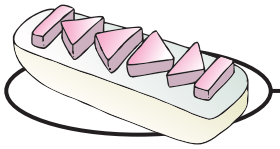
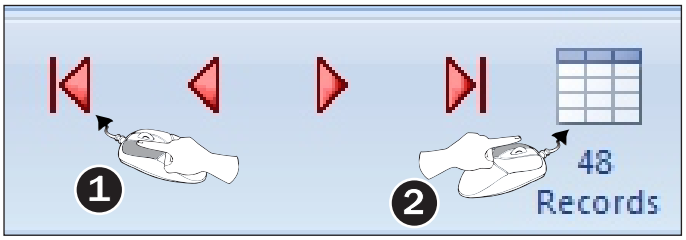


Navigating Through Records

Navigation Buttons

The first 4 navigation buttons can be used to navigate through records in Table View, Table Report, Column Report, or Custom Report.



1. Click the **First** button to highlight the first record in the database.

   Click the **Last** button to highlight the last record in the database.

   Click the **Previous** button to highlight the previous record in the database.

   Click the **Next** button to highlight the next record in the database.

2. Click the **Table** View button to show records in a table view.

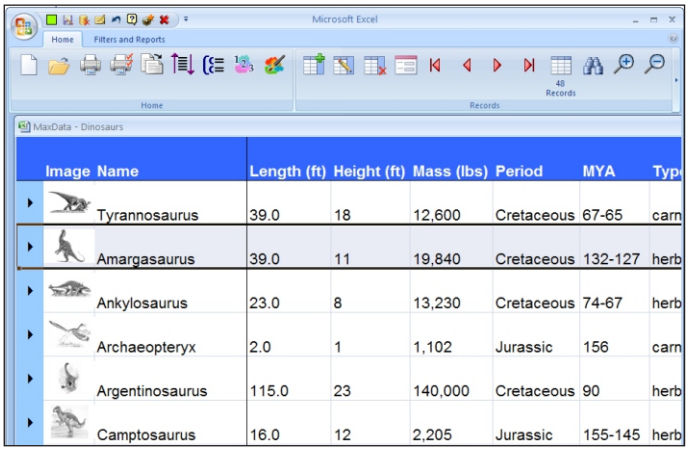
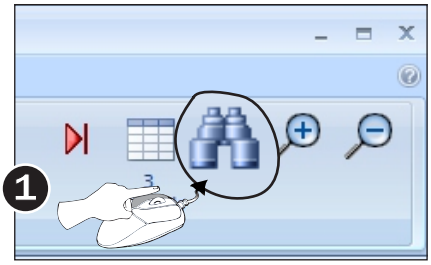


Image	Name	Length (ft)	Height (ft)	Mass (lbs)	Period	MYA	Typ
	Tyrannosaurus	39.0	18	12,600	Cretaceous	67-65	carn
	Amargasaurus	39.0	11	19,840	Cretaceous	132-127	herb
	Ankylosaurus	23.0	8	13,230	Cretaceous	74-67	herb
	Archaeopteryx	2.0	1	1,102	Jurassic	156	carn
	Argentinosaurus	115.0	23	140,000	Cretaceous	90	herb
	Camptosaurus	16.0	12	2,205	Jurassic	155-145	herb

Finding a Record

If you have a lot of records, you can quickly find a record by entering a search criterion in the Find Record dialog.



1. Click the **Find Record** button.

   The Find Record dialog will be displayed.

2. Enter a Search Value to find.

3. Click the **Find Next** button to display the next occurrence of the search value.

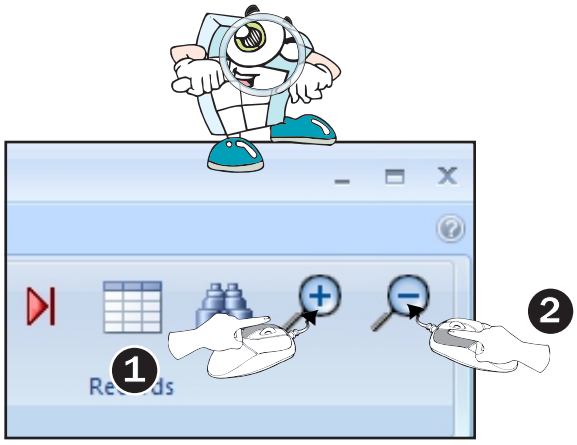
4. Click the **Cancel** button to stop finding.

Zoom In and Zoom Out

You can "zoom in" to get a close-up view of your database or "zoom out" to see more of your database.

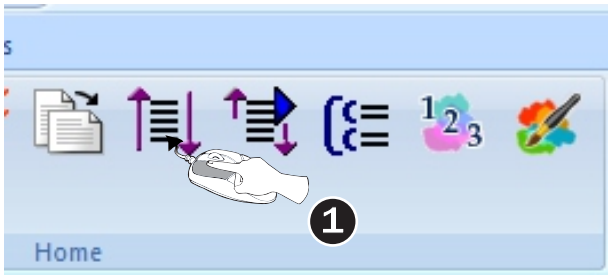
1. Click the **Zoom In** button to enlarge the text and get a closer view of your database.

2. Click the **Zoom Out** button to reduce the size of the text to see more of your database.



Sorting and Grouping Records

Sort
The Sort feature allows you to select a field by which you want to sort records in ascending or descending order.



To Sort Records Using the Simple Sort Feature:

1. Click the **Sort** button.

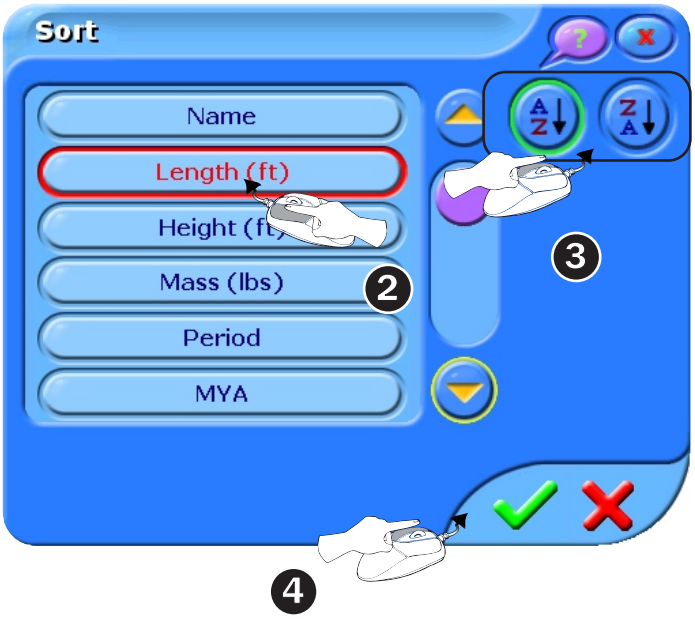
   The Sort dialog will be displayed.

2. Select the Field Name that you want to sort by.

   The selected field will be highlighted with red.

3. Click the **Ascending Sort** button to sort from A to Z or click the **Descending Sort** button to sort from Z to A.

4. Click the **OK** button to display the sorted records.



Advanced Sort

The Advanced Sort feature allows you to sort records up to 3 different fields. For example, you may want to sort a class database by gender and then within gender, you may want to sort by height to find out the tallest girl and boy in the class.

The Advanced Sort feature is only available in the Red and Blue levels.

1. Click the **Advanced Sort** button.

   The Advanced Sort dialog will be displayed.

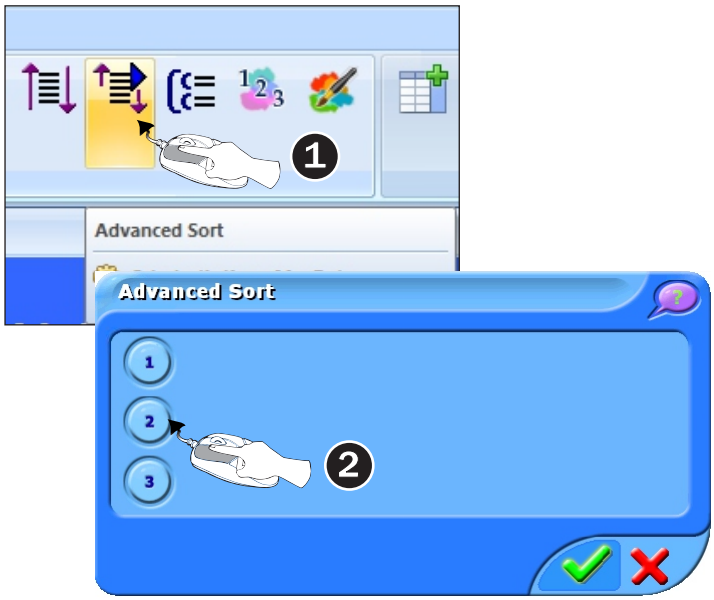
2. Click the 1st sort query button.

