

How to sort data in a Microsoft Excel document:

Once you have your data typed into Microsoft Excel, you can sort it using any field you deem appropriate.

First you must highlight the entire document. This can be done quickly by clicking the box in the upper left hand corner of the spreadsheet. (The box is small and blank and appears above the "1" and to the left of the "A.")

Then click on "Data" in the taskbar at the top of the page.

Click on "Sort." A dialogue box will pop up and in the bottom left hand corner of the box, you must choose "Header row" or "No header row."

- If your document uses row 1 as a row that lists what the variables are like name and address, select "Header row."
- If your document uses row 1 to start the listing your actual data, select "No header row."

Near the top of the dialogue box it says "Sort by" and it has a pull down menu underneath it. Click on the box to pull down the menu and choose with variable or column you want to use as the primary sort.

- Sorting defaults to "Ascending," like ABC or 123 order. However, you can change this to "Descending" if you like so that your data sorts CBA or 321.

If you would like to include a secondary sort, click on the pull down menu underneath "Then by" and select the variable or column you want to use.

When you are done sorting click inside the document to un-highlight and you may continue working.