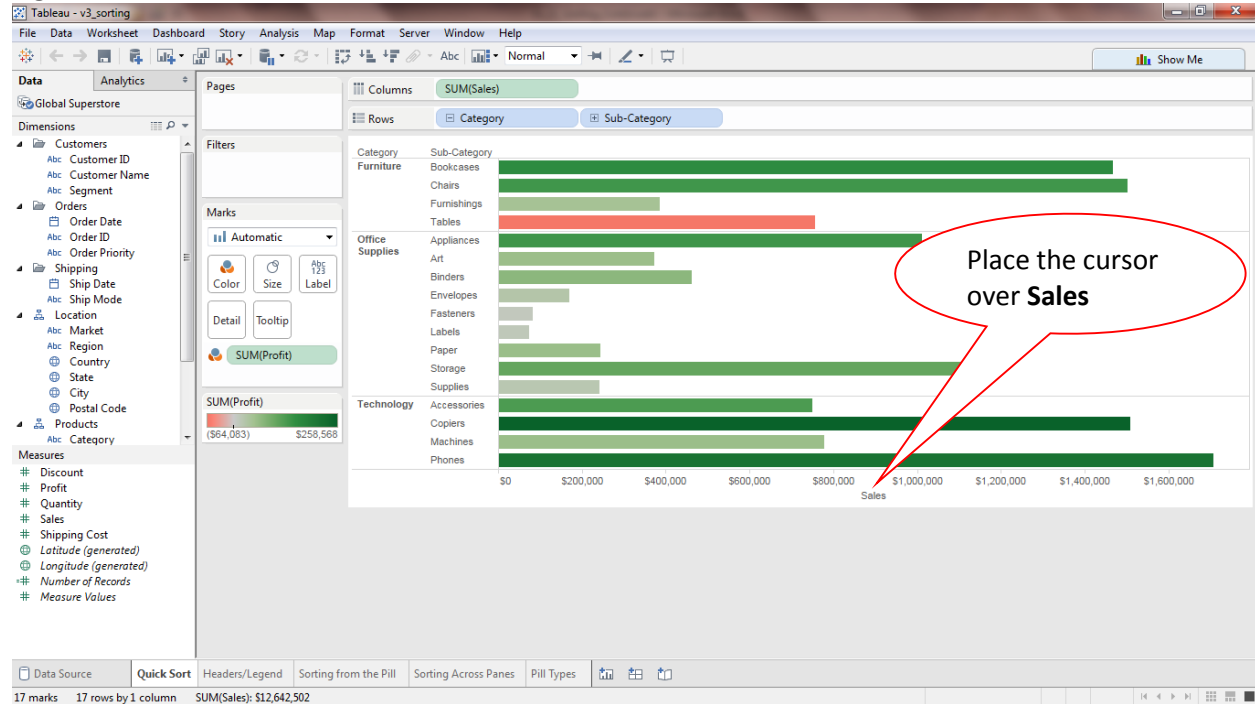


Objective: This exercise will demonstrate the sort function in more detail

Figure 1 shows a chart that displays the sum of **Sales** by **Category** and **Sub-category**.

