

Microsoft Excel - Creating a Custom List



Creating a Custom List.

In the following example we wish to sort employee records by four different departments.

The default sort in ascending mode would be :

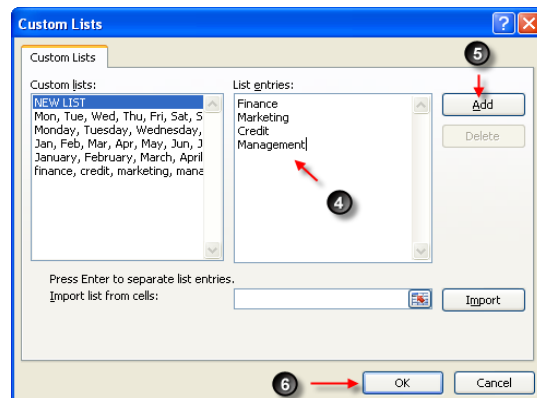
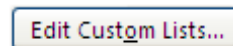
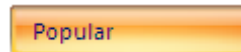
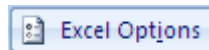
Credit, Finance, Management & Marketing.

We wish to sort the table by department in the following order:

Finance, Marketing, Credit & Management.

The Process.

1. From the Office Button select **Excel Options**.
2. **Select the Popular** option.
3. **Click on Edit Custom Lists.**
4. **Click into the List Entries** area, enter the departments in the required order.
5. **Click on the Add** button.
6. Click **Ok** to save the close the Custom List dialog box.

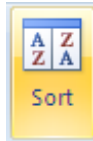


Applying a Custom List to the Sort Order.

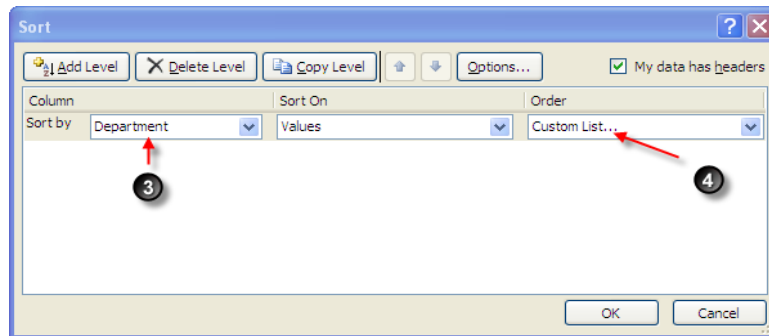
1. **Select** the table that you wish to sort.

A	B	C	D	E	F	G
<i>Surname</i>	<i>Initials</i>	<i>Department</i>	<i>Extn</i>	<i>Position Held</i>	<i>Salary</i>	<i>Bonus</i>
Beckett	WS	Finance	2664	Data Processor	10,000	500
Cartwright	PL	Marketing	4422	Marketing Officer	13,000	650
Clark	DH	Management	5002	Secretary	10,000	500
Clarke	SC	Credit	2114	Credit Analyst	12,000	600
Collins	TA	Marketing	5008	Marketing Officer	12,000	600
Dawkins	AJ	Management	5003	Consultant	25,000	1250
Lee	YT	Management	5521	Consultant	28,000	1400
Lynch	EE	Credit	6655	Credit Analyst	17,000	850
Major	JN	Finance	2455	Data Processor	10,000	500
Roslin	ON	Finance	5887	Secretary	11,000	550
Smith	ED	Finance	2558	Data Processor	12,000	600
Soni	GH	Marketing	6523	Marketing Officer	13,000	650
Taylforth	FC	Marketing	7535	Secretary	10,000	500
Taylor	ES	Management	5004	Personnel Officer	17,000	850
Wright	RD	Credit	9514	Credit Analyst	15,000	750

- From the **Data** tab select the Sort icon.