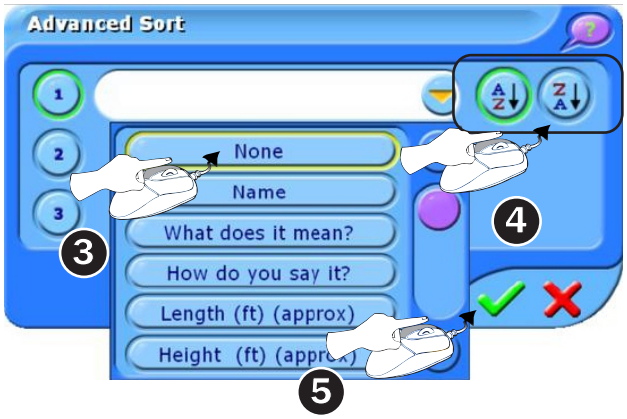
   A drop-down list will be displayed.

3. Select the Field Name by which you want to sort.

4. Click the **Ascending Sort** button to sort from A to Z or click the **Descending Sort** button to sort from Z to A.

5. Repeat steps 2 - 4 for the 2nd sort query button and 3rd sort query button (if desired) to sort by multiple conditions then click the **OK** button to display the sorted records.



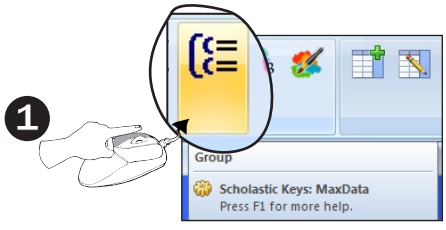


Group Records

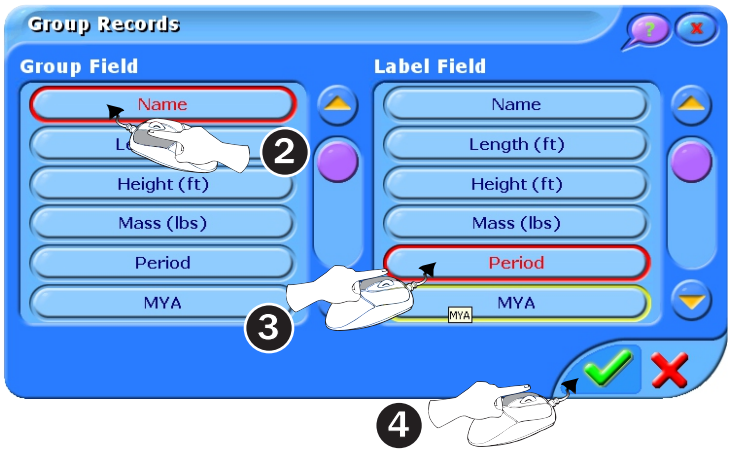
The Group Records feature will group similar records together. If each record has a picture associated with it, the group record view will be in the form of a pictogram.

When you group records together you select the field by which you want to group the records and then select the field you want to use as the label to identify the record (this is usually the Name field).

1. Click the **Group** button.



The Group Records dialog will be displayed.



2. Select a field in the **Group Field** list to group the records by (it will appear with red border).

3. Select a field in the Label Field list (it will appear with red border). This label will be displayed when the records are grouped along with the record image.

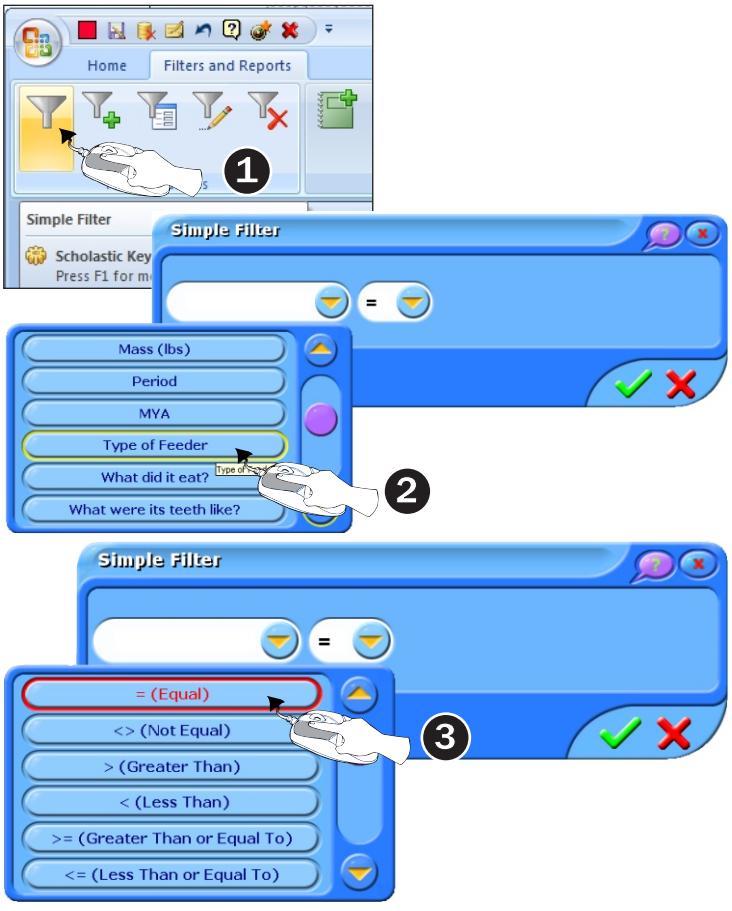
4. Click the **OK** button to display the grouped records.

Filtering Records

What Is a Filter?

A filter is a way of asking questions about the data stored in the database. With filters, you can look at specific data without viewing all the records.
MaxData has a Simple Filter feature for all levels and an Advanced Filter feature for the Red and Blue levels.

Using the Simple Filter



1. On the Filters and Reports toolbar, click the **Filter** button.

   The Simple Filter dialog will be displayed.

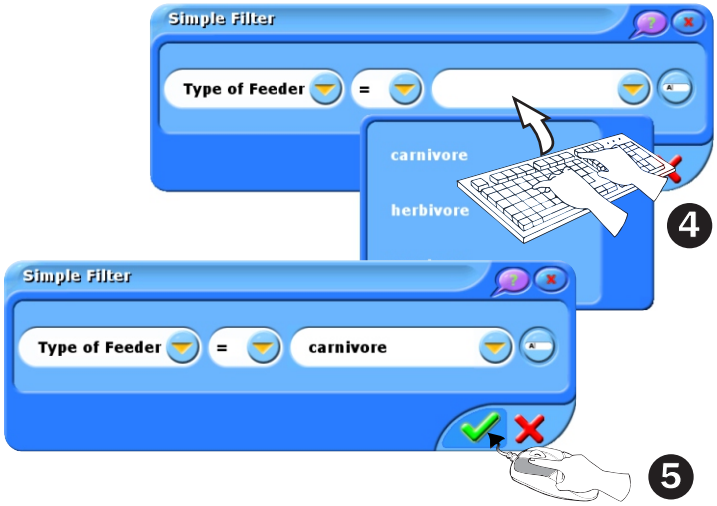
2. Select a field from the field drop-down list. This is the field to which the filter will be applied.

3. Select an operator from the operator drop-down list.
   = (Equal)
   <> (Not Equal)
   > (Greater than)
   < (Less than)
   >= (Greater than or Equal to)
   <= (Less than or Equal to)
   Start with
   Ends with
   Includes
   Between

4. Type a field value (the criterion) to complete the filter. In the example above, we're filtering the Dinosaurs database to show all carnivores.

5. Click the **OK** button to display all records that will fit the criteria.

   The **Number of Records** button will update and show the number of records that meet the criteria of the filter.



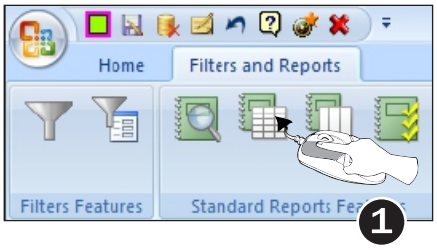
The Filters and Reports Toolbar

The Filters and Reports Toolbar allows you to create and save advanced filters, select previously saved filters, and edit and delete previously saved filters.