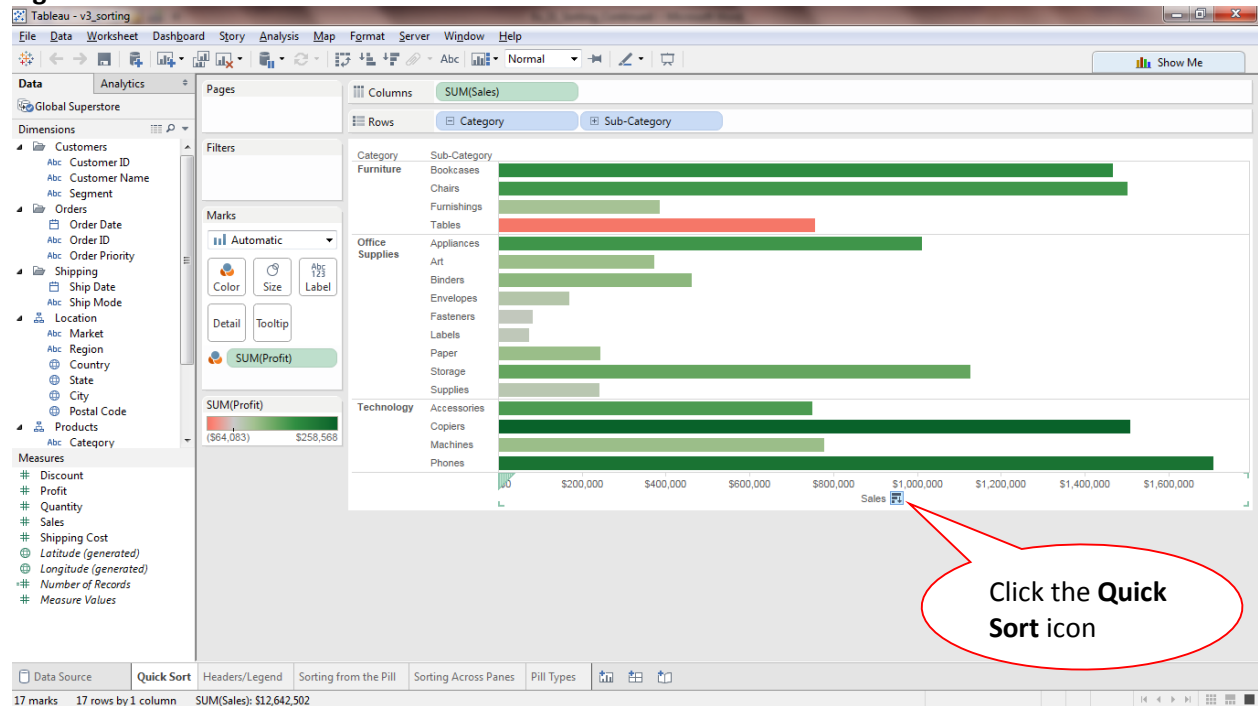
Figure 1



To sort the displayed data using the **Quick Sort** icon:

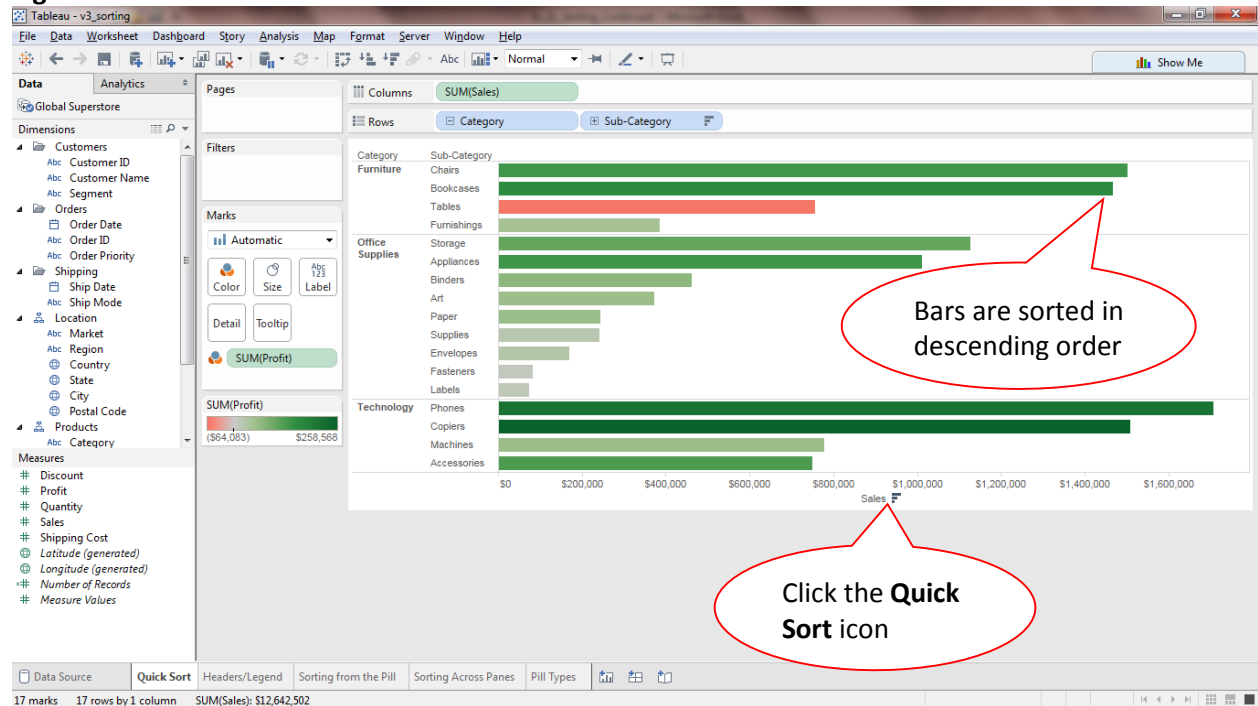
- Move the cursor over **Sales** as shown on Figure 1, which will display the **Quick Sort** icon shown on Figure 2

