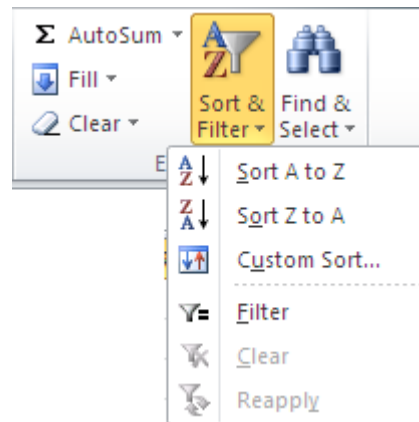


Basic Sorts

Sorting and Filtering allow you to manipulate data in a worksheet based on given set of criteria.

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
- Click **Custom Sort**
- Click the **Sort** button
- Choose which column you want to sort by first
- Click **Add Level**
- Choose the next column you want to sort
- Click **OK**

