





Sorting

Medium

Used For: Arranging lists in alphabetical order, or in numerical order highest-to-lowest or lowest to highest.

Prerequisite: Database Spreadsheets

How To:

- Begin by thinking about your tie-breakers. For example, if you are planning on sorting by last name, what happens if two people have the same last name? If you decide to use the first name as a tie-breaker, what if two people have the same first and last name – and so on. These are your keys.
- Click anywhere in your data under the title of the least important key, then:
 - To sort a text column alphabetically, or a column of numbers from lowest to highest, click this button 
 - To sort a column of numbers from highest to lowest, click this button 
- Repeat the previous step for any other keys you have, always going in order from least-important to most-important.
- Now click anywhere in your data under the title you want the list to be sorted by. For example, if (ignoring tie-breakers) you want to sort by last name, now is the time to click in that column.
 - To sort the list alphabetically, or for a column of numbers from lowest to highest, click this button 
 - If you are sorting a column of numbers highest to lowest, click this button 

Won't it destroy my list?

Many people worry when sorting that, if they don't select the entire list to be sorted, Excel will sort the current column, slicing it loose from the rest of the data in the other columns.

This only happens if you select more than one cell before sorting. If only one cell is selected, Excel assumes that it should hunt for the edges of the list, figure out where the rows are, and then sort by entire rows.

Feel free to photocopy this and pass it on