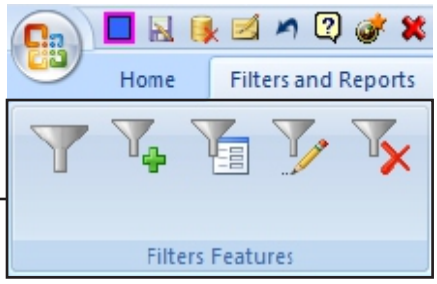
1. Select the **Filters** and **Reports** tab.

   The Filters and Reports ribbon will be displayed.

Green Level Filters and Reports Ribbon



Red and Blue Level Filters and Reports Ribbon



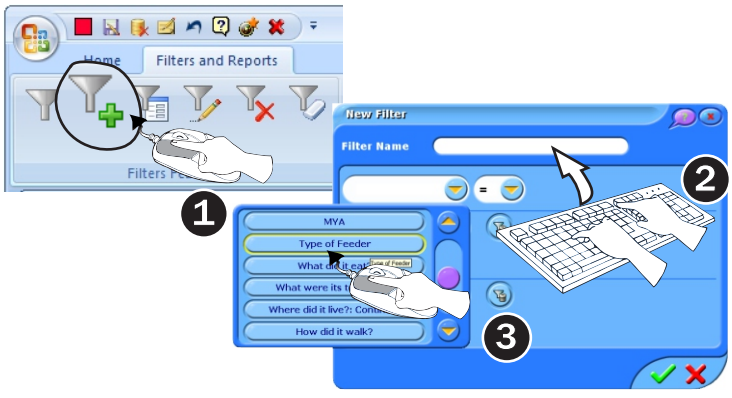
Creating and Saving a Filter

Filters created in the Red and Blue levels are saved so that they can be used at a later date for reports or viewing the results of the filter when more records have been added to the database. The Advanced Filter feature also provides the ability to filter records by three different criteria. The filtered dataset can be narrowed by using the **AND** operator or widened by using the **OR** operator.

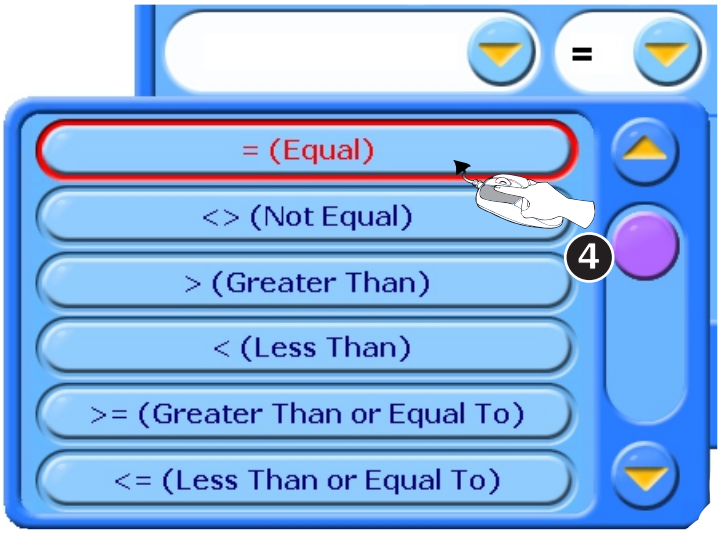
1. Click the **New Filter** button. The New Filter dialog will be displayed.

2. Type a name for the filter in the Filter Name text box.

3. Select a field from the field drop-down list.



4. Select an operator to query the field by from the operator drop-down list.
   = (Equal)
   <> (Not Equal)
   > (Greater than)
   < (Less than)
   >= (Greater than or Equal to)
   <= (Less than or Equal to)
   Start with
   Ends with
   Includes
   Between

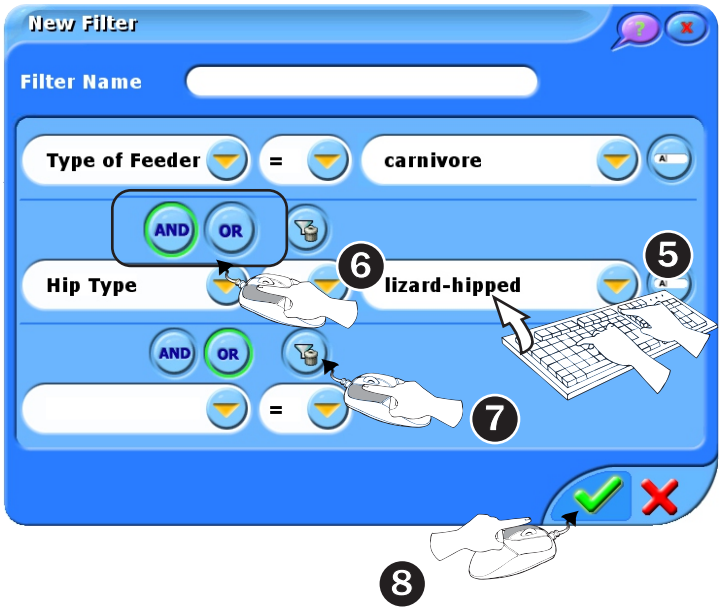


5. Type a value (the criterion) which is used to check each record in the database to see if it meets this value. For keyword fields, see Filtering Using Keyword Fields below.

6. Click the AND **And** button to add another query to the filter (that will work in conjunction with the first query) or click the OR **Or** button to add another separate query to the filter.

7. Click the **Clear Values** button to clear the additional queries.

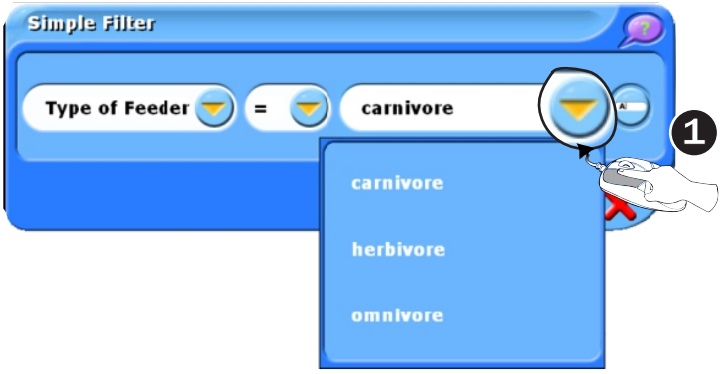
8. Click the **OK** button to display the filtered records.



Filtering Using Keyword Fields

When you choose to filter by a keyword field, you will be prompted to select your criterion from one of the defined keywords.

1. Click the **Free text editing** button to display a free text entry list. This can be used if you have already entered data in the database with a particular keyword, which has been subsequently deleted and is no longer in the keyword list.



2. Click the **Keyword** pick list button to display the Keyword pick list.

Selecting a Filter

Advanced filters that are created in the Red and Blue levels are saved so that you can use them again. You may want to use an existing filter if more records are added to the database, and you want to see how those records affect the result, or you may want to create a report based only on the records that will fit with the criteria of the filter.

How to Use an Existing Filter

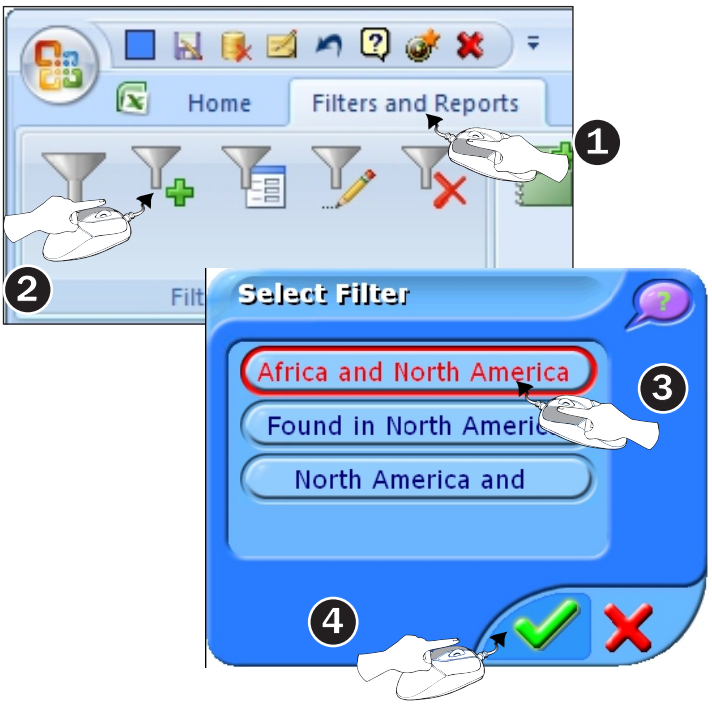
1. Select the **Filters and Reports** tab. The Filters and Reports ribbon will be displayed.

