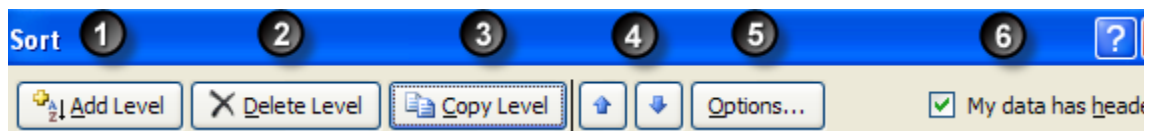


# Microsoft Excel - Additional Sort Options



## Additional Sort Options.

1. **Add level**
2. **Delete Level:** If you wish to remove a sort level, select the level you wish to remove and click on the **Delete Level** button.
3. **Copy Level:** Will allow you to duplicate a sort level, select the level you wish to duplicate and click **Copy Level**.

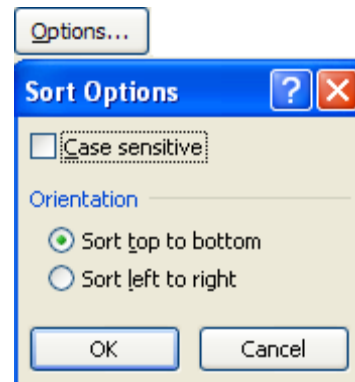


4. **Move up Down:** This will allow you to change the sort order priority.

5. **Options:** Addition sort options,

By default Excel is not case sensitive, select this option if required.

The default sort orientation is set to up & down the column, this new feature allows sort Left & Right on the row.



6. **My data has headers:** Normally a data table would have headings above the data to indicate what the contents of the columns contain.

The column headings do not get sorted with the rest of the data.

if your table does not have headings remove the tick from the box.