Figure 2



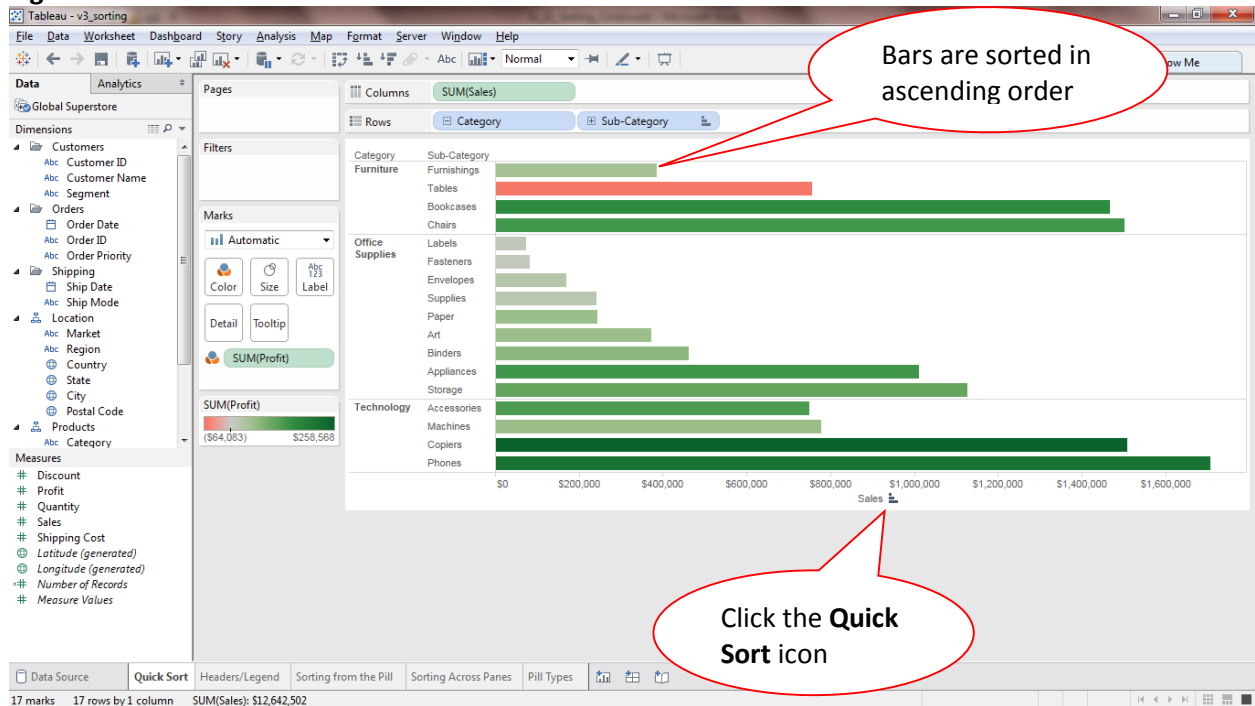
- Click the **Quick Sort** icon as shown on Figure 2, which will sort the bars in each category in descending order as shown on Figure 3

