

Lesson 7-6: Sorting a List

Figure 7-9

An unsorted list.

Figure 7-10

The same list, sorted in ascending order by last name.

Figure 7-11

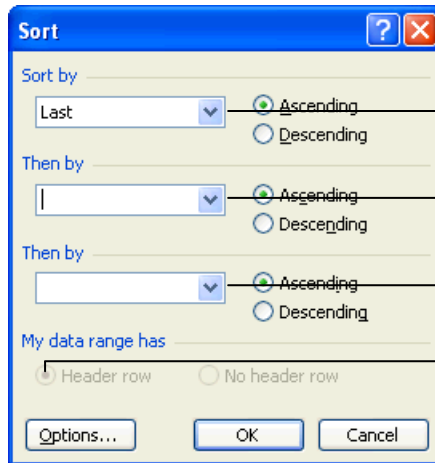
The Sort dialog box.

	A	B	C
1	First	Last	Address
2	John	Peters	505 West Park Ave.
3	Mary	Smith	3081 77 St.
4	Susan	Ratcliff	Rt. 8, Box 109
5	Harrold	Williams	55 Sugar Lane
6	Gerald	Lincoln	4545 Washington Ave.
7	Roger	Wilson	85 Lake Shore Dr.
8	William	Nelson	1717 Louis Court
9	Jimmy	Howard	206 E. Park Bend
10	Steve	Jennings	608 Van Burren St. #8
11	Peter	Boggins	741 280th St.
12	Ronald	Lensfield	87 91st St.
13	Hillary	Jordan	P.O. Box 99

Figure 7-9

	A	B	C
1	First	Last	Address
2	Le Ann	Berg	754 W. 91st St.
3	Peter	Boggins	741 280th St.
4	Jimmy	Howard	206 E. Park Bend
5	Richard	Issac	803 Turtle Rd.
6	Steve	Jennings	608 Van Burren St. #8
7	Hillary	Jordan	P.O. Box 99
8	Ronald	Lensfield	87 91st St.
9	Gerald	Lincoln	4545 Washington Ave.
10	William	Nelson	1717 Louis Court
11	John	Peters	505 West Park Ave.
12	Susan	Ratcliff	Rt. 8, Box 109
13	George	Smith	104 Lonsdale Blvd.

Figure 7-10



First sort field

Second sort field

Third sort field

Make sure the Header row option is selected to make sure the field labels will not be included in the sort

Figure 7-11



Sort Ascending button



Sort Descending button

Normally, when you enter new records to a list, you add them to the end of the list, in the order you receive them. That's fine, but what if you want the list's records to appear in alphabetical order? Excel also has great ability to sort information. Excel can sort records alphabetically, numerically, or chronologically (by date). Additionally, Excel can sort information in ascending (A to Z) or descending (Z to A) order. You can sort an entire list or any portion of a list by selecting it. This lesson will show you several techniques you can use to sort information in your lists.

1. Click cell B1 to make it active.

You want to sort the list by the last name, so you have selected the Last field.

2. Click the Sort Ascending button on the Standard toolbar.

Excel sorts this list, ordering the records in ascending (A-Z) order by last name, as shown in Figure 7-10. You can also sort a list in descending (Z-A) order.

3. Click cell **A1** to make it active, then click the **Sort Descending** button on the **Standard** toolbar.

The list is sorted in descending (Z-A) order by the First field.

So far, you have sorted the list by a single field. You can sort lists by up to three fields by using the Sort dialog box found under Data → Sort.

4. Select **Data** → **Sort** from the menu.

The Sort dialog box appears, as shown in Figure 7-11. You want to sort the list by the last name and then by the first name.

5. Select **Last** from the **Sort by** list arrow and make sure the **Ascending** option is selected.

The list will be sorted in ascending order (A-Z) by the last name. Next, specify the second field you want to sort the list by.

6. Click the first **Then by** list arrow, select **First**, and make sure the **Ascending** option is selected.

You're ready to sort the list.

7. Click **OK**.

The Sort dialog box closes and the list is sorted in ascending order, first by the last names, and then by first names.

8. **Save your work.**

The information you sorted in this lesson was in a list, but you can use the same sorting techniques to sort information anywhere in a worksheet, whether it is in a list or not.

Table 7-3: Sort Examples

<i>Order</i>	<i>Alphabetic</i>	<i>Numeric</i>	<i>Date</i>
Ascending	A, B, C	1, 2, 3	1/1/99, 1/15/99, 2/1/99
Descending	C, B, A	3, 2, 1,	2/1/99, 1/15/99, 1/1/99

Other Ways to Sort Ascending or Sort Descending:

- Click the **list arrow** on any of the field headings.
- Select the **Sort Ascending** or **Sort Descending** option.

Quick Reference

To Sort a List by One Field:

1. Move the cell pointer to the column you want to use to sort the list.
2. Click either the **Sort Ascending** button or **Sort Descending** button on the Standard toolbar.
Or...
 1. Click the **list arrow** on any of the field headings.
 2. Select the **Sort Ascending** or **Sort Descending** option.

To Sort a List by More than One Field:

1. Make sure the cell pointer is located within the list and select **Data** → **Sort** from the menu.
2. Select the first field you want to sort by from the drop-down list and specify Ascending or Descending order.
3. Repeat **Step 2** for the second and third fields you want to sort by (if desired).