a table or column to search for data List in the **Match** section Helps you limit the search in a field or the beginning of a field List in the **Search** section Helps you determine the direction to search for the **Match Case** check box Use this check box to specify a search in uppercase or lowercase. **Totals**

The Totals button gives you an extra line to add to the database. Total can be **sum** (total), **average** (average), **a count** (**minimum**), **minimum** (maximum), **maximum** (**maximum**), or **variance** (different). To set a Total line:

- Click the **Totals** button on the **Home** tab



- Click the down arrow of the cell where you want to place a Totals
- Select the appropriate Totals.

	Mahang	Tenhang	Donvi	SLTon	Add New Field
H1	Sea try me	hip		10	
H2	Bias Ha Ni	thong		8	
H3	Theca law Vine	Cay		9	
H4	ĐƯỜNG	Kg		6	
H5	Áo sơ mi dài tay	chic		7	
H6	Cole	chic		5	
*				0	
	Total				

None

Sum

Average

Count

Maximum

Minimum

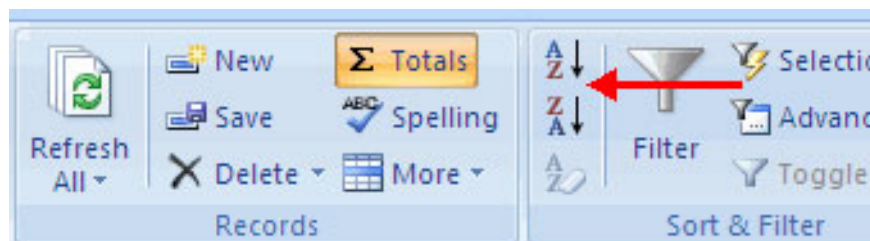
Standard Deviation

Variance

Arrange the logs

You can arrange the records in the datasheet according to one column or two consecutive columns. To sort the records by a column:

- Select the school you want to arrange
- Click the **Sort Ascending** or **Sort Descending** button .



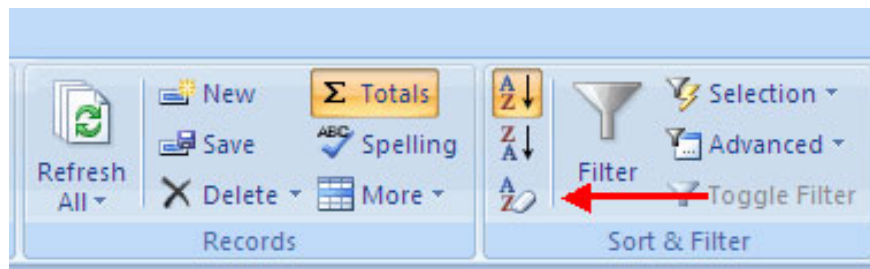
To sort two columns:

- Move columns so that they are close together
- Select columns to sort by pressing Shift and clicking on columns
- Click the Sort Ascending or Sort Descending button.

	Mahang	Tenhang	Donvi	SLTon	Add New Field
+	H1	Sea try me	hip	10	
+	H2	Bias Ha Ni	thong	8	
+	H3	Theca law Vine	Cay	9	
+	H4	ĐƯỜNG	Kg	6	
+	H5	Áo sơ mi dài tay	chic	7	
+	H6	Cole	chic	5	
*				0	
	Total				

To remove the sort:

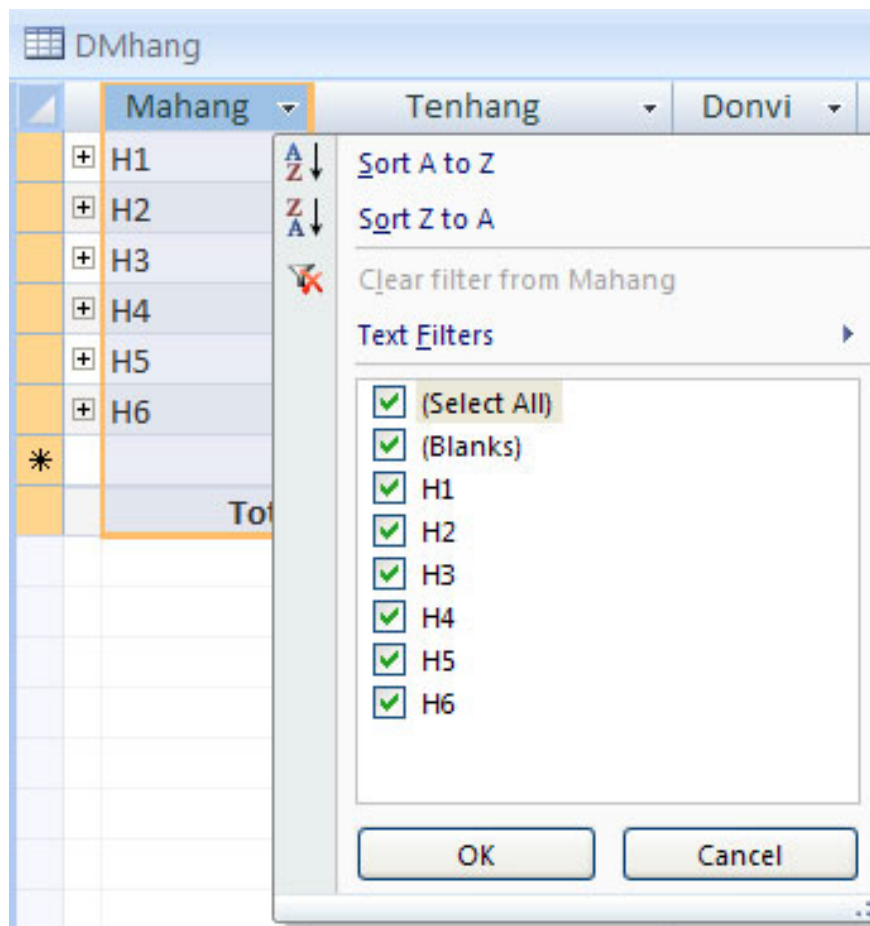
- Click the **Clear Soft** button



Filter (filter)

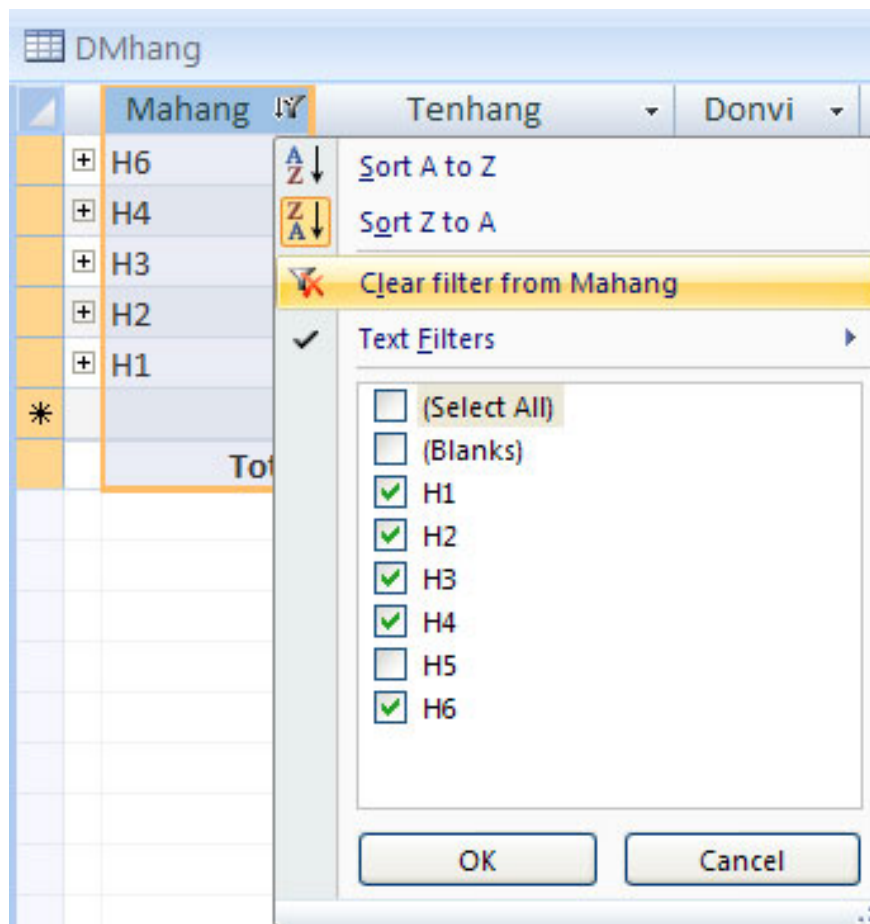
You can filter the logs to display them as desired. To filter by a column:

- Open the database in **Datasheet View** mode
- Click the down arrow in the field name
- Select the appropriate filtering criteria
- Click **OK** .



To remove Filter:

- Click the Filter button on the field tag
- Click **Clear Filter**
- Click **OK** .



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