Figure 3



- Click the **Quick Sort** icon again as shown on Figure 3, which will re-sort the bars in ascending order as displayed on Figure 4

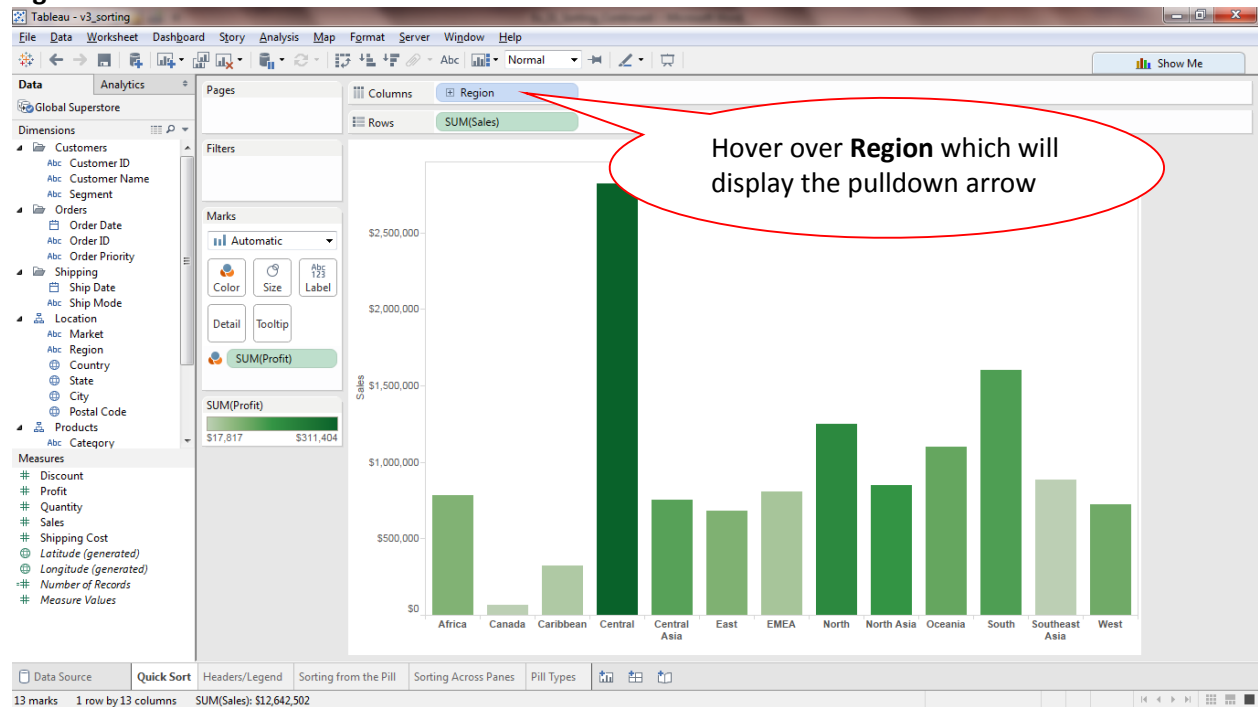
Figure 4



- Click the **Quick Sort** icon again as shown on Figure 4, which will remove the sort and the visualization will revert back to its original state (Figure 2)

