

SORTING DATA

- The sorting facility in Excel is particularly appropriate for changing the order in which records are listed
- If you will need to restore the original record order, it is a good idea to include a column of record numbers before sorting the database
- This can be achieved simply by adding a column with a suitable heading, and using the fill handle or the data series command to enter consecutive numbers adjacent to each record

TO PERFORM A SINGLE-LEVEL SORT:

- Select a cell in the list within the column by which you want to sort
- Click the Sort Ascending or Sort Descending button from the toolbar



TO PERFORM A MULTI-LEVEL SORT:

- Select the data to be sorted. This will include all fields and all records, including the field names
- Choose Data, from the menu bar, and then Sort.
- A dialog box will appear in which from which you may specify the Sort fields and the Sort order



- From the **Sort By** drop-down list, select the field you want to use as the main sort order
- Select the **Ascending** or **Descending** radio buttons depending on which order you wish the data sorted in
- Specify any sub-sorts using the **Then by** drop-down lists to pick the subsequent fields to sort by when duplicates occur in the main sort field
- Click OK