2. Click the **Select Filter** button.

   The Select Filter dialog will be displayed.

3. Select a filter (it will appear with red border).

4. Click the **OK** button to display the filtered records.

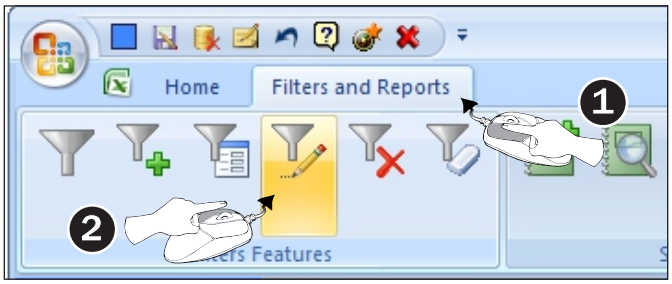


Editing a Filter

The Edit Filter feature allows you to change the name of the filter and the criteria of the filter. This feature is only available for the Red and Blue levels.

1. Select the **Filters and Reports** tab. The Filters and Reports ribbon is displayed.

2. Click the **Edit Filter** button.



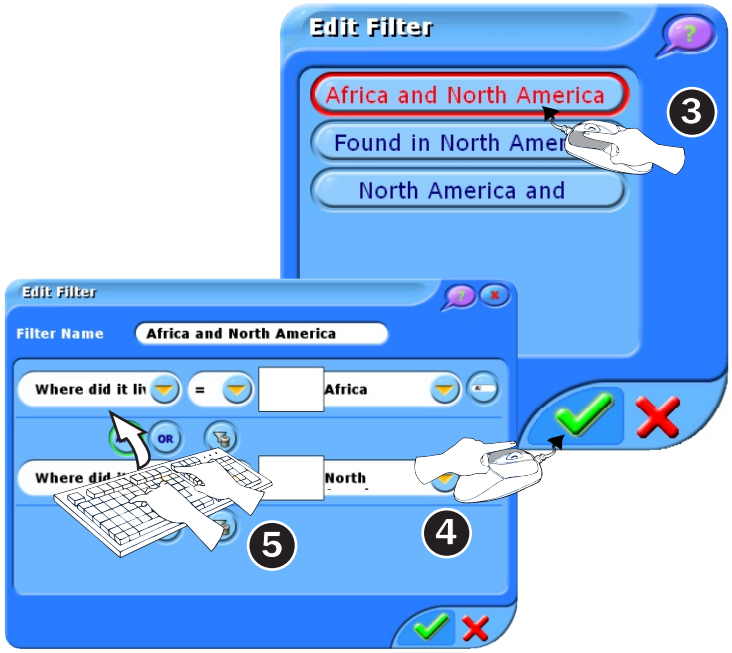
The Edit Filter dialog will be displayed.

3. Select a filter to change.

4. Click the **OK** button to display the Edit Filter form.

5. Change the filter details as required.

6. Click the **OK** button to display the filtered records.



Deleting a Filter

This feature is only available for the Red and Blue levels.

1. Click the **Filters and Reports** tab. The Filters and Reports ribbon will be displayed.

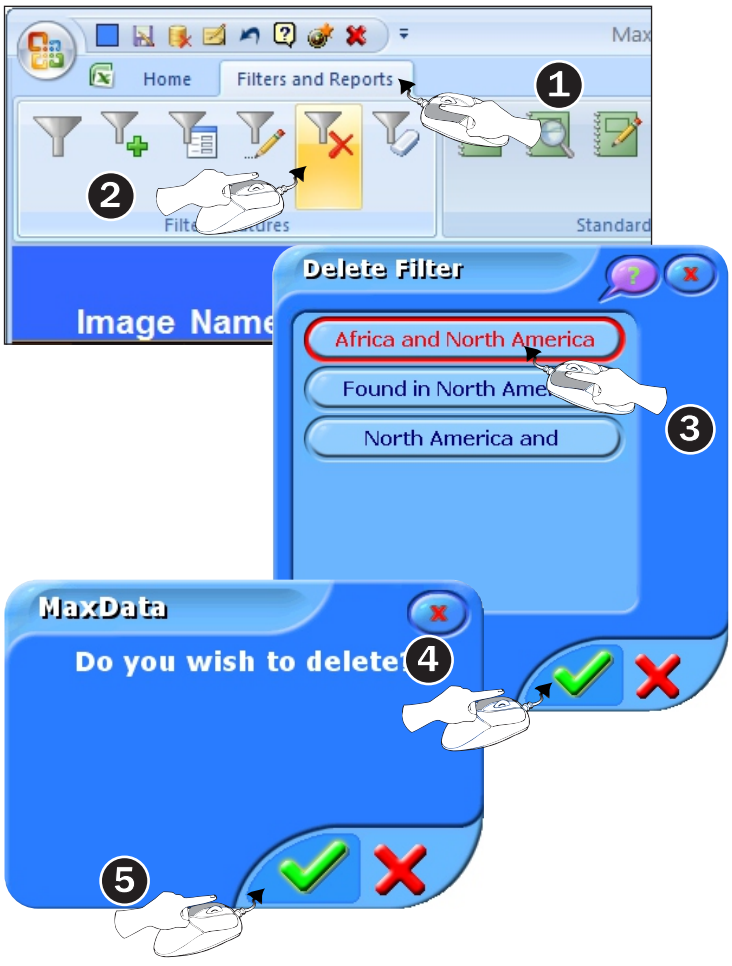
2. Click the **Delete Filter** button. The Delete Filter dialog will be displayed.

3. Select a filter (it will appear with red border).

4. Click the **OK** button.

   A confirmation dialog will appear.

5. Click the **OK** button to delete the filter.



Hot Volcanoes

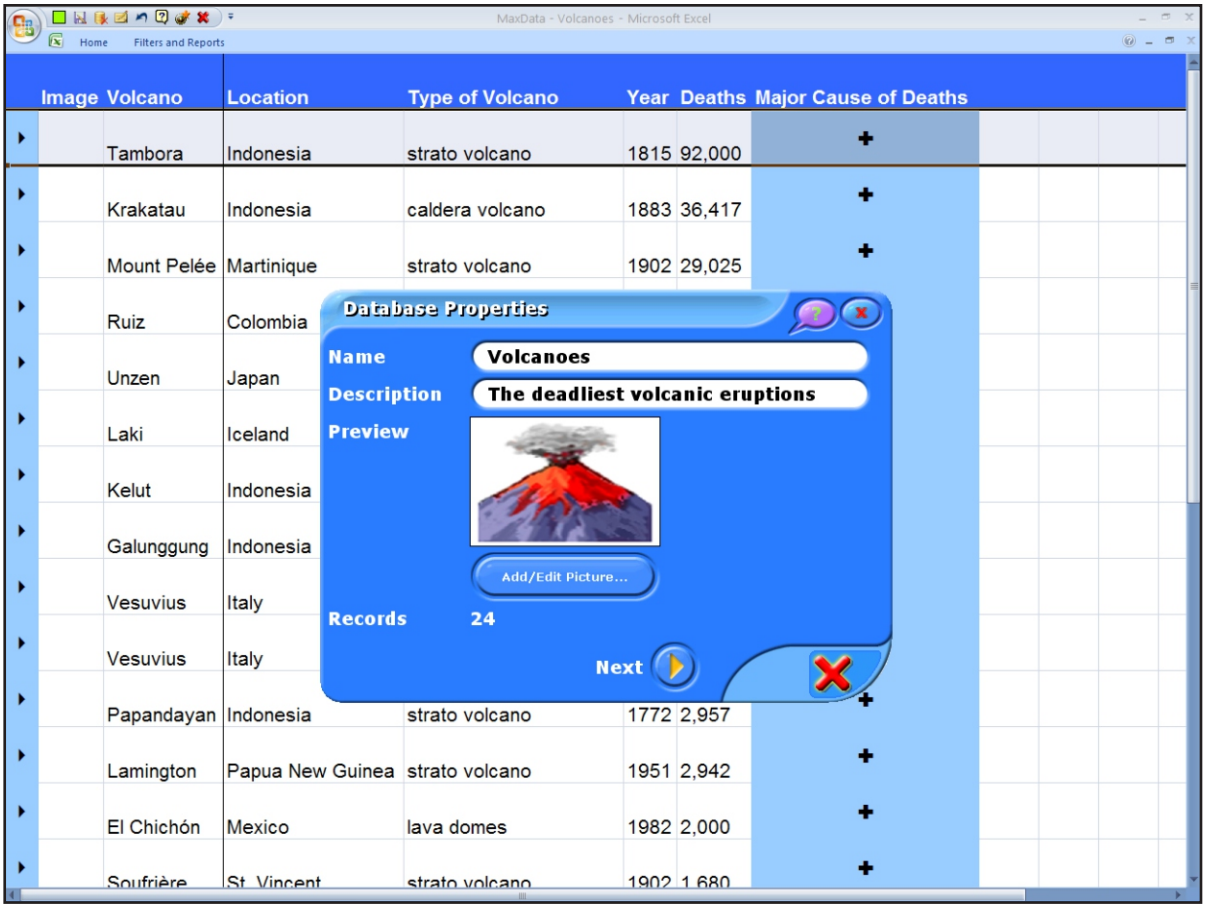
Score

Activity 87

Directions:

1. Launch MaxData.
2. Open the **Volcanoes** database.
3. Add at least 5 records.
4. Edit the first 5 records.
5. Delete the last record.
6. Add at least 3 more records.
7. Save the database as **Hot Volcanoes**.

