



Court Services and Information Technology's

E-Tip of the Week

Quickly filter data to match a particular entry (Access 97/2000/2002/2003)

When examining data, you'll often want to view all of the records that have a particular field value. For example, you might see a questionable billing transaction as you scan a datasheet and want to examine all of the records pertaining to the customer in question. Doing so is easy. First, place your insertion point in the field containing the data that should be found in all of the records you want to see--such as a CustomerID field in our proposed scenario. Then, select Records | Filter | Filter By Selection from the menu bar or click the Filter By Selection button on the toolbar. To redisplay all records, choose Records | Remove Filter/Sort from the menu bar or click the Remove Filter button on the toolbar. Note that you can filter by selection with both datasheets and forms.

If you have any questions, comments, and/or suggestions, please email us or give us a call.

Thank you,

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