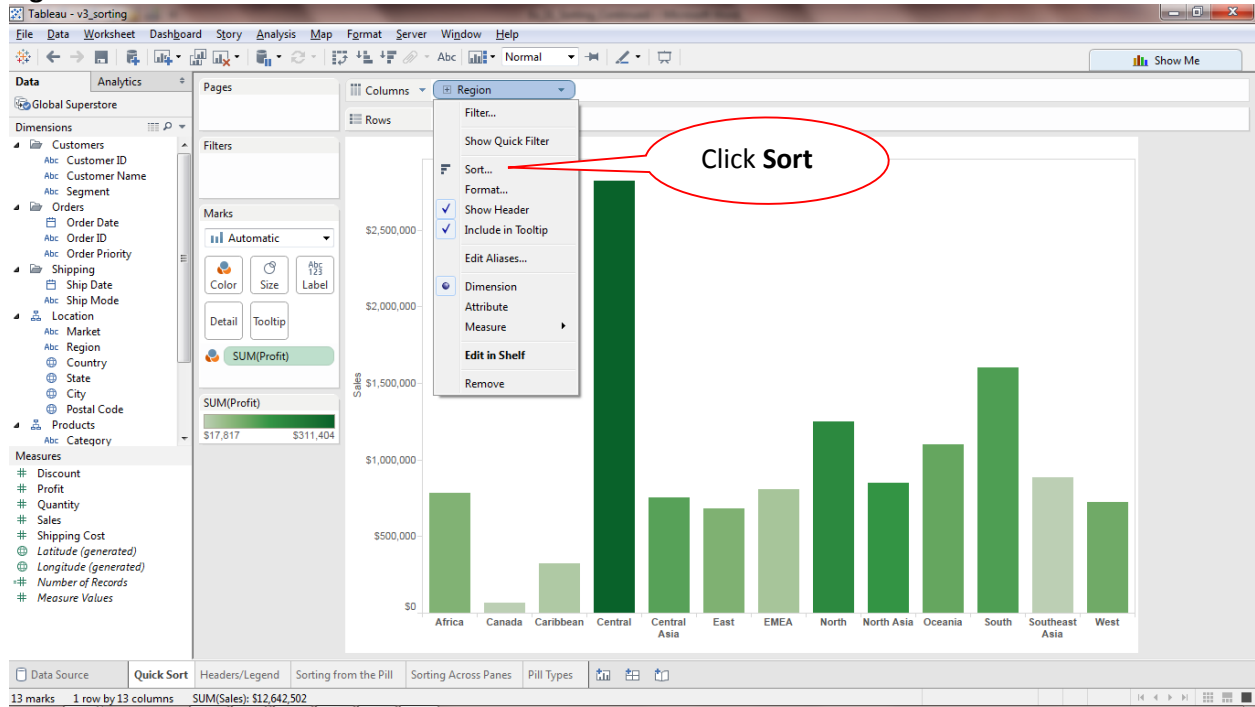
The following steps will demonstrate how to sort using a different method, which enables more options to be selected. We will start with the visualization displayed on Figure 5.

