

SORTING DATA

When sorting data, it is possible to sort by one field at a time or by multiple fields. For example, you might want to sort by Department and within that department by Last Name and then by First Name. To do this, you would choose to sort by multiple columns.

Sort by One Column

- ❖ Select any cell in the column that is to be sorted, such as the Department column.
- ❖ Click the **Sort Ascending** (A-Z, down arrow) button on the toolbar (see illustration at right).
- ❖ Click the **Sort Descending** (Z-A, down arrow) button to sort the records in Z-A order (see illustration at right). This will sort the records in 100-1 or Z-A order.



Sort by Multiple Columns

- ❖ Move to any cell in the database.
- ❖ Click **Data** on the **Menu Bar**.
- ❖ Choose **Sort** from the list that appears.
- ❖ The **Sort** dialog box will display (see illustration at right).
- ❖ Click the **down arrow** in the **Sort By** text box.
- ❖ Choose the field that is to be sorted first, such as **Department** from the drop-down list text box.
- ❖ In the **Then by** list, choose a second field to sort by, such as **Last Name**.
- ❖ In the next **Then By** list, choose a field to sort by, such as **First Name**.
- ❖ Make sure **Header Row** is checked. This tells Excel to exclude the row of Field Names from the sort.
- ❖ If **No Header Row** is selected, the row of field names will be included in the sort like a regular record.
- ❖ Click the **Options** button, if desired.
- ❖ The **Sort Options** dialog box will display (see illustration at right).
- ❖ Click the list arrow for **First Key Sort Order** to see what is available.
- ❖ To have the records sort by case, click the **Case Sensitive** check box.
- ❖ To change the **Orientation** of the sort, click one of the options in that area. They are:
 - **Sort top to bottom** - This option will sort the records by column.
 - **Sort left to right** - Click this option button to sort the records by row.
- ❖ Click **OK** to exit the **Sort Options** dialog box.
- ❖ Click **OK** to exit the **Sort** dialog box and sort the records by the specified fields.

