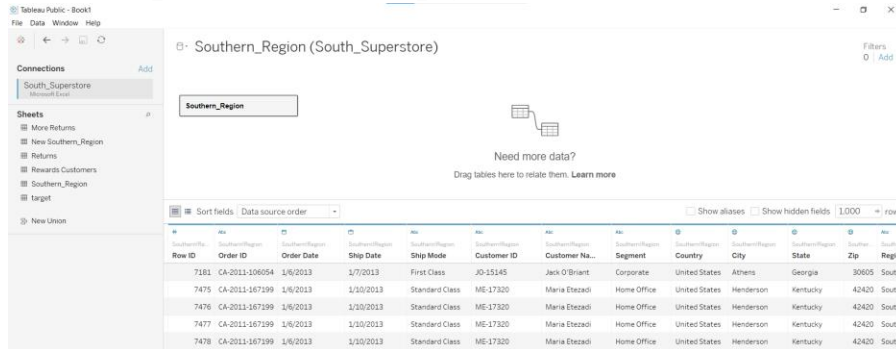
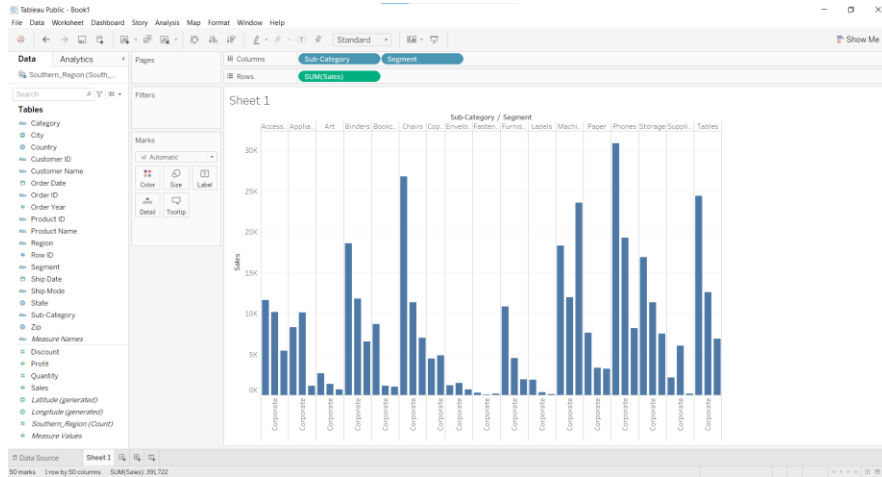


Sorting Step by Step Guide

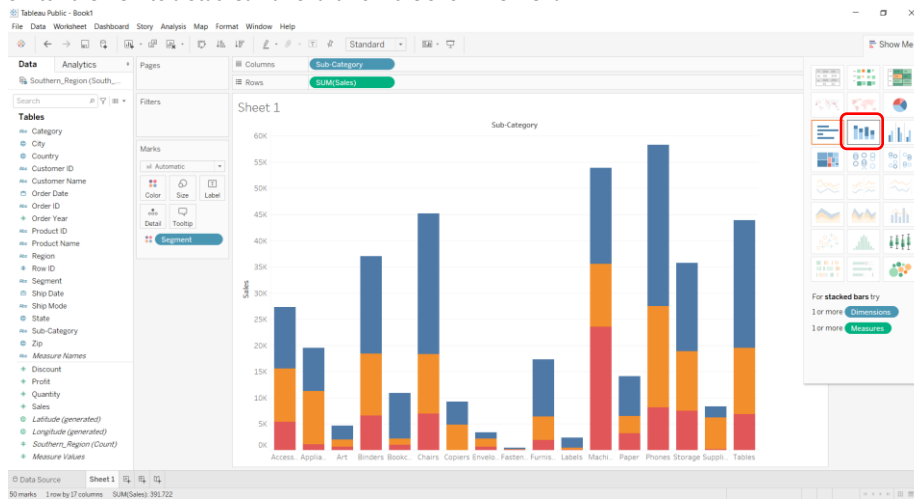
1. Import Southern_Superstore file, add Southern_Region sheet



