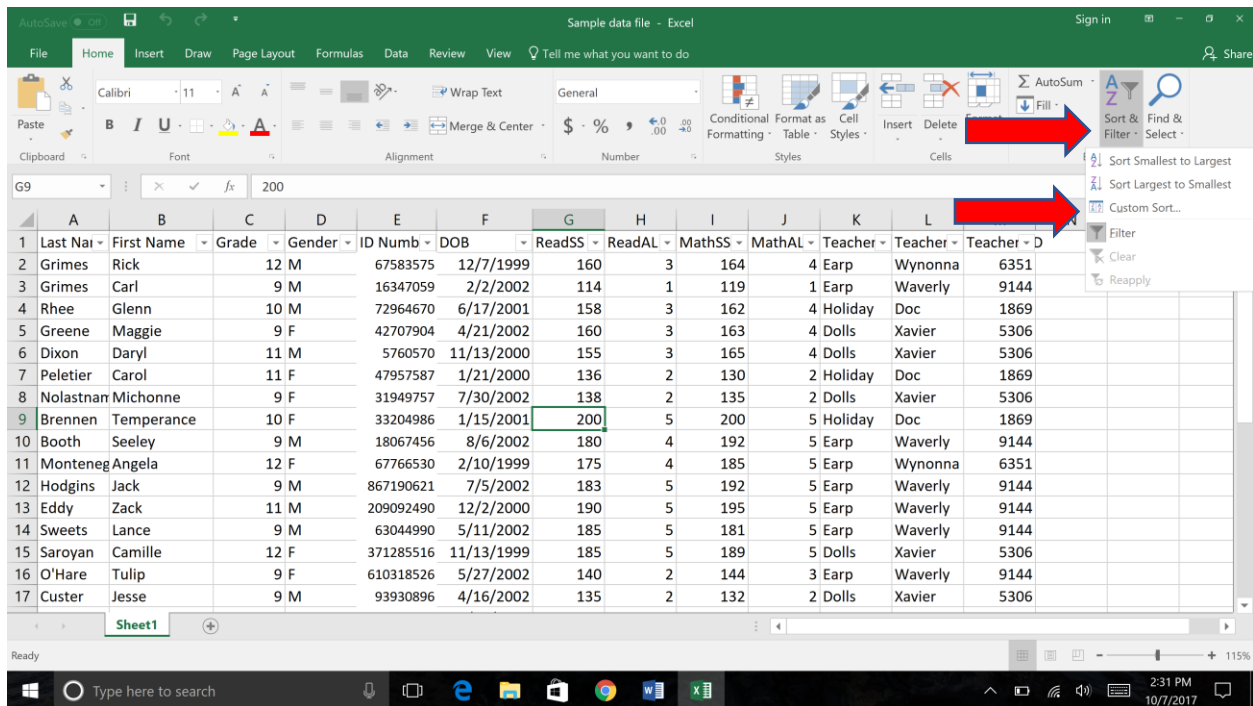


Using the SORT Function in Excel: a Tutorial

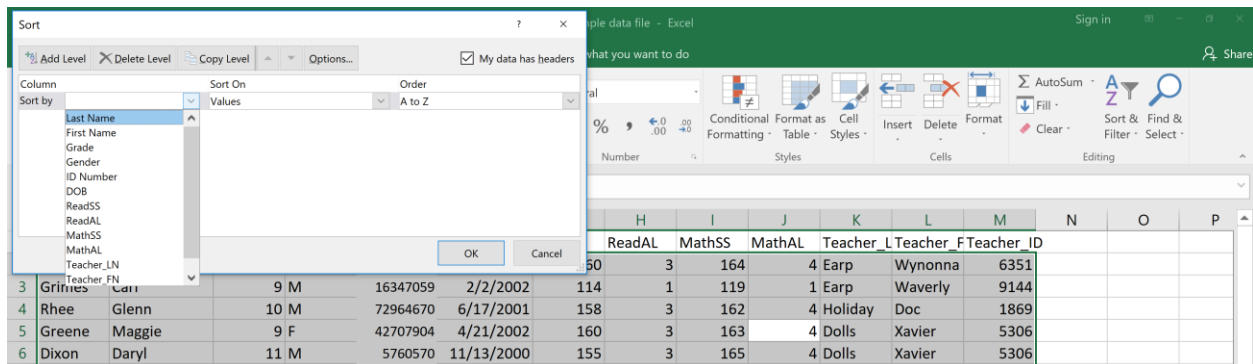
Let's take scenario 1.

