

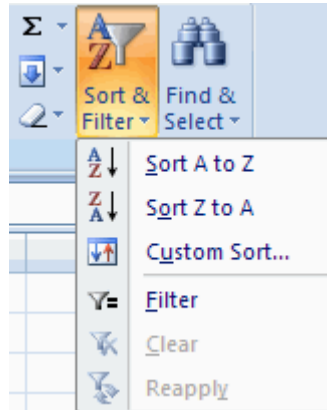
Excell 2007- Sorting and Filtering

This allows you to manipulate data in a worksheet based on given set of criteria.

Basic Sorts

To execute a basic descending or ascending sort based on one column:

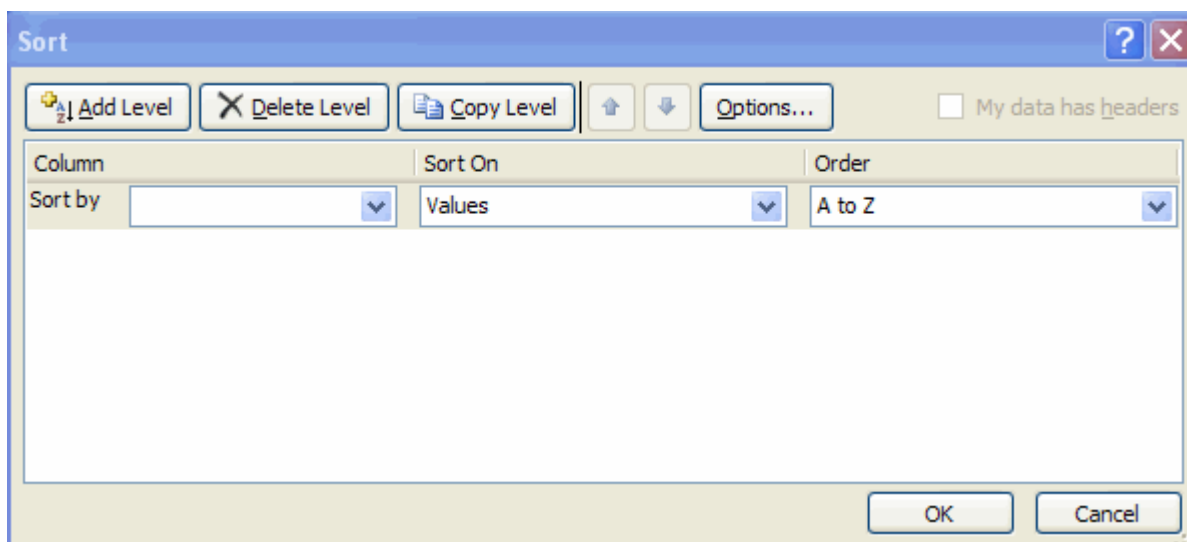
- Highlight the cells that will be sorted
- Click the **Sort & Filter** button on the **Home** tab
- Click the **Sort Ascending** (A-Z) button or **Sort Descending** (Z-A) button



Custom Sorts

To sort on the basis of more than one column:

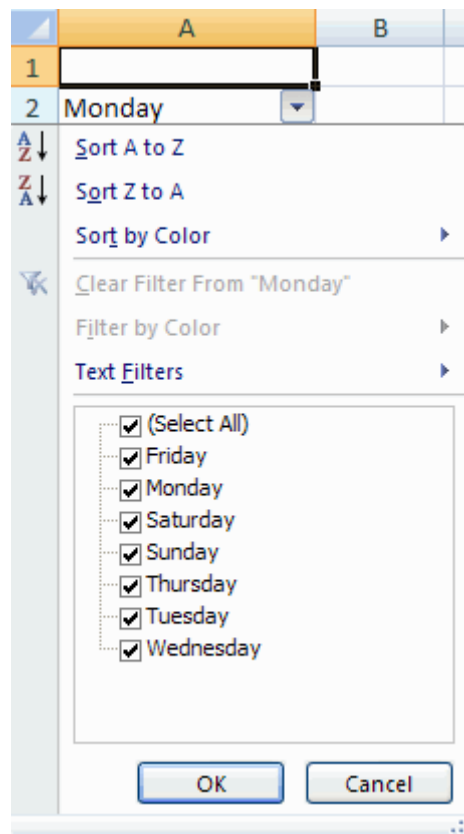
- Click the **Sort & Filter** button on the **Home** tab
- Choose which column you want to sort by first
- Click **Add Level**
- Choose the next column you want to sort
- Click **OK**



Filtering

Filtering allows you to display only data that meets certain criteria. To filter:

- Click the column or columns that contain the data you wish to filter
- On the **Home** tab, click on **Sort & Filter**
- Click **Filter** button
- Click the **Arrow** at the bottom of the first cell
- Click the **Text Filter**
- Click the **Words** you wish to Filter



- To clear the filter click the **Sort & Filter** button
- Click **Clear**