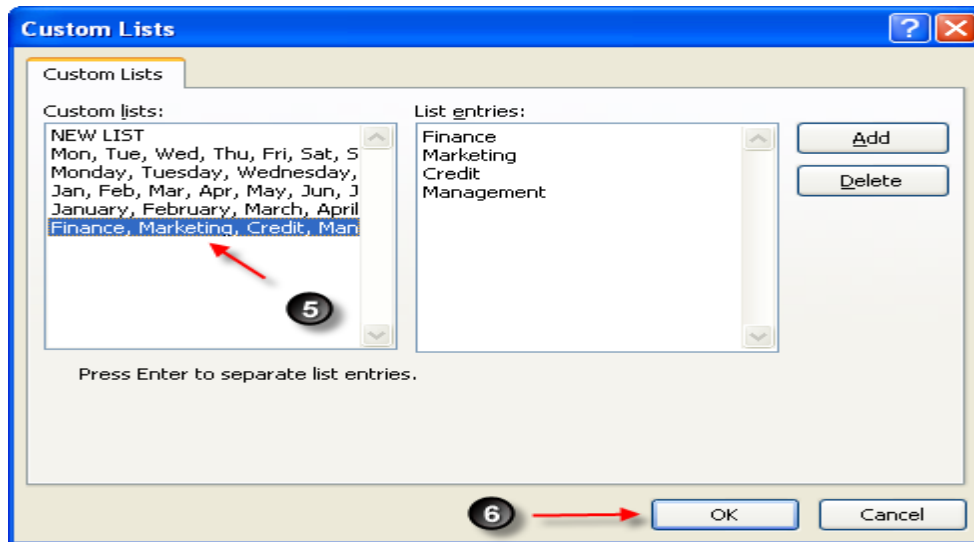


- Select the Column that you wish to sort by.



- From the **Order** select **Custom List Option**

- Select the custom list that you wish to apply to the sort.
- Click on the **Ok** button to select the required sort option.



7. The sort dialog is displayed once more, select the Ok button to apply the custom sort to the table.

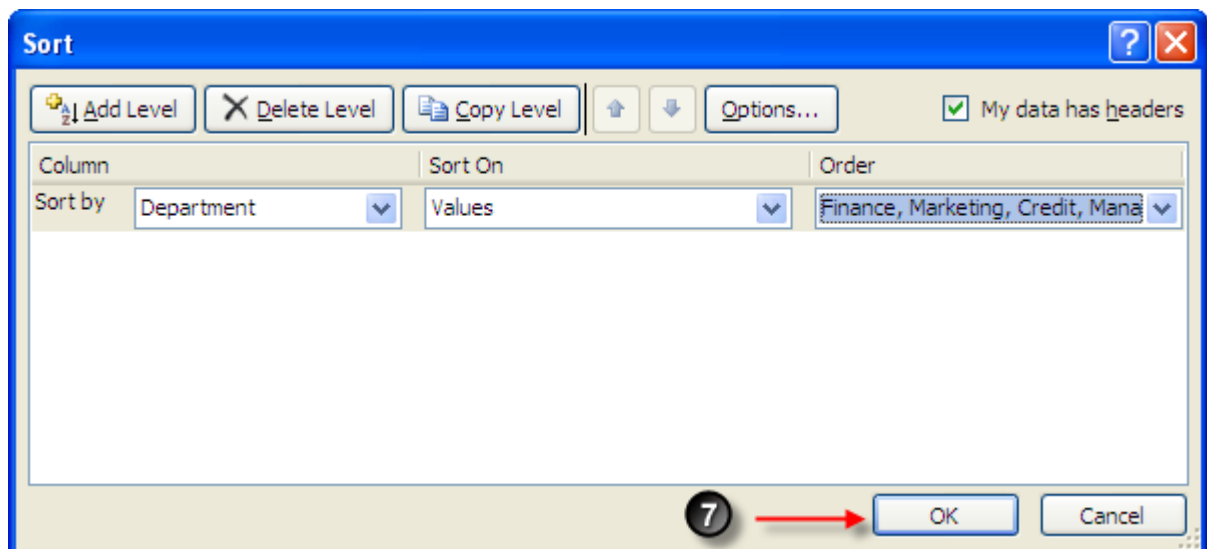
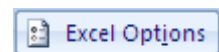


Table preview once the custom sort has been applied:

A	B	C	D	E	F	G
<i>Surname</i>	<i>Initials</i>	<i>Department</i>	<i>Extn</i>	<i>Position Held</i>	<i>Salary</i>	<i>Bonus</i>
Beckett	WS	Finance	2664	Data Processor	10,000	500
Major	JN	Finance	2455	Data Processor	10,000	500
Roslin	ON	Finance	5887	Secretary	11,000	550
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Dawkins	AJ	Management	5003	Consultant	25,000	1250
Lee	YT	Management	5521	Consultant	28,000	1400
Taylor	ES	Management	5004	Personnel Officer	17,000	850

Deleting a Custom List.

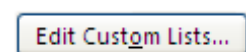
1. From the Office Button select **Excel Options**.



2. Select the **Popular** option.



3. Click on **Edit Custom Lists**.



4. Select the Custom List that you wish to delete.

5. Click on the **Delete** button.

6. Click **ok**.

