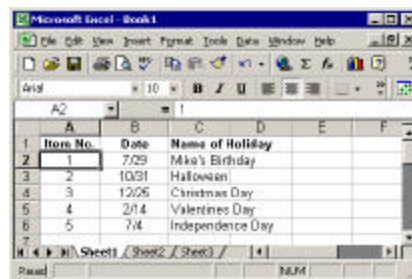


Sorting a list in Excel

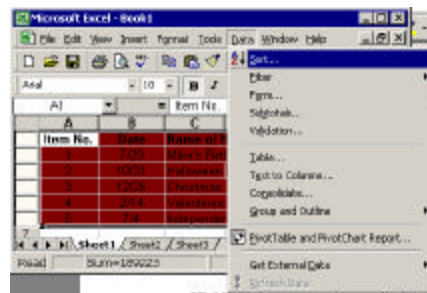
It may be easier to view some types of data entered into Excel simply by resorting the list.

Step 1: Open Microsoft Excel by **double-clicking** the Excel icon  on your desktop, or by going to **Start → Programs → Microsoft Excel**.

Step 2: A new blank spreadsheet will open where you can enter in the data that needs to be sorted.



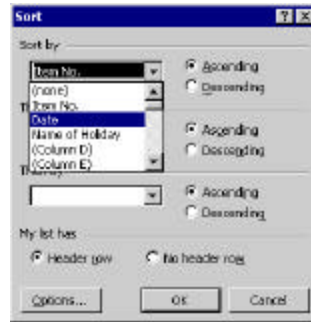
Step 3: **Highlight** the rows containing the data and **click** on the **Data>Sort** on the menu bar.



Step 4: The Sort window will appear on your screen.

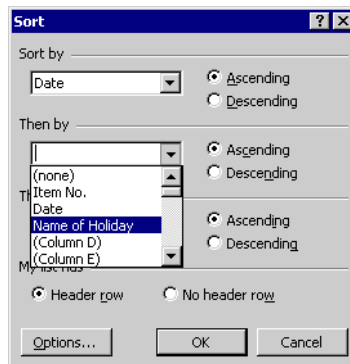


Step 5: You may choose to sort your list by any of the columns by clicking on the drop down menu and choosing the header for that column.



If your list does not have headers you should choose the option **No header row** Which will allow you to sort the list according the column of your choosing. Lists may be sorted alphabetically or by value and can be specified as **Ascending** or **Descending**.

Step 6: If the column list has two cells with identical values entered you may choose a second column to sort by specifying that column in the **Then by** area.



Results: The list is now sorted in the order you desire.

	A	B	C	D	E	F
1	Item No.	Date	Name of Holiday			
2	4	2/14	Valentines Day			
3	5	7/4	Independence Day			
4	1	7/29	Mike's Birthday			
5	2	10/31	Halloween			
6	3	12/25	Christmas Day			