

3. Click on the **Sort Ascending** or **Descending** icon.

The data in the Table sort now be sorted by the column that you entered you cursor in.



The example table below has been sorted by the 'Department column'

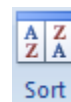
	A	B	C	D	E	F	G
1	<i>Surname</i>	<i>Initials</i>	<i>Department</i>	<i>Extn</i>	<i>Position Held</i>	<i>Salary</i>	<i>E</i>
2	Taylor	JC	Credit	5010	Manager	24,000	
3	Clarke	SC	Credit	2114	Credit Analyst	12,000	
4	Lynch	EE	Credit	6655	Credit Analyst	17,000	
5	Parker	JB	Credit	5011	Credit Analyst	16,000	
6	Walsh	CA	Credit	5012	Credit Analyst	13,000	
7	Wright	RD	Credit	9514	Credit Analyst	15,000	
8	Roslin	ON	Finance	5887	Secretary	11,000	
9	Watson	CB	Finance	5013	Manager	25,000	
10	Beckett	WS	Finance	2664	Data Processor	10,000	
11	Major	JN	Finance	2455	Data Processor	10,000	
12	Smith	ED	Finance	2558	Data Processor	12,000	
13	Taylor	DB	Finance	5015	Data Processor	10,000	
14	Clark	DH	Management	5002	Secretary	10,000	
15	Jones	ER	Management	5182	Secretary	12,000	
16	Taylor	ES	Management	5004	Personnel Officer	17,000	
17	Holloway	RM	Management	5001	Managing Director	50,000	
18	Dawkins	AJ	Management	5003	Consultant	25,000	
19	Lee	YT	Management	5521	Consultant	28,000	

Sorting by Multiple Columns.

In the previous example we will sort the data in the table by 'Department' in column "C".

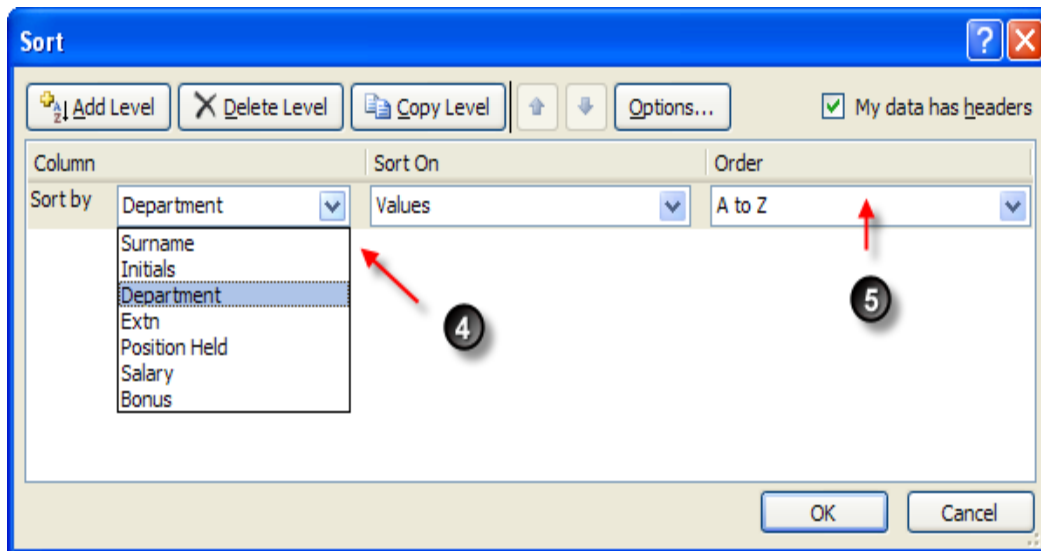
In this example we will sort firstly by 'Department' then by the 'surname' columns.

1. Click into a cell within the data table.
2. Select the **Data** tab.
3. Click on the **Sort** button.



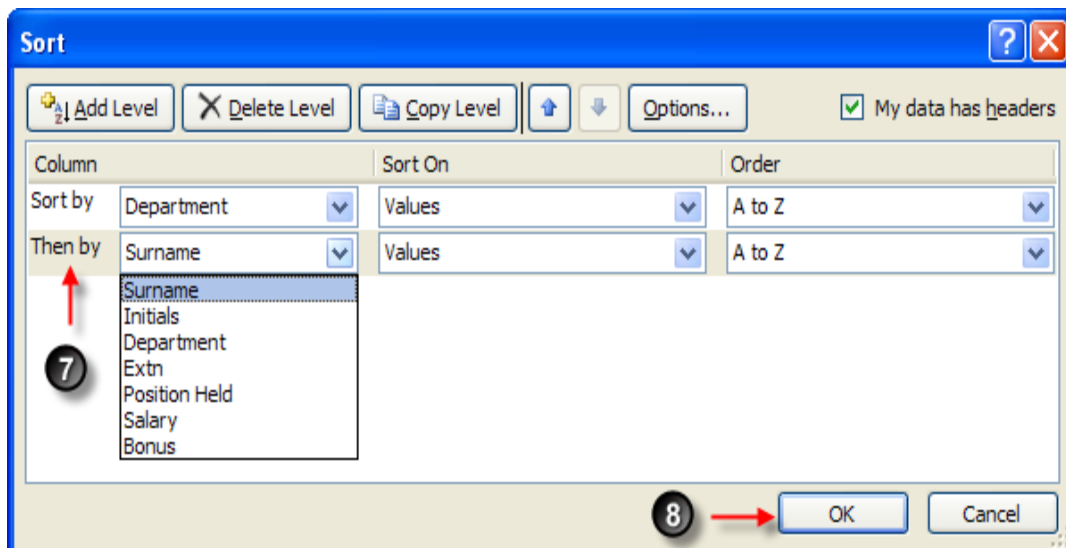
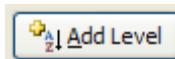
The Sort dialog box is displayed.