Preview



Inventor's Parade

Lesson 31

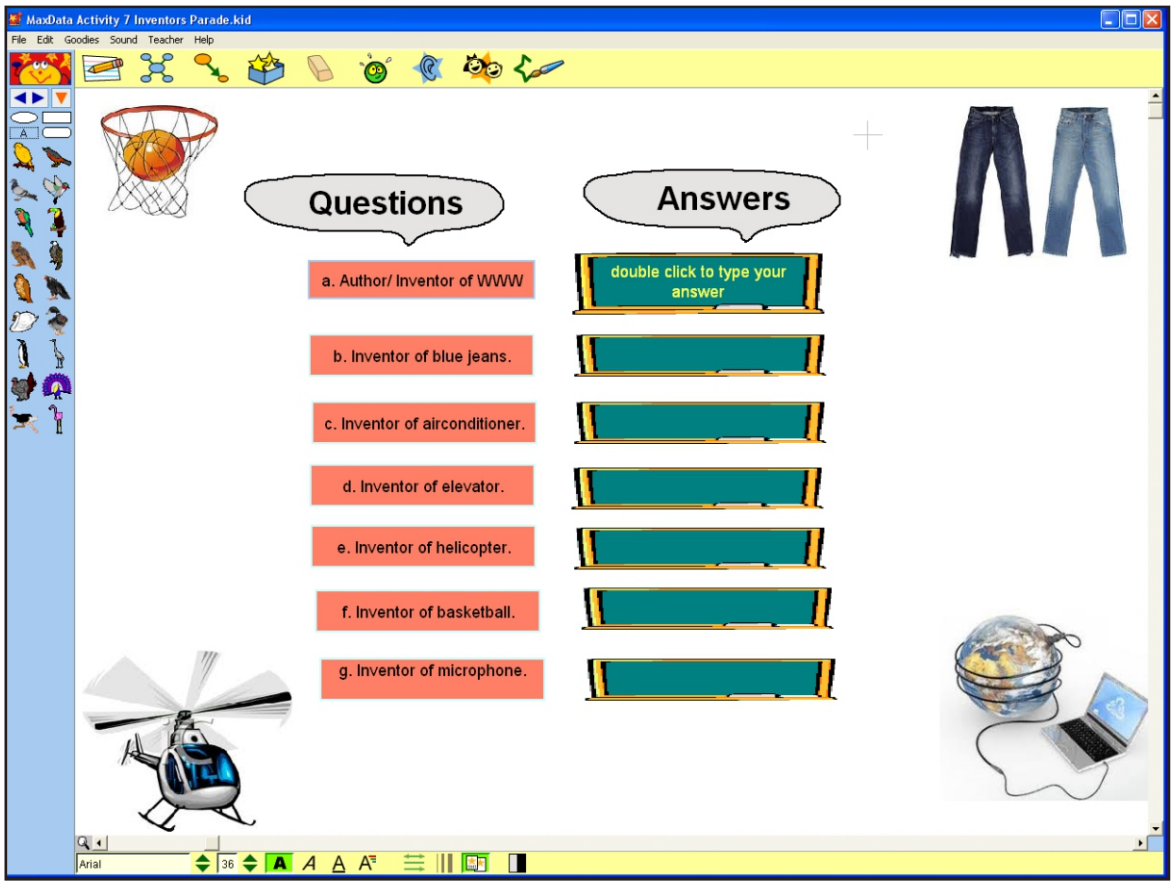
Score

Activity 88

Directions:

1. Launch MaxData.
2. Open the **Invention** database.
3. Perform search operations of the database.
4. Launch Inspiration and open **Inventor's Parade.**
5. Answer the questions in Inventor's Parade template by referring to the Invention database.
6. Save the activity as **Inventor's Parade**.

Preview



Tragic Titanic

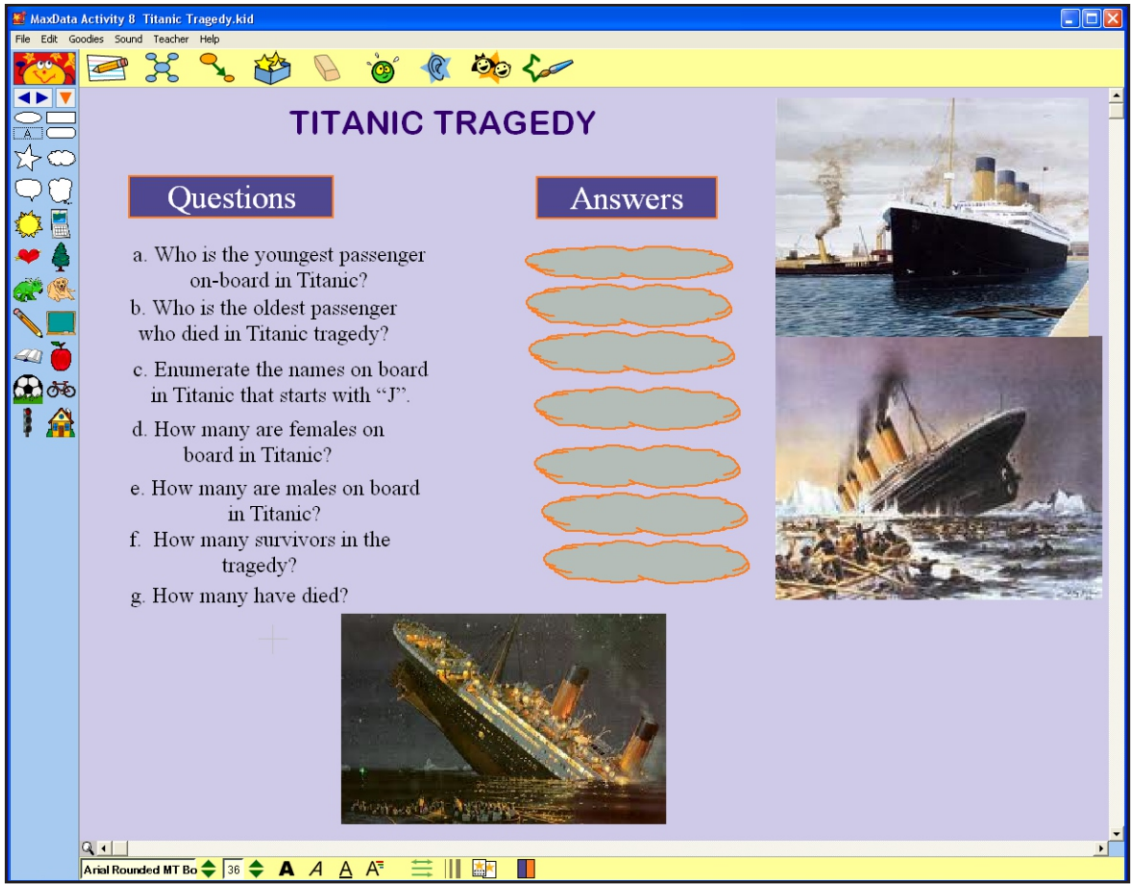
Score

Activity 89

Directions:

1. Launch MaxData.
2. Open the **Titanic** database.
3. Perform search operations of the database.
4. Launch Inspiration and open **Titanic Tragedy**.
5. Answer the questions found in Titanic Tragedy by referring to the Titanic database.
6. Save the activity as **Tragic Titanic**.