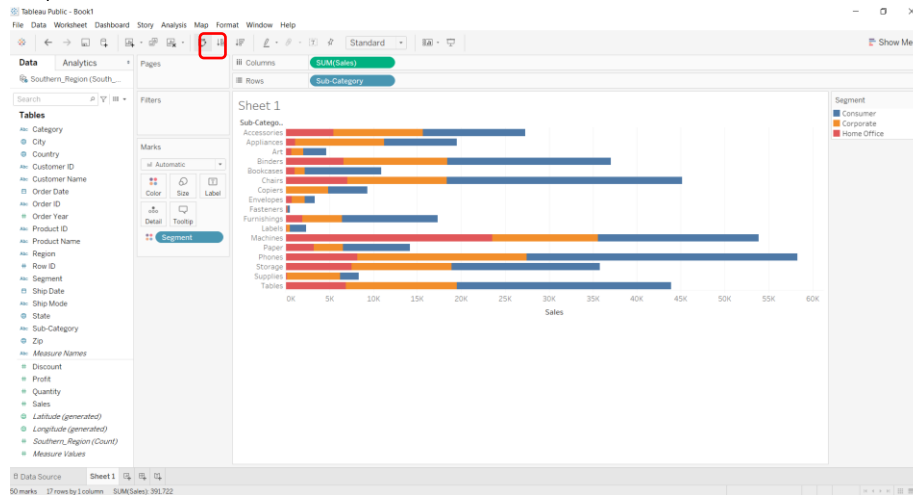
2. Drag Sub-category and Segment fields to the Column shelf and Sales to the Rows shelf



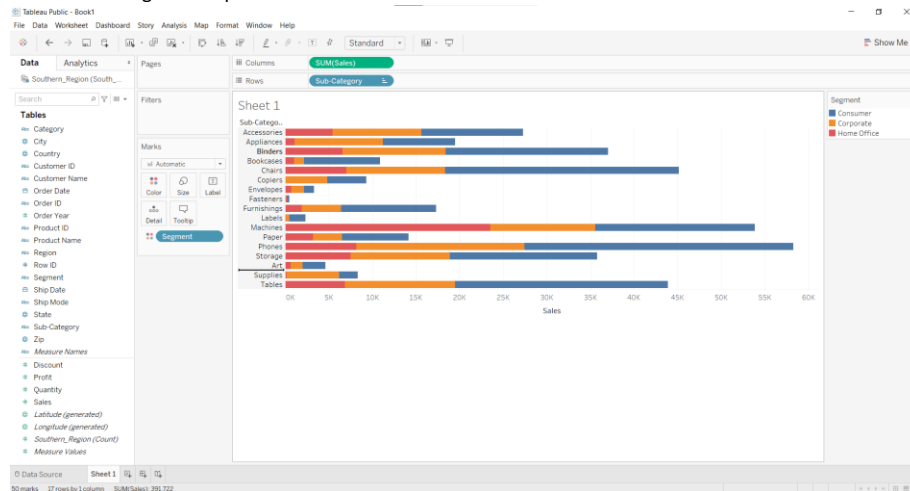
3. Switch the view to a Stacked Bar Chart from the Show Me menu