I have a data file with many student records. The data file contains several fields including student last names, first names, scores, teacher names, etc. Let's say I have a need for these student records to be sorted alphabetically. Not doing that manually. No way. So here is what we do.

Step 1: Click on the Sort and Filter icon on the ribbon. Choose Custom Sort.



Step 2: In the dialogue box, you want to make sure that the 'My data has headers' box is CHECKED.



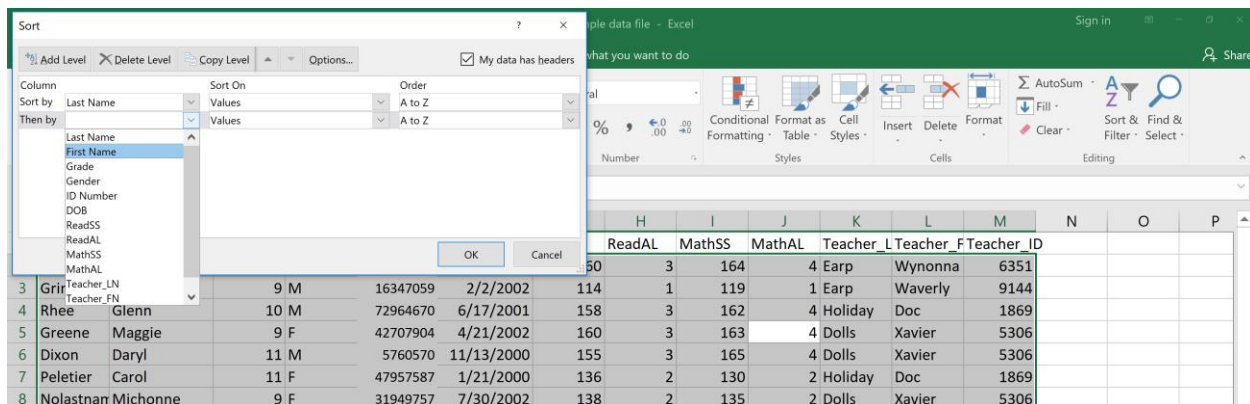
Step 3: Under Column, Sort by, click on the dropdown arrow and choose Last Name.

Step 4: Click OK.

Now I have a sorted sheet, but notice the I have a few students with the same last name, and I want the sheet to be alphabetized by first name, too. No problem.

Step 5: Go back to the Sort and Filter icon on the ribbon and choose Custom Sort.

Step 6: Click Add Level and notice that a Then by was added under your Sort by Last Name.



	ReadAL	MathSS	MathAL	Teacher_L	Teacher_F	Teacher_ID							
3	Grip	9	M	16347059	2/2/2002	114	1	119	1	Earp	Wynonna	6351	
4	Rhee	Glenn	10	M	72964670	6/17/2001	158	3	162	4	Holiday	Doc	1869
5	Greene	Maggie	9	F	42707904	4/21/2002	160	3	163	4	Dolls	Xavier	5306
6	Dixon	Daryl	11	M	5760570	11/13/2000	155	3	165	4	Dolls	Xavier	5306
7	Peletier	Carol	11	F	47957587	1/21/2000	136	2	130	2	Holiday	Doc	1869
8	Nolastnan	Michonne	9	F	31949757	7/30/2002	138	2	135	2	Dolls	Xavier	5306

Step 7: Use the dropdown arrow for Then by to add First Name.

Step 8: Click OK.