Preview



Our World

Lesson 31

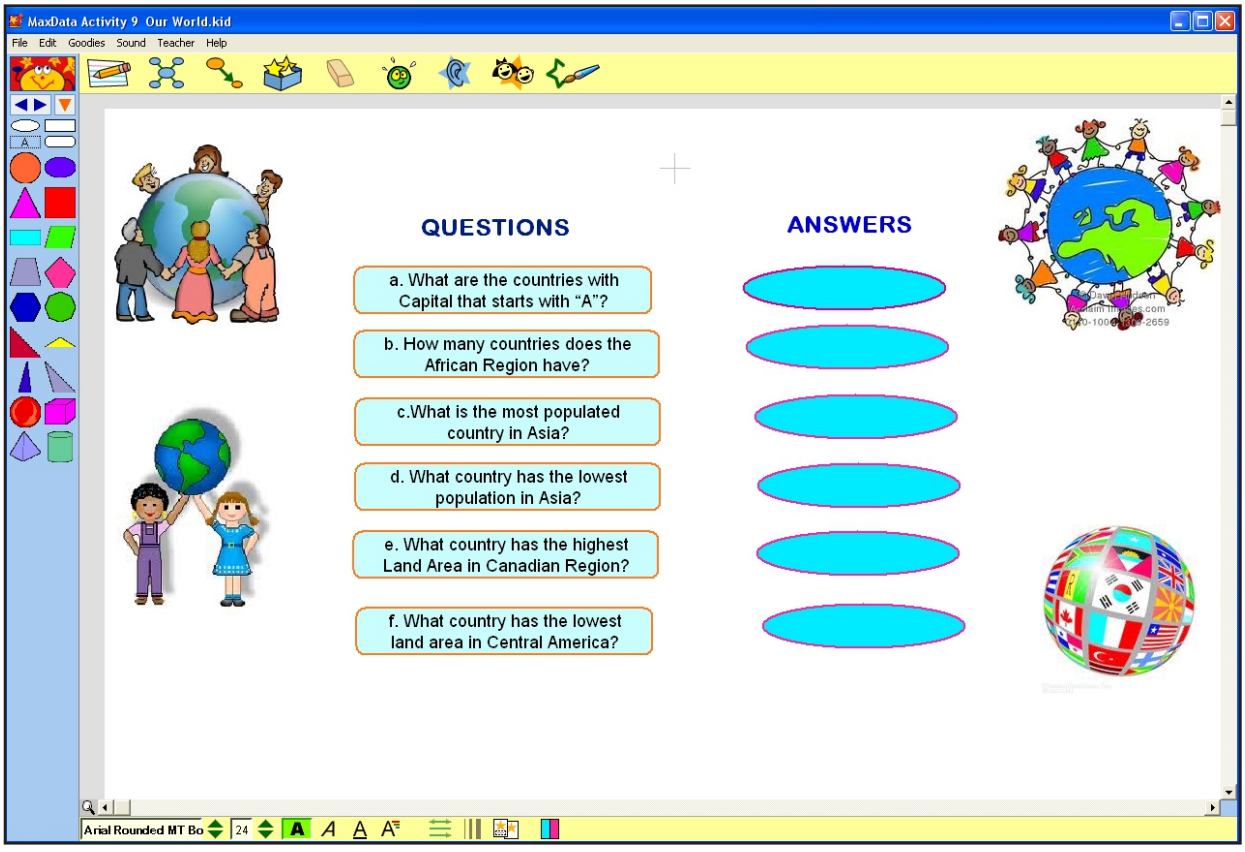
Score

Activity 90

Directions:

1. Launch Maxdata.
2. Open the **World Fact** database.
3. Perform sorting operation of data.
4. Launch Inspiration and open **Our World**.
5. Answer the questions in Our World template by referring to the World Fact database.
6. Save the database and the Inspiration file as **Our World**.

Preview



Dino's Information

Lesson 31

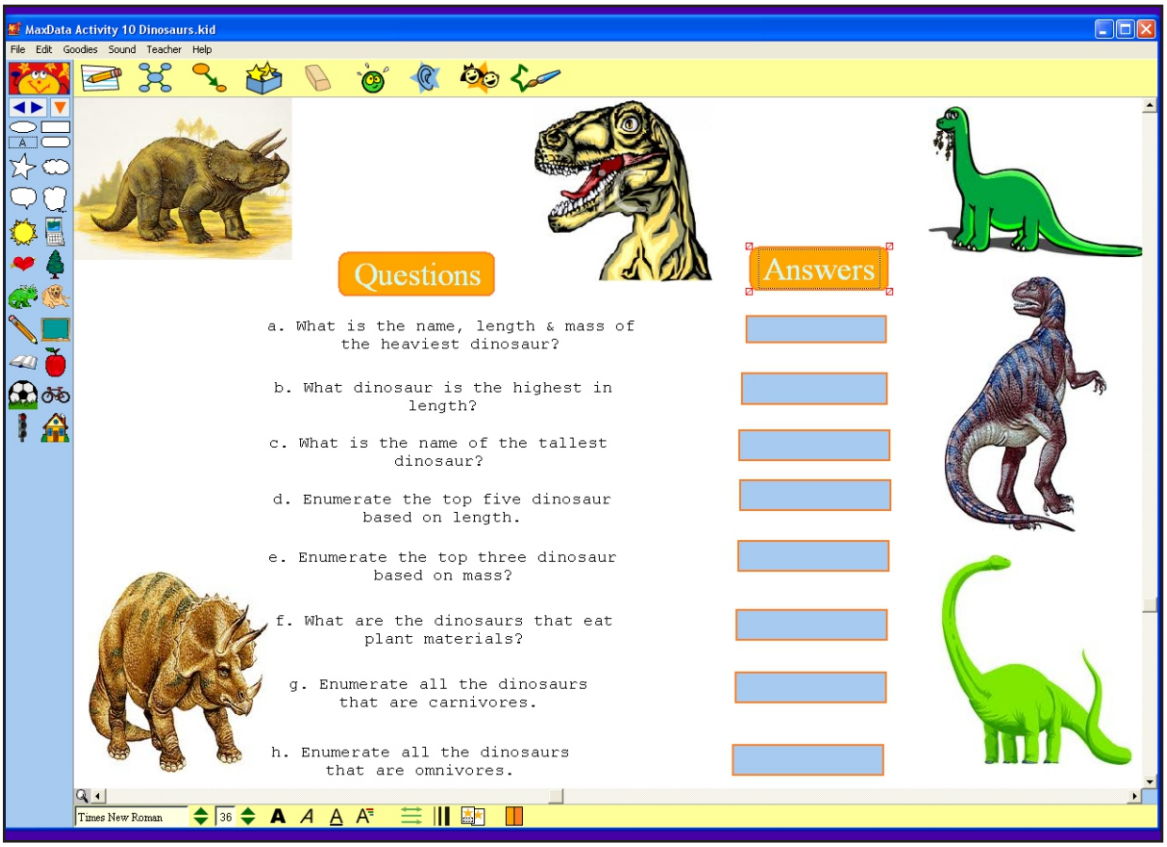
Score

Activity 91

Directions:

1. Launch MaxData.
2. Open the **Dinosaurs** database.
3. Perform sorting operation of data.
4. Launch Inspiration and open **Dino.**
5. Answer the questions in Dino's template by referring to the Dinosaurs database.
6. Save the database and the Inspiration file as **Dino's Information**.

