

EXCEL SCREENCAST SCRIPT - SORTING

This video will explain and show you how to “Sort” in Microsoft Excel. The Sort function will allow you to sort and display your data in different ways, based on the columns of data available. This function works for both numeric and alpha values.

STEPS

- First select the data set and the headers that you would like to sort.
- Click on the data tab and click “Sort.”
- You will notice that in the right hand corner of the sort window there is a check box and “My data has headers”.
 - If you have your own headers (titles on the columns), check this box.
 - If you DO NOT have headers (titles on the columns), DO NOT check this box.
- Select from the first drop down menu which field you want to sort by. In this case we will select “RESOURCE”.
- Select from the order drop down whether you want it smallest to largest, or largest to smallest. In this case we will select smallest to largest.
- Click “OK”.
- You will now see your data displayed in numeric order by “resource”.