

## 08 Sorting Data

### *Introduction*

As you add more content to a worksheet, organizing that information becomes especially important. You can quickly **reorganize** a worksheet by **sorting** your data. For example, you could organize a list of contact information by last name. Content can be sorted alphabetically, numerically, and in many other ways.

Click the link below to view the video:

 **Link:** [Sorting Data](#)

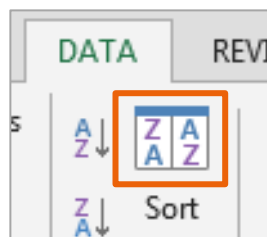
Complete the following exercises:

### Exercise 08a

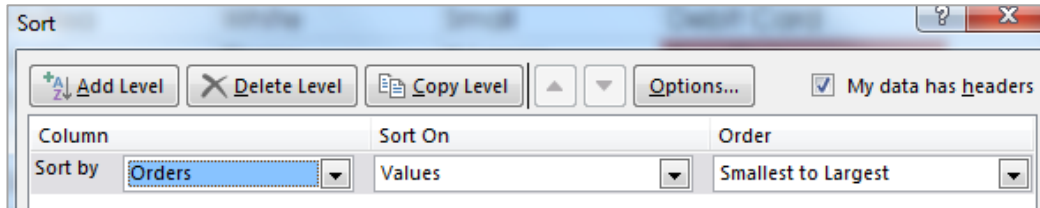
- Open a file on your computer:  
UNIT 6 EXCEL > 08 EXCEL EXERCISE >  
**Excel 08 Template SORTING DATA**
- File > Save As > My Documents
- Name your file:  
**Excel 08a YourFirstNameLastInitial SORTING DATA**  
Click Save
- Sort a Range:
- Select cells **G3 to H7**.

Date	Orders
Friday, April 5, 2013	5
Friday, April 12, 2013	7
Friday, April 19, 2013	10
Friday, April 26, 2013	5

- In the **Data Tab** click the **Sort Icon**.



- In the Pop Out window  
Sort by: **Orders**  
Sort on: **Values**  
Order: **Smallest to Largest**.



- Click **OK**  
The orders are now listed by the number of orders from smallest to largest.

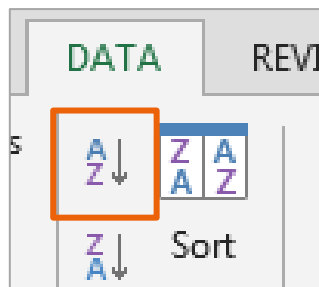
Total Orders By Date	
Date	Orders
Friday, April 5, 2013	5
Friday, April 26, 2013	5
Friday, April 12, 2013	7
Friday, April 19, 2013	10

**Sort** the 2013 T-Shirt Order Worksheet alphabetically by the Last Name:

- Click** on the **"C"** to select The Last Names column.

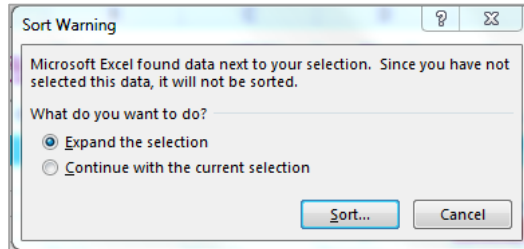


- Sort using the **Ascending** command to Sort **A to Z**.



- When the Sort Warning pops up, make sure the **Expand the selection** button is select and click **Sort**.

Choosing this option will sort the information in the other columns to sort according to the last names.



The worksheet is now sorted according to alphabetically listed last names.

- Save your assignment and email it to your instructor.**

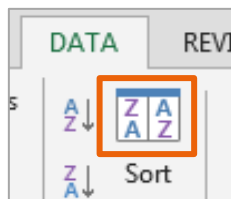
### Exercise 08b

*Complete the exercise below.*

- Open 08 EXCEL EXERCISE > **Excel 08 Template SORTING DATA**
- File > Save As > My Documents
- Name your file: **Excel 08b YourFirstNameLastInitial SORTING DATA**  
Click **Save**.

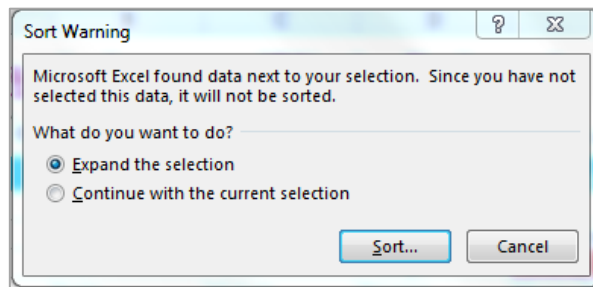
**Custom Sort** the 2013 T-Shirt Order Worksheet by T-Shirt Size:

- Click** on the **“D”** to select TheT-Shirt size column.
- In the **Data Tab** click the **Sort Icon**.