Preview



Helpful Explorers

Lesson 31

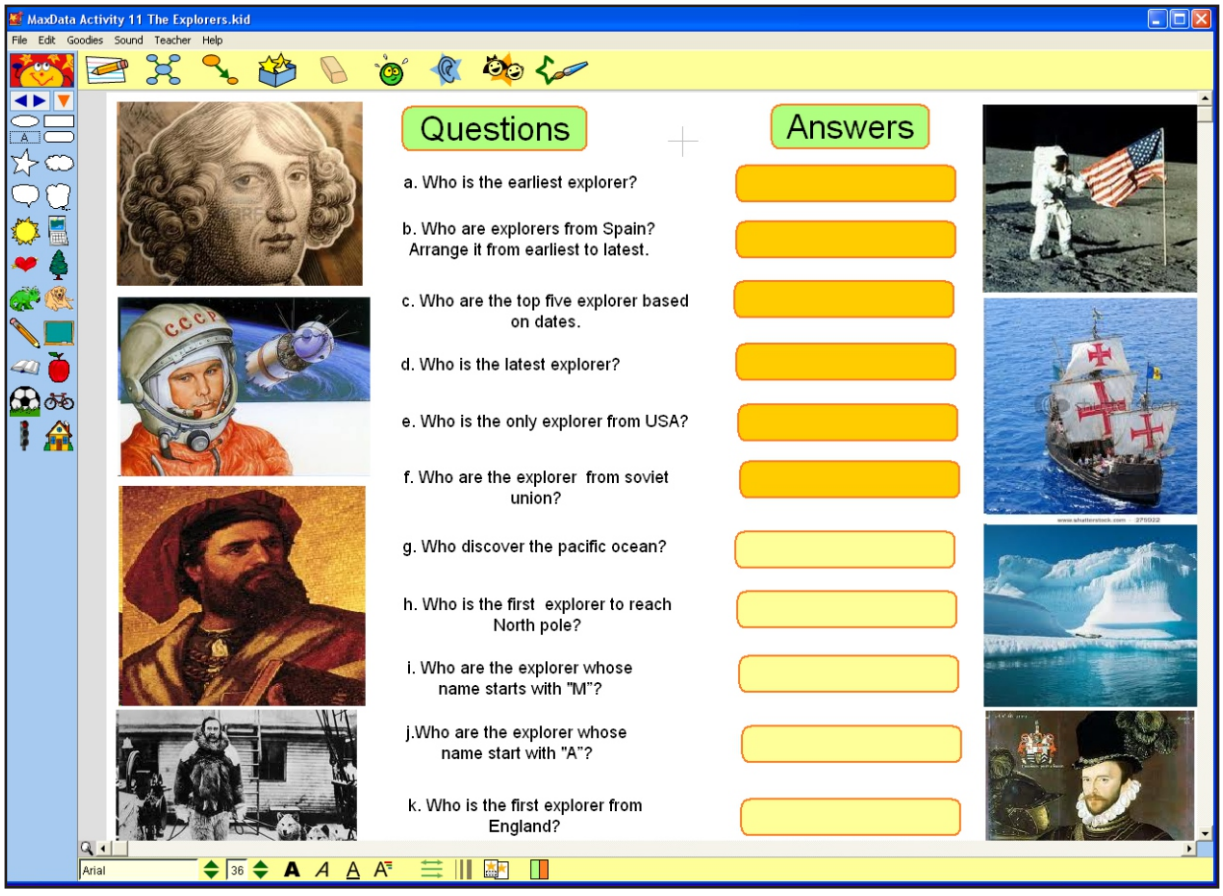
Score

Activity 92

Directions:

1. Launch MaxData.
2. Open the **Explorers** database.
3. Perform advance sorting operation of data.
4. Launch Inspiration and open **Helpful Explorers**.
5. Answer the questions in Helpful Explorers template by referring to the Explorers database.
6. Save the database and Inspiration file as **Helpful Explorers**.

Preview



MammaLandia

Lesson 31

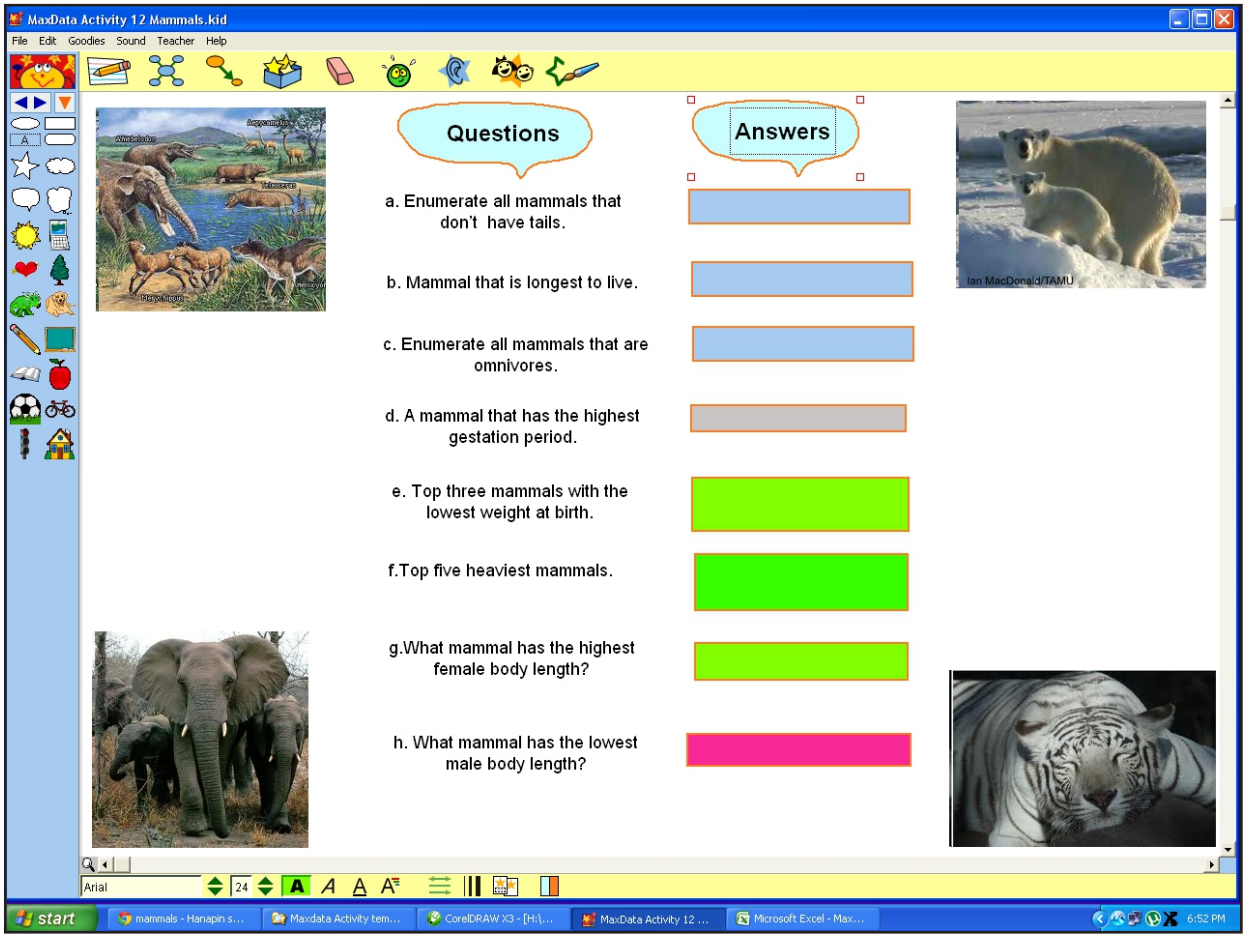
Score

Activity 93

Directions:

1. Launch MaxData.
2. Open the **Mammals** database.
3. Perform advance sorting of data.
4. Answer the questions in **Mammalandia** template by referring to the Mammals database. Use the copy and paste method for fast and easy way of answering.
5. Save the database and Inspiration file as **Mammalandia**.

Preview



Grouping Dinos

Score

Activity 94

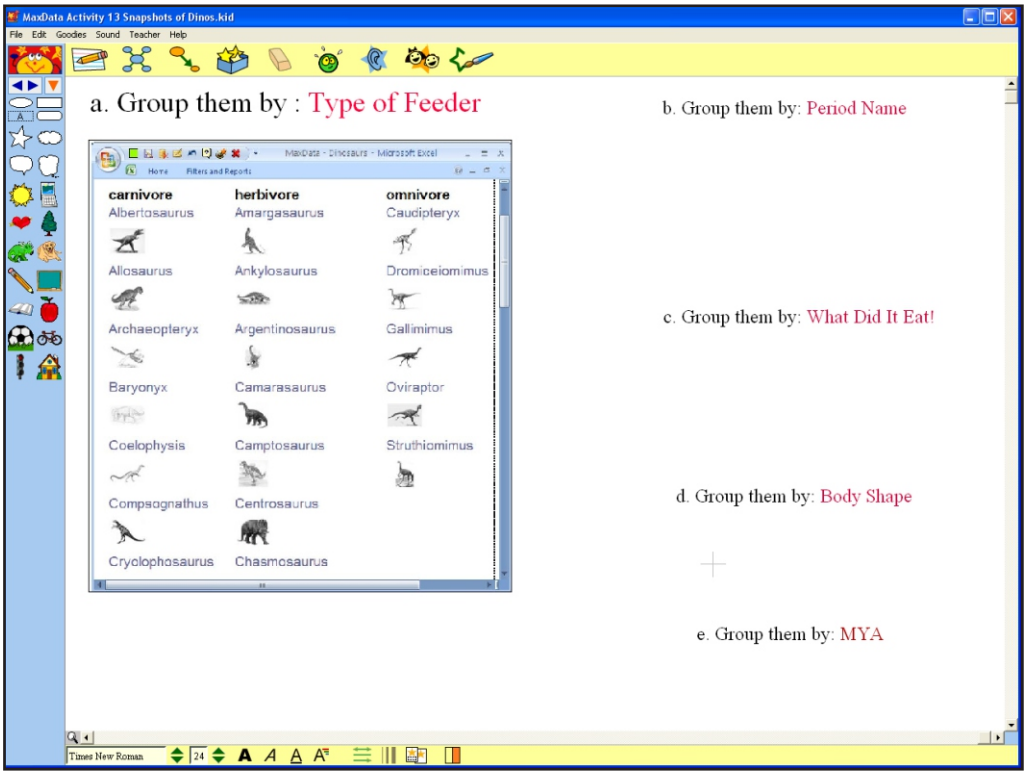
Directions:

1. Launch MaxData.
2. Open the **Dinosaurs** database.
3. Perform grouping of records.
4. Open **Grouping Dinos** template in Inspiration and answer each question by pasting the grouped record in Dinosaurs database to Inspiration work area.