Figure 5



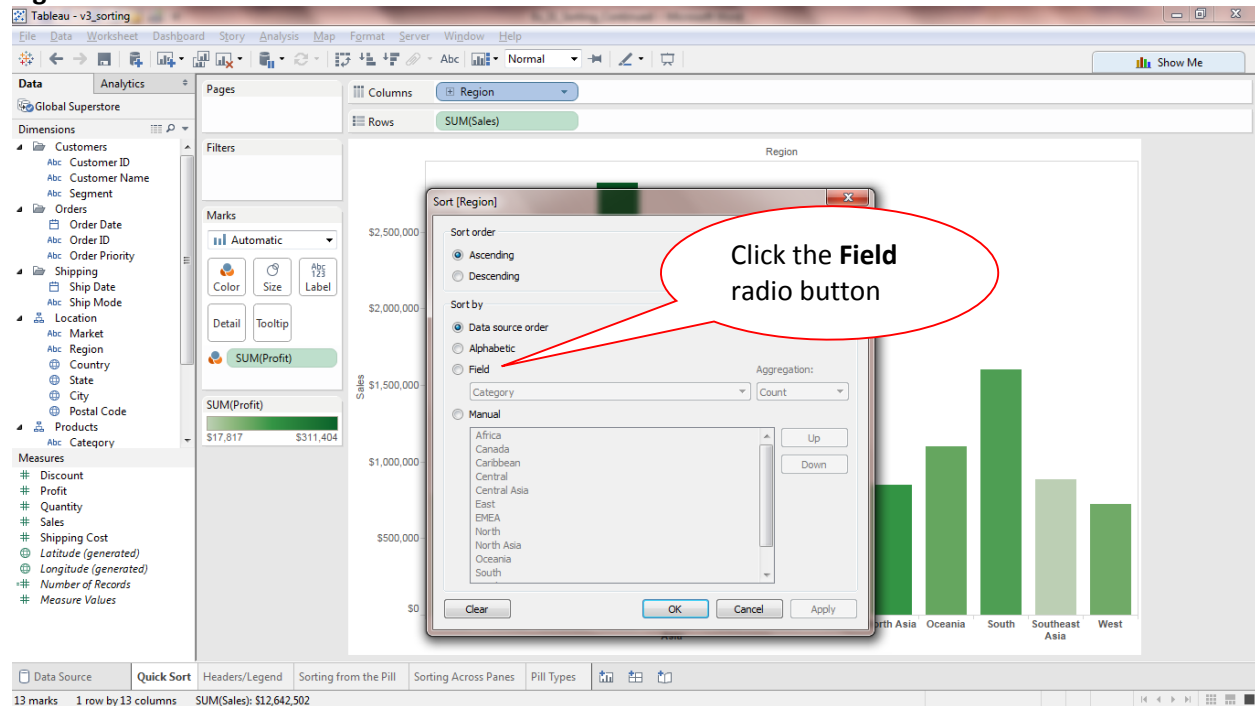
- Hover over **Region** (in the Columns shelf) as shown on Figure 5, which will display the pulldown arrow for the **Region** dimension
- Click the pulldown arrow when it is displayed, which will lead to the menu tree shown on Figure 6

Figure 6



- Click the **Sort** menu tree item as shown on Figure 6, which will popup a window displayed on Figure 7