You can use these steps to keep finessing your data. For example, let's say that although you still need the data alphabetized by name, you also need it sorted by grade level first. You can do this easily by changing your dropdown options.

Step 9: Sort and Filter > Custom Filter.

Step 10: In the first dropdown, change Last Name to Grade.

Step 11: In the second dropdown, change First Name to Last Name.

Step 12: Click Add Level and then choose First Name in the dropdown.

Step 13: Click OK.

And the list is now (wonderfully!) sorted first by grade, then last name, then first name. And it only took a few clicks!

Scenario 2 is a variation on the last example. In this scenario, let's say that we need to see the data sorted by teacher. Maybe we still want the data sorted by grade and name, too.

Step 1: Sort & Filter > Custom Sort

Step 2: Change the Sort by Grade to Sort by Teacher_LN.

The screenshot shows the 'Sort' dialog box in Microsoft Excel. The 'Sort by' dropdown is set to 'Teacher_LN', 'Then by' is 'Last Name', and 'Then by' is 'First Name'. The 'Sort On' dropdown is 'Values' and the 'Order' dropdown is 'A to Z'. The 'My data has headers' checkbox is checked. The background shows a spreadsheet with columns H through P. The visible data includes columns for ReadAL, MathSS, MathAL, Teacher_L, Teacher_F, and Teacher_ID. The data rows are:

	ReadAL	MathSS	MathAL	Teacher_L	Teacher_F	Teacher_ID							
50	3	164	4	Earp	Wynonna	6351							
3	Grimes	Carl	9	M	16347059	2/2/2002	114	1	119	1	Earp	Waverly	9144
4	Rhee	Glenn	10	M	72964670	6/17/2001	158	3	162	4	Holiday	Doc	1869

Step 3: If you don't need the students sorted by grade, click OK. Student names are still alphabetized.

OR

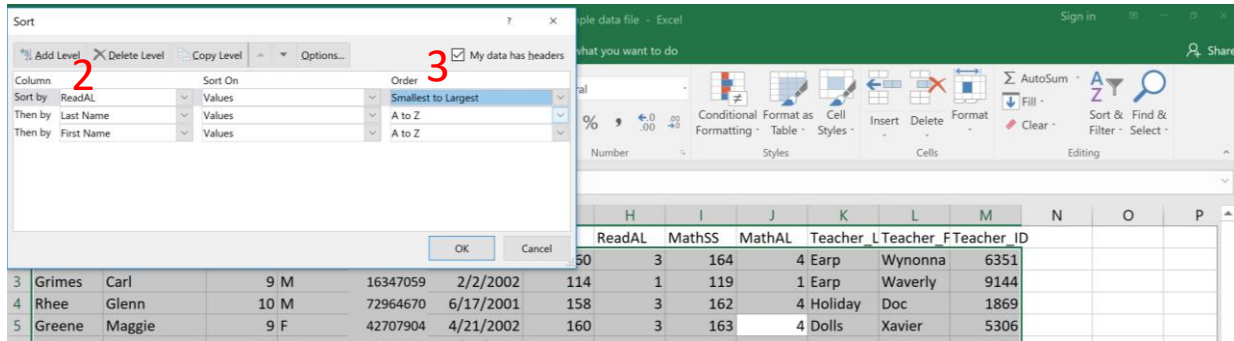
If you want to keep the sorting by Grade, Last Name, First Name, then follow Steps 10-13 above (scenario 1).

Scenario 3 is a bit different, but the sorting steps remain the same. Instead of dealing with names, what if we needed our data sorted by score. Let's use the Reading achievement level as our example. That is the column named Read AL. We start the same way.

Step 1: Sort & Filter > Custom Sort.

Step 2: Change Sort by Teacher_LN to ReadAL.

Step 3: In the Order column on the right, you can choose how you want the data sorted. I will choose Largest to Smallest.



Step 4: I can click OK now, if I want to and preserve my other levels of sort. Or I can delete those levels easily by moving to that level and then choosing Delete Level and then OK.