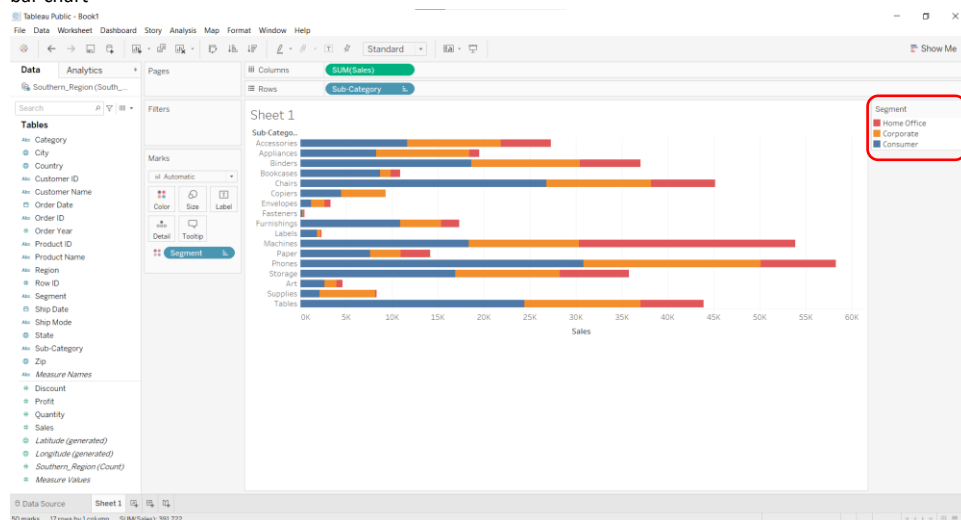
4. Swap the rows to column



5. By default the view is sorted alphabetically on the Sub-category field. To manually sort the view we can click on a value from the header and drag and drop it into our desired location

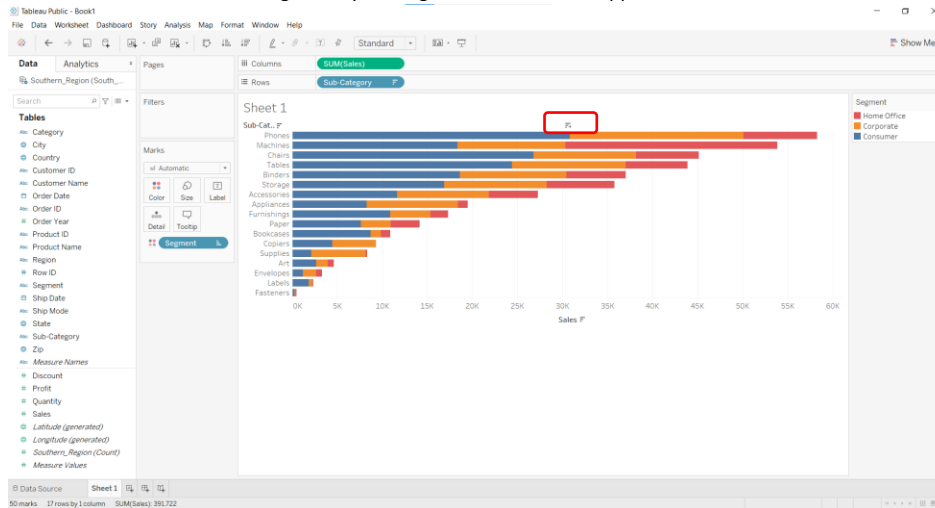


6. We can also do a manual sort on the Segments field. By default they are also sorted alphabetically. To change their sorting manually click a segment label from the legend and drag and drop it into our desired location. This will change the order of segments on the bar chart

