

Microsoft Word - Sorting Tables



Sorting Tables.

After you have entered data into your table it is possible to sort the data by up to three columns ascending or Descending.

In the example below we wish to sort our table firstly by country then by company name.

Pre sort:

Company Name	First Name	Last Name	Country	Phone
Ana Trujillo Emparedados	Ana	Trujillo	Mexico	(5) 555-4729
Antonio Moreno Taquería	Antonio	Moreno	Mexico	(5) 555-3932
Around the Horn	Thomas	Hardy	UK	(171) 555-7788
Berglunds snabbköp	Christina	Berglund	Sweden	0921-12 34 65
Blauer See Delikatessen	Hanna	Moos	Germany	0621-08460
Bólido Comidas preparadas	Martín	Sommer	Spain	(91) 555 22 82
B's Beverages	Victoria	Ashworth	UK	(171) 555-1212
Cactus Comidas para llevar	Patricio	Simpson	Argentina	(1) 135-5555
Centro comercial Moctez	Francisco	Chang	Mexico	(5) 555-3392
Chop-suey Chinese	Yang	Wang	Switzerland	0452-076545
Comércio Mineiro	Pedro	Afonso	Brazil	(11) 555-7647
Consolidated Holdings	Elizabeth	Brown	UK	(171) 555-2282
Drachenblut Delikatessen	Sven	Ottlieb	Germany	0241-039123
Ernst Handel	Roland	Mendel	Austria	7675-3425

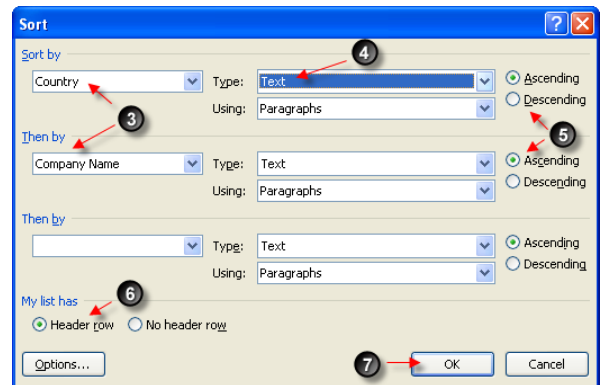
Sort Process:

1. **Place** your cursor within the table.
2. **Select** the **Home** tab → **Paragraph** group → **Sort**



The sort dialog box will be displayed. Select the required options and click Ok,

3. **Select** the columns that you wish to sort by.
4. **Click** the **Type** list arrow, and select the table cell content type.



5. **Click** on the **Ascending** or **Descending** option for each sort order.
6. If you have used headings in you table you will not wish them to be included in the sorting and to stay at the top of the table, in this case you would select **Header row**.
If you have not used headings in your table, select **No header row**.
7. Click **Ok** to perform the table sort.

Results: Sorted by Country then by company name.

Company Name	First Name	Last Name	Country	Phone
Cactus Comidas para llevar	Patricio	Simpson	Argentina	(1) 135-5555
Ernst Handel	Roland	Mendel	Austria	7675-3425
Comércio Mineiro	Pedro	Afonso	Brazil	(11) 555-7647
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