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3.3.2 Sort Data by Multiple Columns

Now that you've completed this lecture, you should be able to sort the data in your worksheets and remove duplicate records where they exist.

Try the techniques on your own using the following steps

1. Open the workbook named 332 provided as a resource with this TIY. Sort the data by Flight # ascending.

2. Undo the sort.

3. Sort the data using two levels. Sort by Departure Airport ascending and then by Destination descending.