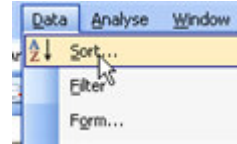


SORTING DATA

1. You can select all of the data in your data list.

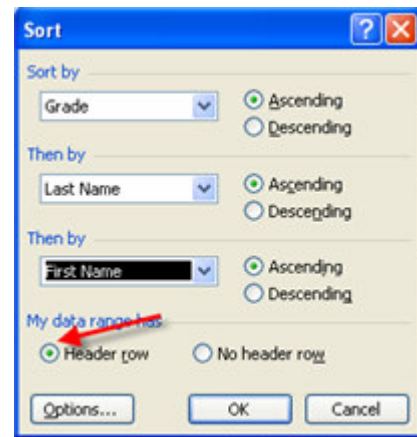
Or, before initiating the sorting dialog, make certain the cursor is located somewhere within the data list; however, if you do it this way, you will be prompted to indicate whether the selection of data is to be expanded to capture all of the data, to which you will answer yes.

2. Go to Data on menu bar and select Sort from the drop-down list of commands.



3. A dialog box will appear. At the bottom of the Sort window, make sure that Header Row is selected if you have a title row.

With this selection, you will be able to sort by the column names you have.



4. Select the first field you want to sort by from the drop-down list and specify Ascending or Descending order. Select the second and third fields you want to sort by (if desired).

Multiple sorts can be done at once. For example, the Sort at the right will list all students in one grade level alphabetically, then repeat the process for the next higher grade level. Click on OK to execute the sort.

5. If your worksheet has no header row, you will need to sort by column heading such a 'Column A' or 'Column C'.