Figure 7

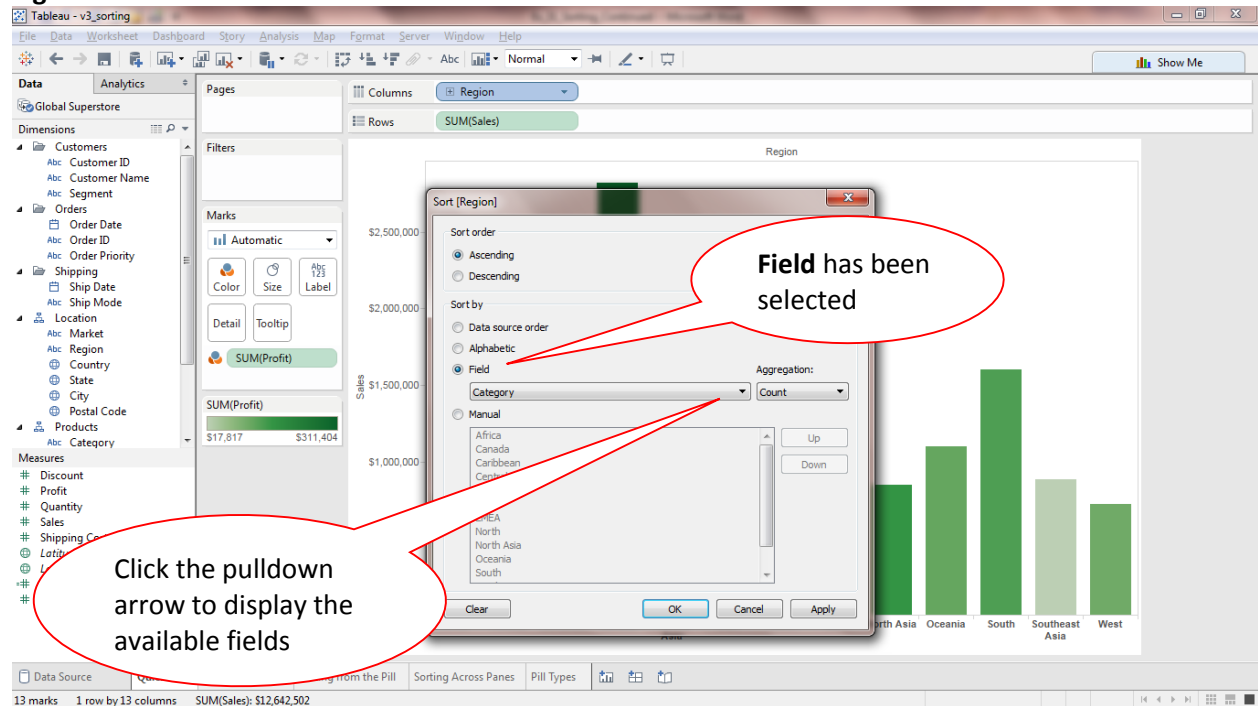


On the popup window displayed on Figure 7, the ascending or descending sort order can be specified, as well as the field to be used for sorting.

To specify the field to be used for sorting:

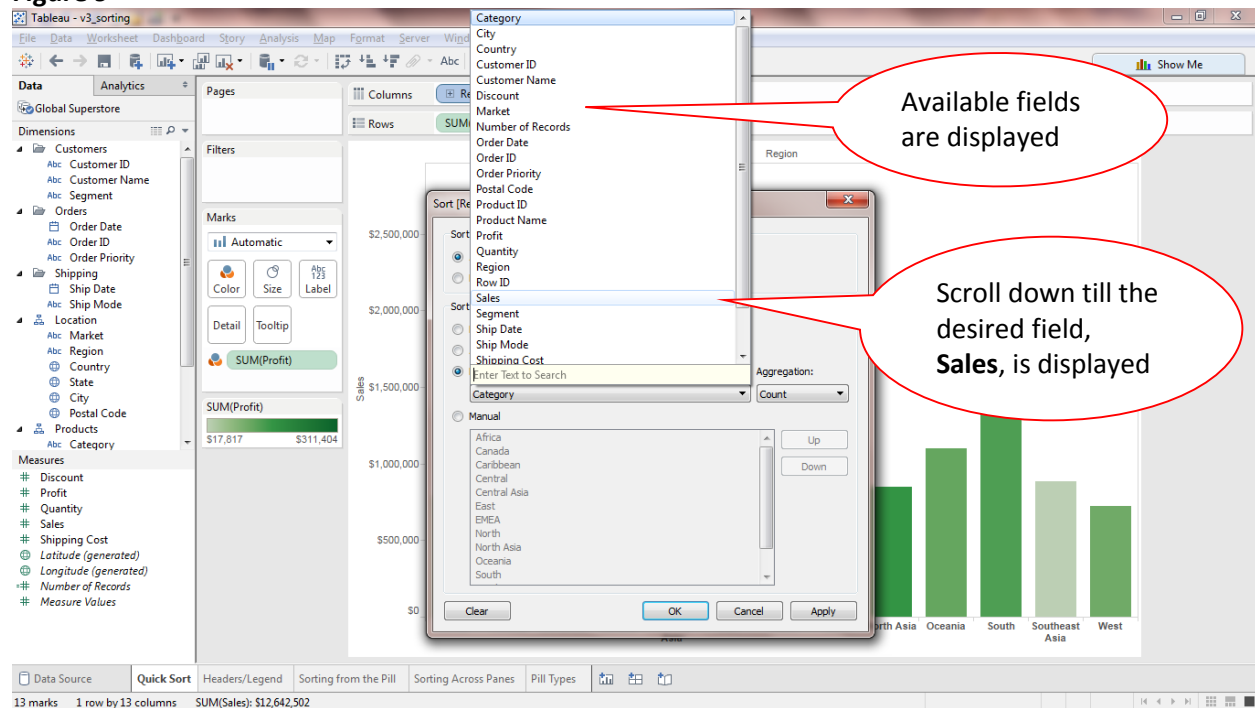
- Click the **Field** radio button as shown on Figure 7, which will lead to the selection displayed on Figure 8

