Introduction

By now you should be familiar with the sorting feature in Microsoft Excel. In this exercise, you'll reorganize the data in a worksheet so that rows are grouped in a particular order. You'll do this by using both standard and multi-level sorts. By completing this exercise, you'll be able to use these skills to sort numbers and text on large worksheets in a focused way.
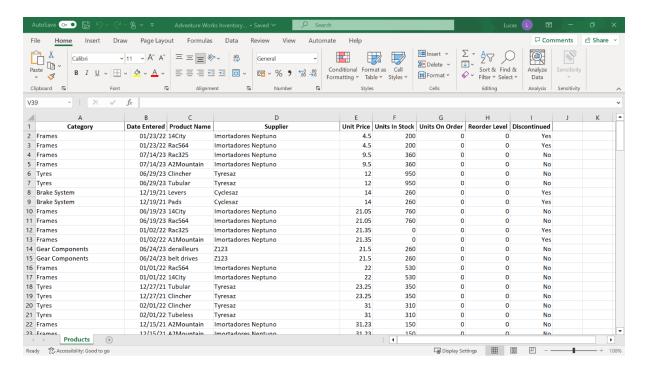
Case study

Jamie at Adventure Works wants to improve the company's product inventory file. This includes making the data easier to read and locate. You are part of the team creating the inventory for submission to a management review. You are familiarizing yourself with the content in the inventory file and decide to use the **Sort** feature to organize the data to suit your requirements.

Step 1: Download and customize the file

Download and Open the File

- Download **Adventure Works Inventory.xlsx** and open it in Microsoft Excel.

- The file contains **one worksheet** named **Products**, consisting of **151 rows and 9 columns**.

	A	B	C	D	E	F	G	H	I	J	K
1	Category	Date Entered	Product Name	Supplier	Unit Price	Units In Stock	Units On Order	Reorder Level	Discontinued		
2	Frames	01/23/22	14City	Imortadores Neptuno	4.5	200	0	0	Yes		
3	Frames	01/23/22	Rac564	Imortadores Neptuno	4.5	200	0	0	Yes		
4	Frames	07/14/23	Rac325	Imortadores Neptuno	9.5	360	0	0	No		
5	Frames	07/14/23	A2Mountain	Imortadores Neptuno	9.5	360	0	0	No		
6	Tyres	06/29/23	Clincher	Tyresaz	12	950	0	0	No		
7	Tyres	06/29/23	Tubular	Tyresaz	12	950	0	0	No		
8	Brake System	12/19/21	Levers	Cyclesaz	14	260	0	0	Yes		
9	Brake System	12/19/21	Pads	Cyclesaz	14	260	0	0	Yes		
10	Frames	06/19/23	14City	Imortadores Neptuno	21.05	760	0	0	No		
11	Frames	06/19/23	Rac564	Imortadores Neptuno	21.05	760	0	0	No		
12	Frames	01/02/22	Rac325	Imortadores Neptuno	21.35	0	0	0	Yes		
13	Frames	01/02/22	A1Mountain	Imortadores Neptuno	21.35	0	0	0	Yes		
14	Gear Components	06/24/23	derailleurs	Z123	21.5	260	0	0	No		
15	Gear Components	06/24/23	belt drives	Z123	21.5	260	0	0	No		
16	Frames	01/01/22	Rac564	Imortadores Neptuno	22	530	0	0	No		
17	Frames	01/01/22	14City	Imortadores Neptuno	22	530	0	0	No		
18	Tyres	12/27/21	Tubular	Tyresaz	23.25	350	0	0	No		
19	Tyres	12/27/21	Clincher	Tyresaz	23.25	350	0	0	No		
20	Tyres	02/01/22	Clincher	Tyresaz	31	310	0	0	No		
21	Tyres	02/01/22	Tubeless	Tyresaz	31	310	0	0	No		
22	Frames	12/15/21	A2Mountain	Imortadores Neptuno	31.23	150	0	0	No		
23	Frames	12/15/21	A2Mountain	Imortadores Neptuno	31.23	150	0	0	No		

Add a Visual Marker

Before applying sorting techniques, add a **visual marker** to track how sorting affects row positions.

1. Select **cells A32 to I32** (row 32 across all columns).

2. On the **Home tab**, locate the **Font group**.

3. Click the **Fill Color (paint bucket) icon** and choose **Yellow**.

   Purpose: This helps you track whether the sorting operation is working as expected.

Step 2: Performing alpha-numeric sorts

1. View the data organized by **Product Name** in ascending order.

   Tip: Don't forget to have the cursor in the correct column before selecting the **Sort** choice. Also, don't forget that **Undo** will reverse a sort if you've made an error. Monitor the position of the colored row to ensure that the sort is working as you expect.

1. Sort the data by **Product Name** in descending order. **Keyboard Shortcut:** Press Alt + D + S to open the Sort dialog box and customize sorting options.

2. Sort the data by **Date Entered** so that the oldest entry is at the top. **Keyboard Shortcut:** Press **Alt + D + S**, choose "Date Entered" as the column, and select "Oldest to Newest."

Tip: Excel stores dates as numbers, so this will be a numeric sort.

1. Sort the data by **Supplier** using the shortcut **Sort Ascending** button. Press Alt + H + S + A (Home → Sort & Filter → Sort A to Z).

2. Apply a sort that sorts the data by **Supplier** in ascending order and then by **Units in Stock** in descending order. **Keyboard Shortcut:** Press Alt + D + S, then manually set up multi-level sorting.

   Tip: Remember the **Sort** choice in the data ribbon.

1. Reverse this sort using the **Undo** feature. Press Ctrl + Z immediately to undo the last action.

Conclusion

You have helped Adventure Works to re-organize its product inventory file using the **Sort** feature in Microsoft Excel. The **Sort** feature in Microsoft Excel can help you to reorganize data in many ways. By using these sorting techniques, you can work more efficiently and quickly with large worksheets.