

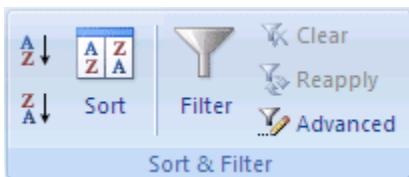
Information Sheet No. 2

Sorting Data

Sorting data - is an integral part of data analysis. You might want to put a list of names in alphabetical order, compile a list of product inventory levels from highest to lowest, or order rows by colors or icons. Sorting data helps you quickly visualize and understand your data better, organize and find the data that you want, and ultimately make more effective decisions.

Sort text

1. Select a column of alphanumeric data in a range of cells, or make sure that the active cell is in a table column containing alphanumeric data.
2. On the **Data** tab, in the **Sort & Filter** group, do one of the following:
 - o To sort in ascending alphanumeric order, click  **Sort A to Z**.
 - o To sort in descending alphanumeric order, click  **Sort Z to A**.



Sort Numbers

1. Select a column of numeric data in a range of cells, or make sure that the active cell is in a table column containing numeric data.
2. On the **Data** tab, in the **Sort & Filter** group, do one of the following:
 - o To sort from low numbers to high numbers, click  **Sort Smallest to Largest**.
 - o To sort from high numbers to low numbers, click  **Sort Largest to Smallest**.

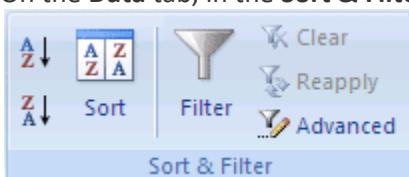
Sort Dates and Times

1. Select a column of dates or times in a range of cells, or make sure that the active cell is in a table column containing dates or times.
2. Select a column of dates or times in a range of cells or table.
3. On the **Data** tab, in the **Sort & Filter** group, do one of the following:
 - o To sort from an earlier to a later date or time, click  **Sort Oldest to Newest**.
 - o To sort from a later to an earlier date or time, click  **Sort Newest to Oldest**.

Sort by cell color, font color, or icon

If you have manually or conditionally formatted a range of cells or table column, by cell color or font color, you can also sort by these colors. You can also sort by an icon set created through a conditional format.

1. Select a column of data in a range of cells, or make sure that the active cell is in a table column.
2. On the **Data** tab, in the **Sort & Filter** group, click **Sort**.



The **Sort** dialog box is displayed.

3. Under **Column**, in the **Sort by** box, select the column that you want to sort.
4. Under **Sort On**, select the type of sort. Do one of the following:
 - To sort by cell color, select **Cell Color**.
 - To sort by font color, select **Font Color**.
 - To sort by an icon set, select **Cell Icon**.
5. Under **Order**, click the arrow next to the button, and then, depending on the type of format, select a cell color, font color, or cell icon.
6. Under **Order**, select how you want to sort. Do one of the following:
 - To move the cell color, font color, or icon to the top or left, select **On Top** for a column sort, and **On Left** for a row sort.
 - To move the cell color, font color, or icon to the bottom or right, select **On Bottom** for a column sort, and **On Right** for a row sort.

NOTE There is no default cell color, font color, or icon sort order. You must define the order that you want for each sort operation.

7. To specify the next cell color, font color, or icon to sort by, click **Add Level**, and then repeat steps three through five.

Make sure that you select the same column in the **Then by** box and that you make the same selection under **Order**.

Keep repeating for each additional cell color, font color, or icon that you want included in the sort.

Freeze or lock rows and columns

To keep an area of a worksheet visible while you scroll to another area of the worksheet, you can lock specific rows or columns in one area by freezing or splitting panes.

When you freeze panes, you keep specific rows or columns visible when you scroll in the worksheet. For example, you might want to keep row and column labels visible as you scroll.

	A	B	C
1	City	Date	Books Sold
7	Boise	Mar	84
8	Denver	Mar	38
9	Chicago	Feb	60
10	Dallas	Feb	72
11	Santa Fe	Mar	154

A solid line indicates that row 1 is frozen to keep column labels in place when you scroll.

When you split panes, you create separate worksheet areas that you can scroll within, while rows or columns in the non-scrolled area remain visible.

Freeze panes to lock specific rows or columns

1. On the worksheet, do one of the following:
 - To lock rows, select the row below the row or rows that you want to keep visible when you scroll.
 - To lock columns, select the column to the right of the column or columns that you want to keep visible when you scroll.
 - To lock both rows and columns, click the cell below and to the right of the rows and columns that you want to keep visible when you scroll.

2. On the View tab, in the Window group, click the arrow below Freeze Panes.



3. Do one of the following:

- To lock one row only, click **Freeze Top Row**.
- To lock one column only, click **Freeze First Column**.
- To lock more than one row or column, or to lock both rows and columns at the same time, click **Freeze Panes**.