Figure 8



- Click the pulldown arrow for **Category** as shown on Figure 8, which will display the fields as shown on Figure 9

Figure 9



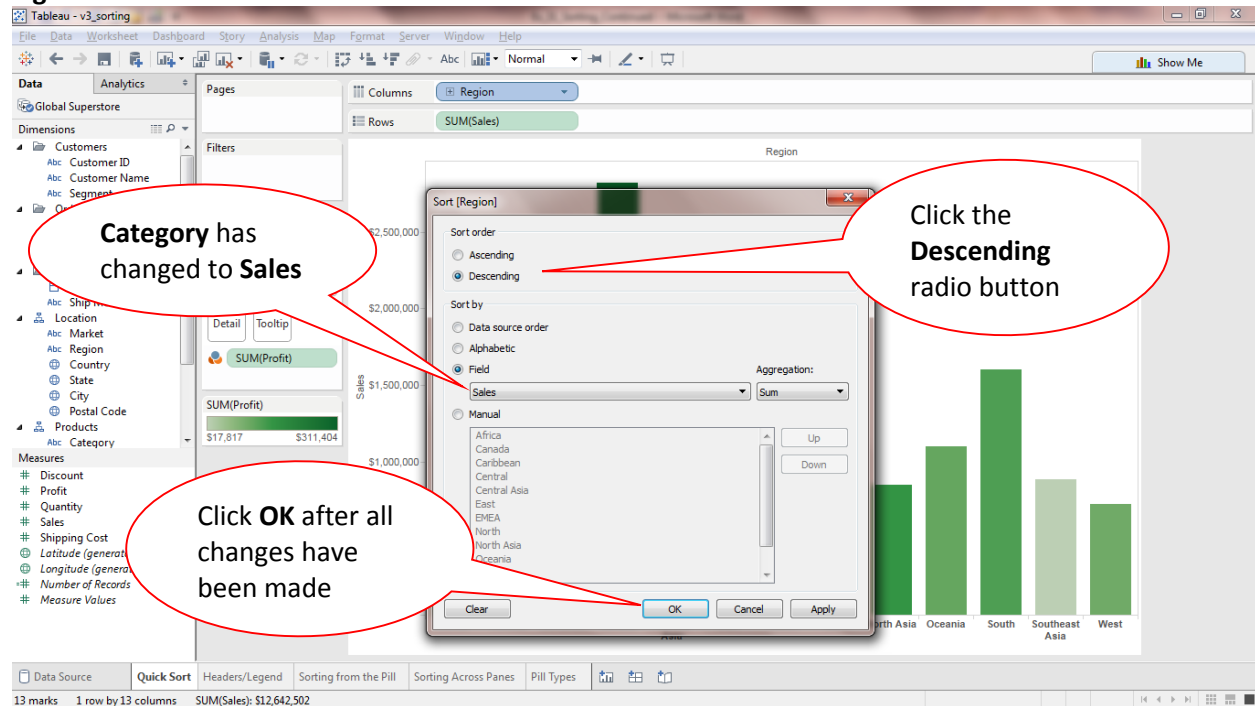
- Scroll down the popup window till the **Sales** field is displayed, as shown on Figure 9

Figure 10



- Click **Sales** as shown on Figure 10, which will lead to the display on Figure 11

Figure 11



- Click the **Descending** radio button as shown on Figure 11
- Click **OK** after all the changes have been made, which will lead to the display on Figure 12 (which is in descending order)

Figure 12

