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Formatting text

Formatting text and paragraphs

Adding tables

Working with tables and cell layout

✓ Video: Sort table data
1 min

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15 min

Managing lists

Exercise: Sorting table data

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

In this exercise, you will sort data in a revenue report.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Sorting table data](#)

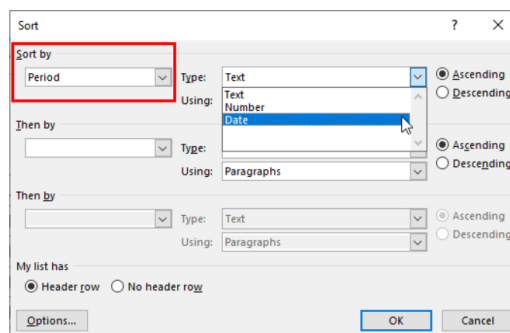
2. Select the first column of the table:

Period	N. America	S. America	Caribbean	Europe	Asia	Australia/NZ
Q2 2025	\$114,752	\$97,876	\$229,292	\$167,120	\$68,512	\$92,396
Q2 2026	\$128,058	\$125,065	\$203,929	\$166,893	\$195,829	\$209,901
Q1 2025	\$139,158	\$151,642	\$196,386	\$191,292	\$157,967	\$100,852
Q1 2026	\$170,773	\$222,247	\$174,036	\$174,952	\$139,779	\$168,186
Q4 2025	\$194,789	\$136,963	\$204,989	\$118,295	\$79,586	\$170,378
Q3 2025	\$230,743	\$191,430	\$176,708	\$96,240	\$110,586	\$131,170
Q3 2026	\$246,707	\$174,103	\$165,362	\$177,158	\$216,034	\$152,258
Q4 2026	\$247,578	\$156,642	\$83,709	\$223,227	\$175,413	\$185,637

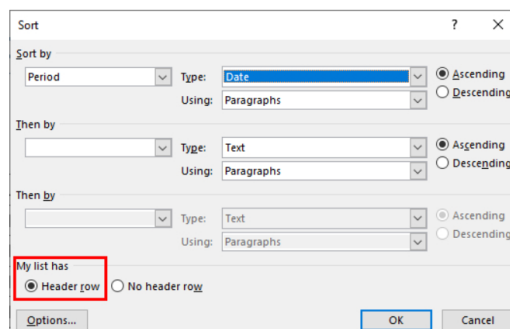
3. Click Table Layout → Sort:



4. Ensure that "Period" is displayed in the "Sort by" menu. Click the Type menu and choose "Date:"



5. Ensure that the "Header row" radio button is selected:



6. Click “OK” to perform the sort:

Sort

Sort by

Period

Type: Date

Ascending

Descending

Using: Paragraphs

Then by

Type: Text

Ascending

Descending

Using: Paragraphs

Then by

Type: Text

Ascending

Descending

Using: Paragraphs

My list has

Header row

No header row

Options...

OK

Cancel

7. The data is now sorted in chronological order:

Period	N. America	S. America	Caribbean	Europe	Asia	Australia/NZ
Q1 2025	\$139,158	\$151,642	\$196,386	\$191,292	\$157,967	\$100,852
Q2 2025	\$114,752	\$97,876	\$229,292	\$167,120	\$68,512	\$92,396
Q3 2025	\$230,743	\$191,430	\$176,708	\$96,240	\$110,586	\$131,170
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Q4 2026	\$247,578	\$156,642	\$83,709	\$223,227	\$175,413	\$185,637

8. Save your document as **Activity 1-1 Complete**. Close Microsoft Word 365 to complete this exercise.

9. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Sorting table data](#)

Mark as completed

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