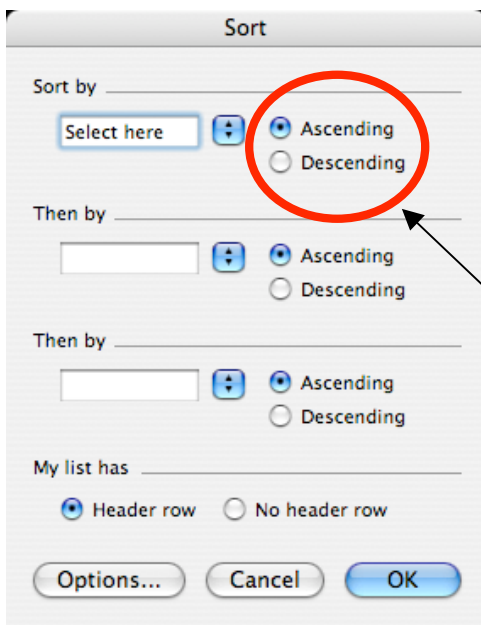


## Excel- Sorting Your Data

***When you sort data, you can organize your list by column headings. For example, lets say you had a list of baseball players, their jersey numbers, and their batting averages in a spreadsheet. You could create three different lists: a list sorted alphabetically by player name, or a list sorted by jersey number, or a list sorted so that it lists the players in order of batting average.***

### **A. Simple Sorting of Data**

1. Input your data into an Excel Spreadsheet.
2. Highlight the data that you want to sort.
3. Sort the data by going to DATA, SORT... on the menu at the top of the screen.
4. Then choose the data you would like to sort by...



5. Choose to sort your data so that it is ASCENDING or DESCENDING. If you are not sure what these words mean, you can try both ways and see if you can figure them out.

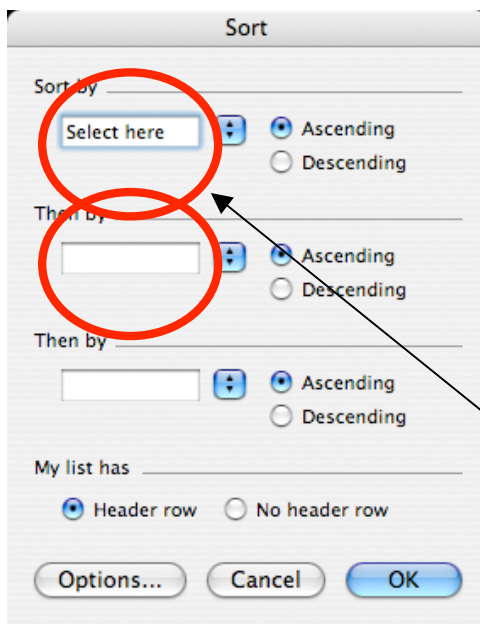
## B. Sorting "By, Then By"

***This way of sorting allows you to sort your data first in one category and then do a second sort within your first category.***

***For example, imagine you had a list of students and the homerooms that they were in. First you could sort the students by homeroom, and secondly you could sort the students alphabetically by last name. This would give you an alphabetical list of each homeroom. If you only sorted by last name, your list would not be divided by homeroom.***

***To do this, you would "Sort by Homeroom" and "Then by Last Name". Sorting this way works well if multiple people have something in common, like the town they live in, or the school they go to.***

Try sorting your data using "by, then by"...

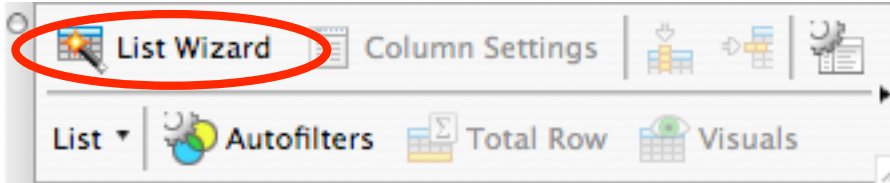


1. Choose your two categories to sort by from these lists. Don't forget to choose Ascending or Descending. Click OK when you are finished. Examine your data.

## C. Using the List Wizard

The list Wizard provides some shortcuts for sorting your data.