4. Select the **primary** (first column) you wish to sort. In this case 'Department'.
5. Select the **sort order** – A to Z or Z – A.



Applying the second sort level.

6. Click on the **Add Level** button.



7. Once the **Add Level** button has been pressed, the **Then By** option will be displayed.

Select the second sort level 'Surname' followed by the **Sort Order** (A to Z or Z to A).

8. Click **Ok** to apply the sort.

Preview of the data table once the sort has been applied.

	A	B	C	D	E	F	G
1	<i>Surname</i>	<i>Initials</i>	<i>Department</i>	<i>Extn</i>	<i>Position Held</i>	<i>Salary</i>	<i>B</i>
2	Clarke	SC	Credit	2114	Credit Analyst	12,000	
3	Lynch	EE	Credit	6655	Credit Analyst	17,000	
4	Parker	JB	Credit	5011	Credit Analyst	16,000	
5	Taylor	JC	Credit	5010	Manager	24,000	
6	Walsh	CA	Credit	5012	Credit Analyst	13,000	
7	Wright	RD	Credit	9514	Credit Analyst	15,000	
8	Beckett	WS	Finance	2664	Data Processor	10,000	
9	Major	JN	Finance	2455	Data Processor	10,000	
10	Roslin	ON	Finance	5887	Secretary	11,000	
11	Smith	ED	Finance	2558	Data Processor	12,000	
12	Taylor	DB	Finance	5015	Data Processor	10,000	
13	Watson	CB	Finance	5013	Manager	25,000	
14	Clark	DH	Management	5002	Secretary	10,000	
15	Dawkins	AJ	Management	5003	Consultant	25,000	
16	Holloway	RM	Management	5001	Managing Director	50,000	
17	Jones	ER	Management	5182	Secretary	12,000	
18	Lee	YT	Management	5521	Consultant	28,000	
19	Taylor	ES	Management	5004	Personnel Officer	17,000	
20	Cartwright	PL	Marketing	4422	Marketing Officer	13,000	
21	Collins	TA	Marketing	5008	Marketing Officer	12,000	
22	Evans	PL	Marketing	2554	Marketing Officer	14,000	
23	Foster	CL	Marketing	5005	Manager	23,000	
24	Johnson	TS	Marketing	5007	Marketing Officer	14,000	
25	Richards	VB	Marketing	8855	Manager	25,000	
26	Roberts	JL	Marketing	5006	Secretary	12,000	
27	Soni	GH	Marketing	6523	Marketing Officer	13,000	
28	Taylforth	FC	Marketing	7535	Secretary	10,000	

Note: The table has been sorted (grouped) firstly by 'Department' then by the people in the each of department(s).

Additional Sort Options.

1. **Add level:** (see above).
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**.

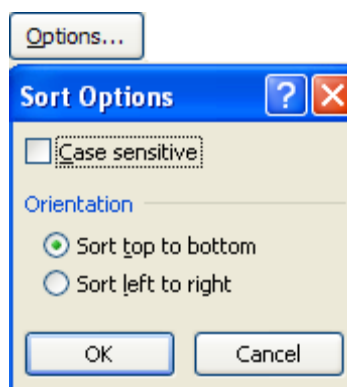


4. **Move up Down:** This will allow you to change the sort order priority.

5. **Options:** Additional sort options.

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

The default orientation is sort top to bottom, sort left to right is available within sort option.



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.

Customising the Sort Order.

When sorting the table Excel sorts either ascending or descending, however you are able to override this by creating your own sort order.

An example of this could be:

In the U.S.A. we often talk about the east and west coast, each having various states, you may wish to sort the table east coast first with the each state in a certain order followed by the west coast.

The problem is in both east and west you may have states starting with the same letter, so when sorted the east and west will be mixed together incorrectly.

This is where we can create a custom list, the custom list will allow us to enter each of the individual states into the order required be sorted.

So in short we create a custom list and apply the sort to the custom list allowing us to override the default sort order.