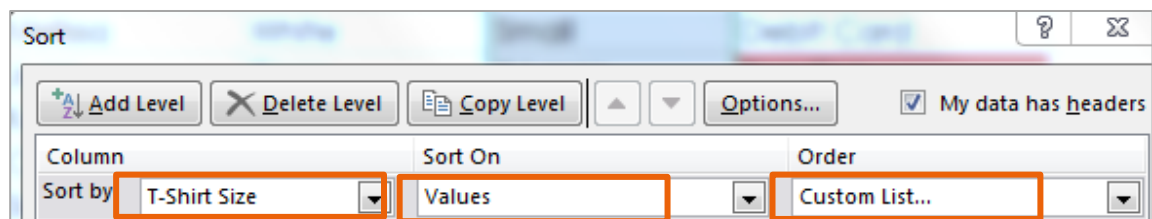


- When the Sort Warning pops up, make sure the **Expand the selection** button is selected and click the **Sort** button.

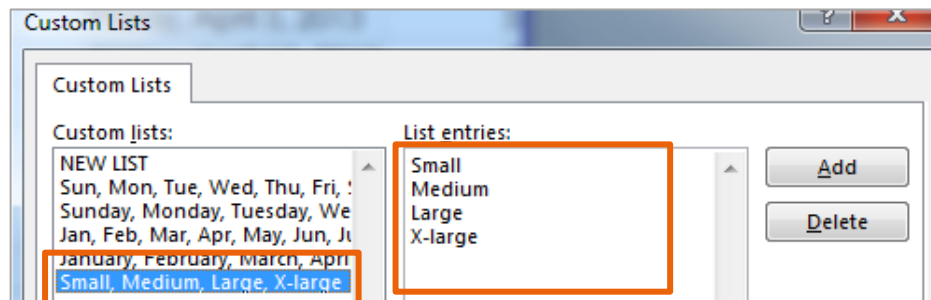
Choosing this option will sort the information in the other columns to sort according to the T-shirt sizes.



- In the pop out box, **select Sort by T-Shirt Size, Sort on Values order Custom List**



- In the Customs List Box **click the List: Small, Medium, Large, X-Large.**  
If the list is not there, you may also type the list in the List entries box.

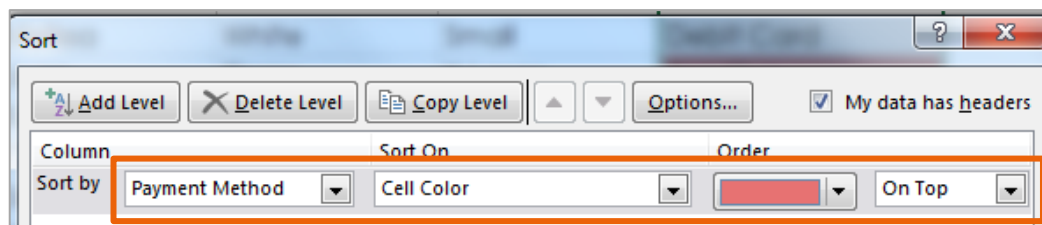


- Click OK**  
The worksheet is now sorted according to T-shirt size.
- Save your assignment and email it to your instructor.**

## Exercise 08c

Complete the exercise below.

- Open a file on your computer:  
UNIT 6 EXCEL > 08 EXCEL EXERCISE >  
**Excel 08 Template SORTING DATA**
- File > Save As > My Documents
- Name your file: **Excel 08c YourFirstNameLastInitial SORTING DATA**  
Click **Save**.
- Custom Sort** the 2013 T-Shirt Order Worksheet by Payment Method:
  - Click** on the “E” to select The Payment Method Column
  - In the **Data Tab** click the **Sort Icon**.
  - When the Sort Warning pops up, make sure the **Expand the selection** button is selected and click the **Sort** button.  
Choosing this option will sort the information in the other columns to sort according to the Payment Method.
  - In the pop out box, **select**  
*Sort by* **Payment Method**  
*Sort on* **Cell Color**  
*Order*(choose the colour) and select **On Top**



- Click **OK**  
The worksheet is now sorted according to payment method
- Save your assignment and email it to your instructor.**