Note: Use the PRINTSCREEN in your keyboard to capture the image and paste it to Inspiration.

5. Save the database and Inspiration file as **Grouping Dinos**.

Preview



Helping Them

Lesson 31

Score

Activity 95

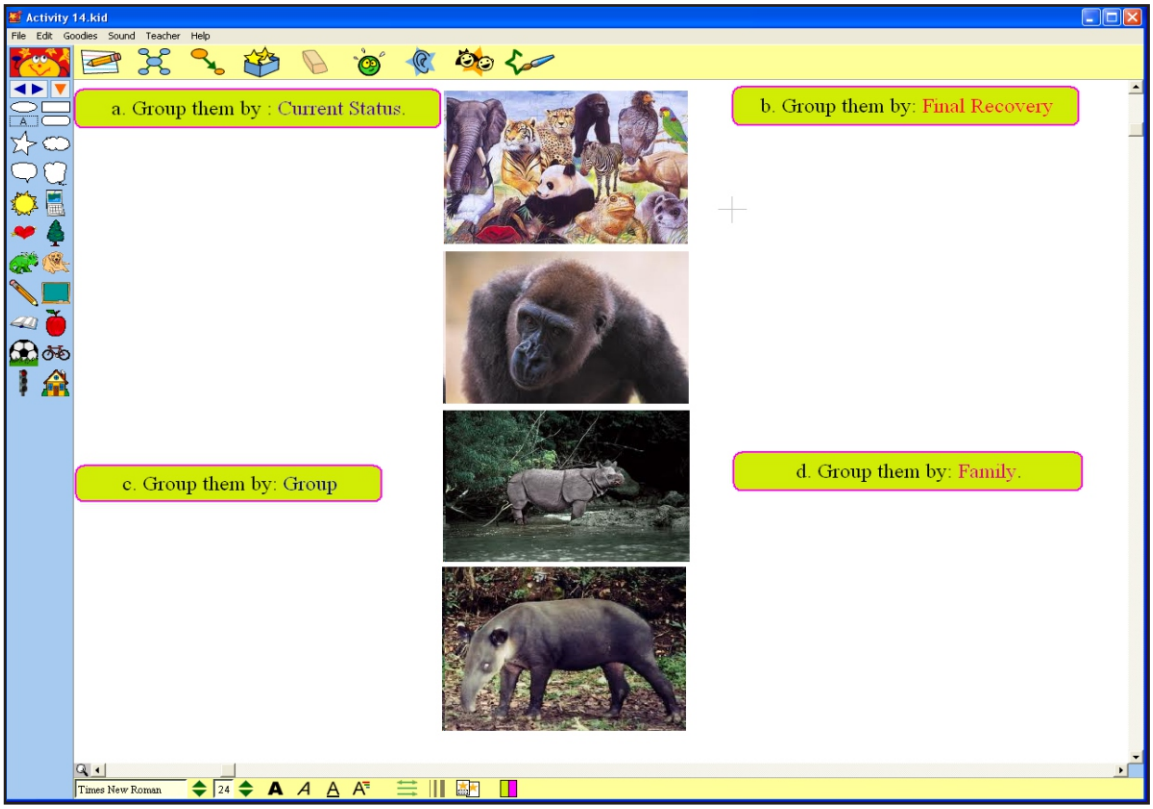
Directions:

1. Launch MaxData.
2. Open the **Endangered Species** database.
3. Perform grouping of records.
4. Open **Helping Them** template in Inspiration and answer each question by pasting the grouped record in Endangered Species database to Inspiration work area.

Note: Use the PRINTSCREEN in your keyboard to capture the image and paste it to Inspiration.

5. Save the database and Inspiration file as **Helping Them**.

Preview



Filtering Mammals

Lesson 31

Score

Activity 96

Directions:

1. Launch MaxData.
2. Open the **Mammals** database.
3. Perform filtering of records of the data by following the criterion below. Save the filtered records and name it after the filter's name.
4. Save the database as **Filtering. Mammals**.

Filter names and criteria

A. Filter Name: **On Diet** Criteria : **Diet = Carnivore**

B. Filter Name: **Body Length on Males** Criteria: **Male body length > 7 ft**

C. Filter Name: **Body Length on Females** Criteria : **body length < 10ft.**

D. Filter Name : **Lowest Tails** Criteria: **Tail length < 1ft.**

D. Filter Name : **Lighter Weights** Criteria: **Male weight <1000lbs**

F. Filter Name: **Life Time** Criteria: **Max life span > 20**

G. Filter Name: **Period of Gestation** Criteria : **Gestation period> 250**

Worst Earthquakes

Activity 97

Score

Directions:

1. Launch MaxData.
2. Open the **Earthquakes** database.
3. Perform filtering records of the data by following the criterion below. Save the filtered records and name it after the filter's name.
4. Save the database as **Worst Earthquakes**.

Filter names and criteria

A. Filter Name: **Asians Quakes** Criteria : **Region = Asia**

B. Filter Name: **Indos Quakes** Criteria: **Location = Indonesia**

C. Filter Name: **Quick Quake** Criteria : **magnitude < 6.5**

D. Filter Name : **East Quakes** Criteria: **Region = Middle East.**

D. Filter Name : **Lesser Deaths** Criteria: **Deaths <= 1000**

F. Filter Name: **90's** Criteria: **Year = 1990 to 1995**

Threaten Species

Lesson 31

Score

Activity 98

Directions:

1. Launch MaxData.
2. Open the **Endangered Species** database.
3. Perform filtering records of the data by following the criterion below. Save the filtered records and name it after the filter's name.
4. Save the database as **Threaten Species**.

Filter names and criteria

A. Filter Name: Endangered Birds Criteria : Group = birds and Current Status = endangered

B. Filter Name: Recovered Species Criteria : Current Status = threatened and Final Recovery Plan = Yes

C. Filter Name: Reptiles Recovered Criteria : Year Listed = <=1985 and Final Recovery Plan=Yes and Group = Reptiles

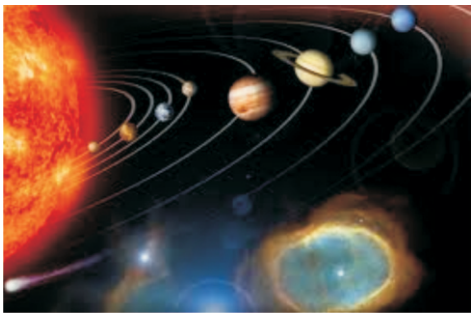
D. Filter Name: Unrecovered Species Criteria : Group=mammals or birds and Final Recovery Plan=No

Planet Facts

Lesson 31

Activity 99

Score



Directions:

1. Launch MaxData.
2. Open the **Planets** database.
3. Perform filtering records of the data by following the criterion below. Save the filtered records and name it after the filter's name.
4. Save the database as **Planet Facts**.

Filter names and criteria

A. Filter Name: **Hot Planets** Criteria : **Top 3 planets nearest from the sun**

B. Filter Name: **The Biggest 3** Criteria : **Top 3 biggest planets**

C. Filter Name: **Lighter Planets** Criteria : **Orbit Period > 10 and Voume <1000**

D. Filter Name: **Fast Planets** Criteria : **Spin Days <=1.03**

E. Filter Name: **Light Weight Planets** Criteria : **Weight <=100**

F. Filter Name: **Planets Temp** Criteria : **Average Temp**

G. Filter Name: **The Rings** Criteria : **Rings > 5**