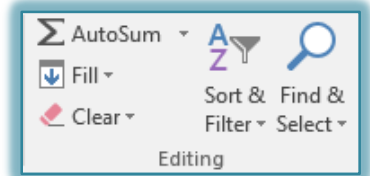


SORT DATA

When sorting data, it is possible to sort by one field at a time or by multiple fields. For example, you might want to sort by Department and within that department by Last Name and then by First Name. To do this, you would choose to sort by multiple columns. The instructions below work best if the worksheet is set up as a data base. A database is formatted with a blank row between the worksheet heading and the data that is to be sorted. If there isn't a blank row between the header of the worksheet and the data that is to be sorted, then the data to be sorted must be selected before the sort is processed.

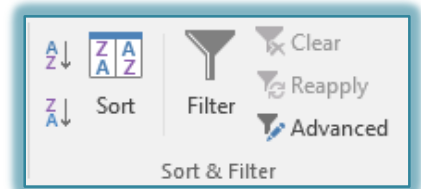
SORT BY ONE COLUMN

- † Place the insertion point in the column that is to be sorted.
- † Click the **Home Tab**, if necessary.
- † In the **Editing Group**, click the **Sort and Filter** button.
- † Click one of the following options:
 - ★ **Sort A-Z** - This will sort the data from the lowest to the highest value.
 - ★ **Sort Z-A** - Click this option to sort the data from the highest to the lowest value.



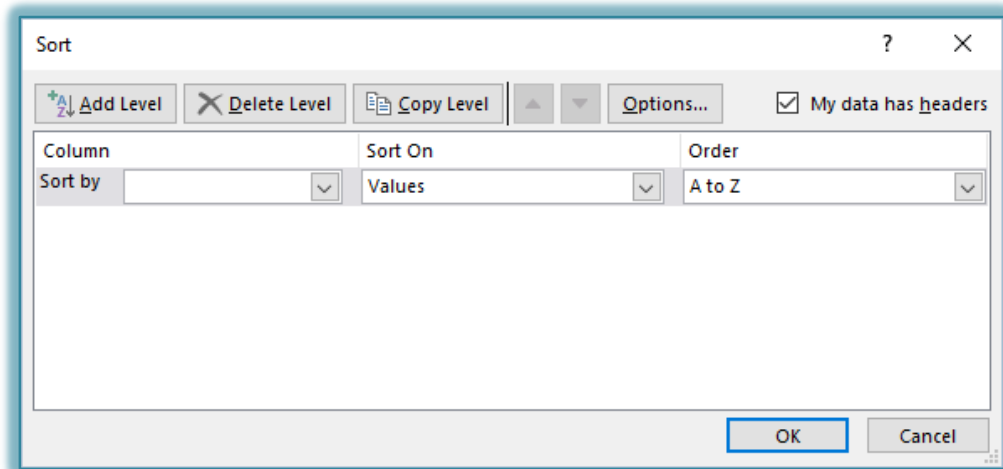
or

- † Place the insertion point in the column that is to be sorted.
- † Click the **Data Tab**.
- † In the **Sort and Filter Group**, click one of the options.
 - ★ **AZ** - To sort the data from the lowest to highest, click this button.
 - ★ **ZA** - Use this button to sort the data from the highest to the lowest value.

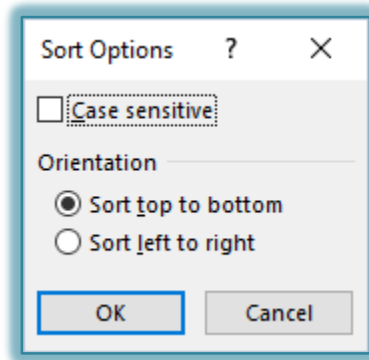


SORT BY MULTIPLE COLUMNS

- † Move to any cell in the database.
 - † Click the **Data Tab**.
 - † In the **Sort and Filter Group**, click the **Sort** button.
- or
- † Click the **Home Tab**.
 - † In the **Editing Group**, click the **Sort and Filter** button.
 - † In the list that appears, click **Custom Sort**.
 - † The **Sort** dialog box will display.



- † In the **Sort by** box, select the first column for which the data is to be sorted.
- † In the **Sort On** box, leave the default of **Values**. The other options are Cell Color, Font Color, or Cell Icon
- † In the **Order** box, select from:
 - ★ **A to Z** - This option is used to sort the data from the lowest to highest value.
 - ★ **Z to A** - Use this box to sort the data from the highest to lowest value.
 - ★ **Custom Lists** - To specify a custom list for the sort, click this button.
- † Click the **Add Level** button to add a second level to the sort.
- † The **Then by** box will display.
- † In this box, select the second sort level.
- † Continue this process until all the sort criteria have been specified.
- † To remove a sort level from the list:
 - ★ Select the level that is to be removed.
 - ★ Click the **Delete Level** button.
- † Click the **Copy Level** button to copy the same criteria for another level.
- † Click the **Up** and **Down** arrows to move the level of sort criteria up or down in the grid.
- † If the data that is being sorted has a header row, make sure a check mark appears in the **My data has headers** box.
- † Click the **Options** button to specify additional criteria for the sort.
- † The **Sort Options** dialog box will display.



- † Under the **Orientation** section, select from one of the following:
 - ★ **Sort Top to Bottom** - This option is used to sort the data by columns. This is the default for all sorts that are performed in an Excel database.
 - ★ **Sort Left to Right** - Use this option to sort the data by rows instead of by columns.
- † When all the options have been selected, click the **OK** button.
- † In the **Sort** dialog box, click the **OK** button to accept the sort criteria.