1. Go to VIEW, TOOLBARS, LIST in the top menu.
2. Click on LIST WIZARD in the new small window.



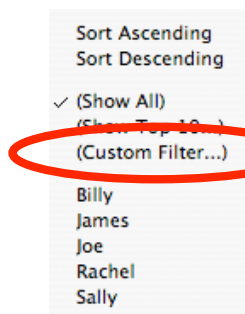
3. Make sure that all of the data you want to include is highlighted. Click FINISH in the new window that appears.
4. Use the small arrows at the top of each column to sort your data by choosing from the drop down menu that appears.

First Name	Last Name	Birthday	# of Siblings	Elementary School	Shoe Size	Do you have a pet?
Bobby	Baloo	3/25/94	0	Coolidge	6.5	no
Joe	Smith	7/25/82	3	Lincoln	5	no
Lucy	Brown	11/5/84	4	Sicomac	5	no
Jill	Jewel	12/30/92	1	Sicomac	4.5	no
Pucca	Ramone	6/14/98	4	Sicomac	4.5	no
Sally	James	1/1/95	2	Washington	6	yes
James	Jones	2/5/98	6	Washington	5.5	yes
Ralph	Jones	2/5/98	6	Washington	5.5	yes

## D. Filtering your data

Filtering your data allows you to "pick out" specific data from your lists. If you had a list of the entire 7<sup>th</sup> grade, and you want to "pick out" all of the students in 7B, you could filter your data by choosing all homerooms "equal to" 7B. Your list will be temporarily reduced to just students in that homeroom. You can also filter other ways such as "greater than" or "less than". If you had a list of a teams batting averages, you could quickly "pick out" those players who are batting above .300.

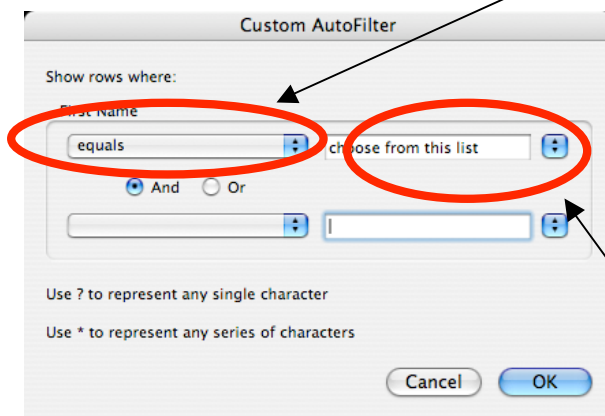
1. Using the List Wizard, click on the small arrows at the top of your columns and click on CUSTOM FILTER...



A screenshot of a data table with columns: First Name, Last Name, Birthdays, # of Siblings, Elementary School, Shoe Size, and Do you have a pet?. The 'Birthdays' column header has a small downward arrow and is circled in red. An arrow points from the text above to this arrow.

First Name	Last Name	Birthdays	# of Siblings	Elementary School	Shoe Size	Do you have a pet?
Bobby	Baloo	3/25/94	0	Coolidge	6.5	no
Joe	Smith	7/25/82	3	Lincoln	5	no
Lucy	Brown	11/5/84	4	Sicomac	5	no
Jill	Jewel	12/30/92	1	Sicomac	4.5	no
Pucca	Ramone	6/14/98	4	Sicomac	4.5	no
Sally	James	1/1/95	2	Washington	6	yes
James	Jones	2/5/98	6	Washington	5.5	yes
Ralph	Jones	2/5/98	6	Washington	5.5	yes

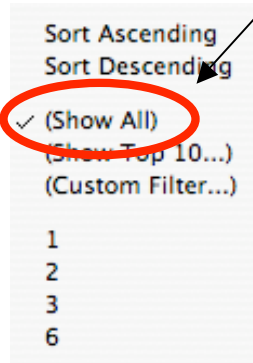
2. Make a choice from the drop down list



3. Choose data to be sorted by in the list to the right.

4. Click OK and examine your data.

5. To remove the filter and return to all of your data, click the small arrows on the top of your column and choose SHOW ALL. This will bring you back to your original, unfiltered list.



### **Alternate Filtering Method**

1. Go to DATA, FILTER, AUTOFILTER – click AUTOFILTER
2. To remove the List Wizard - Go to DATA, FILTER, AUTOFILTER – uncheck AUTOFILTER