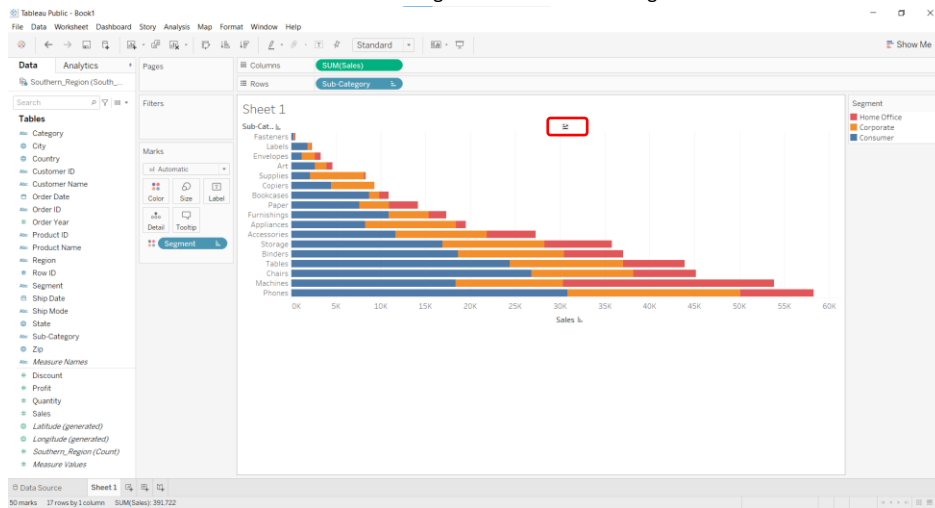


Computed Sort

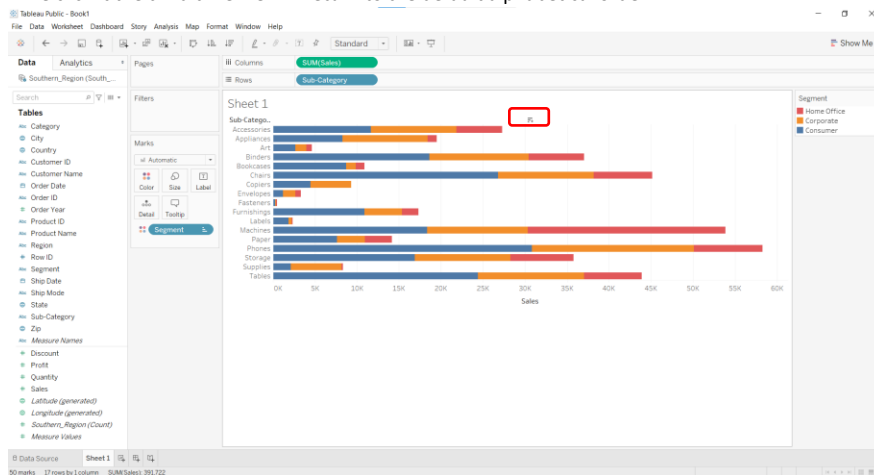
7. We can also create a descending sort, by clicking the small icon that appears when we hover over the chart just above the bars



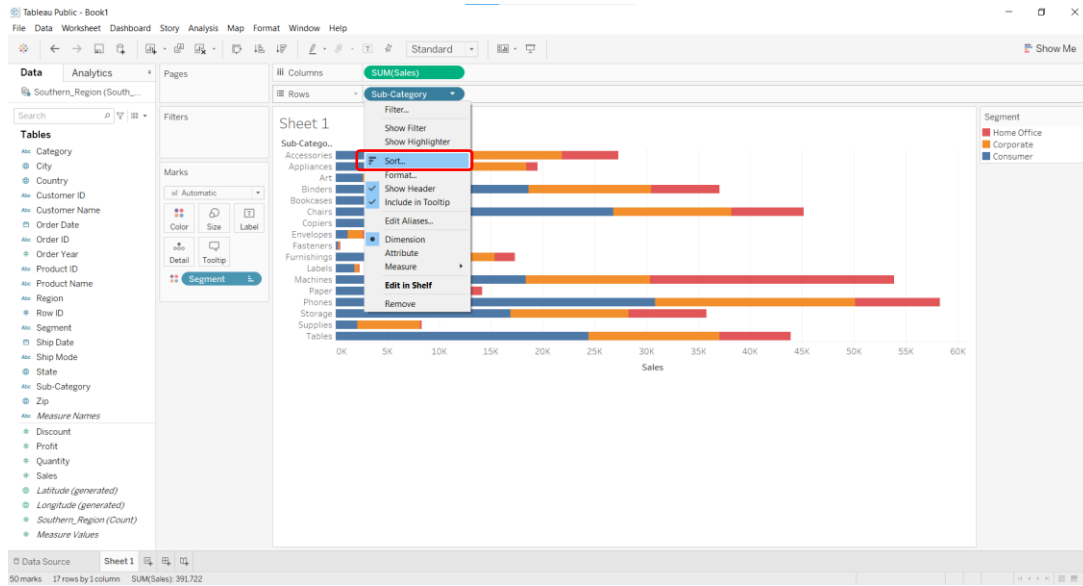
8. If we click the button the second time it will change the sort into ascending



9. If we click it the third time we will return to the default alphabetical order



10. To create more complex sorts we can click on one of the fields from the Rows or Columns shelf, in this case Sub-category and select Sort



11. We can set complex sorts even by fields that are not in the view – for example Profit

