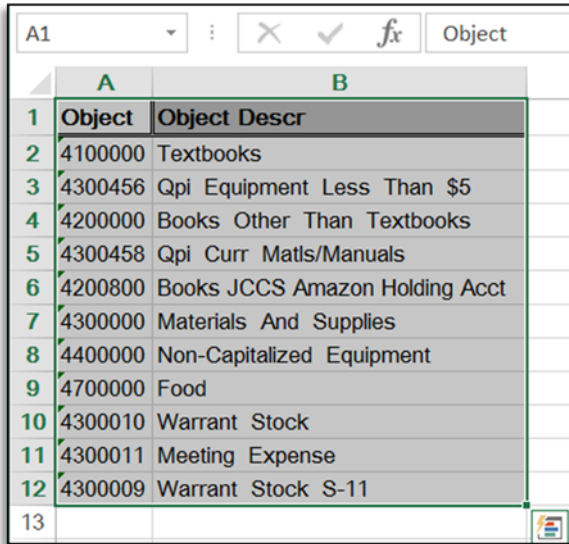


SORT

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.

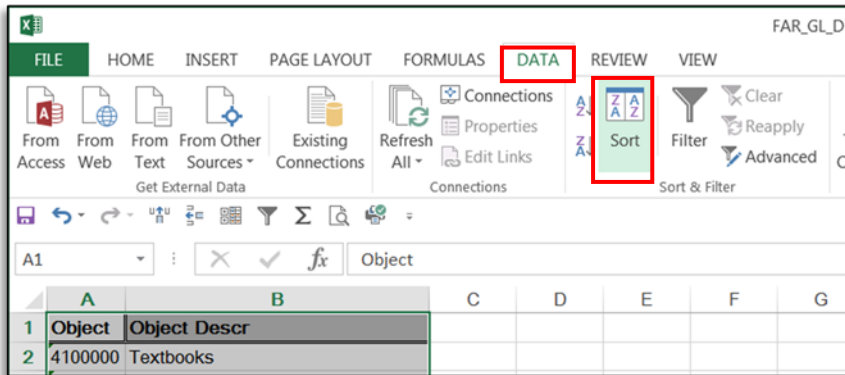
STEPS

- o Begin by selecting the data set and the headers that you would like to sort.

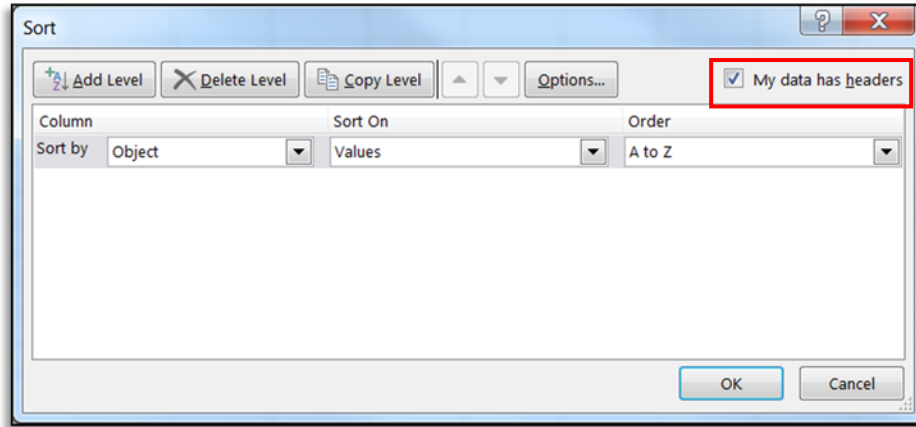


	A	B
1	Object	Object Descr
2	4100000	Textbooks
3	4300456	Qpi Equipment Less Than \$5
4	4200000	Books Other Than Textbooks
5	4300458	Qpi Curr Mats/Manuals
6	4200800	Books JCCS Amazon Holding Acct
7	4300000	Materials And Supplies
8	4400000	Non-Capitalized Equipment
9	4700000	Food
10	4300010	Warrant Stock
11	4300011	Meeting Expense
12	4300009	Warrant Stock S-11
13		

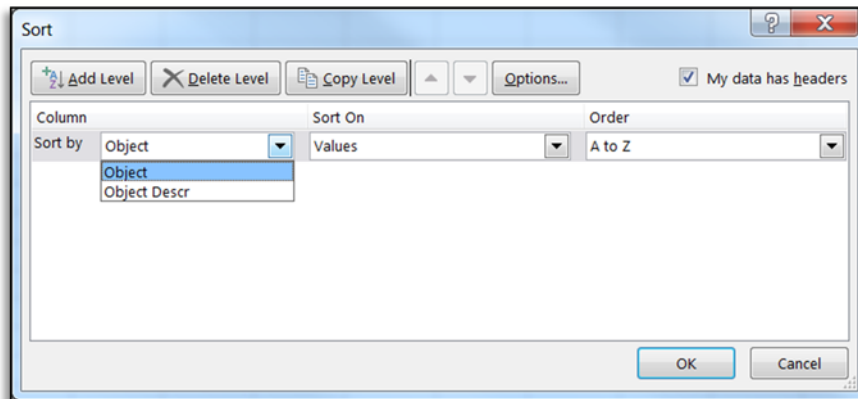
- o Click on the data tab and click "Sort."



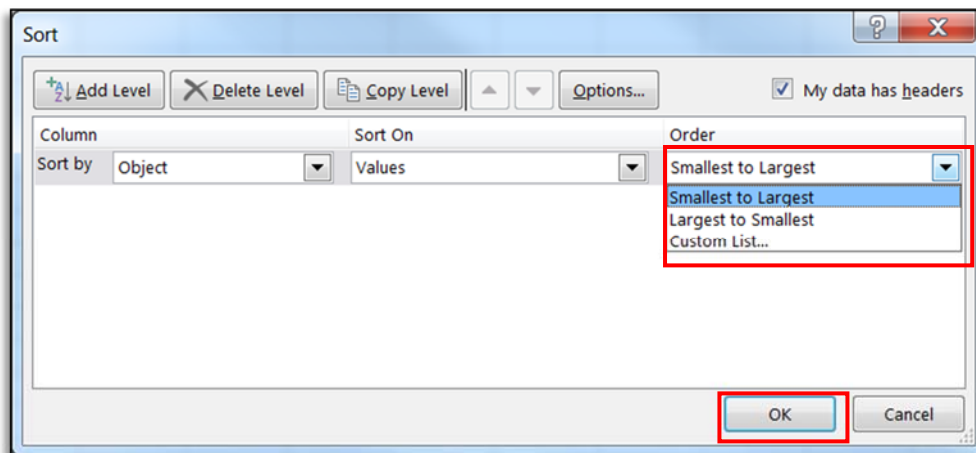
- You will notice that in the right hand corner of the sort window there is a check box and “My data has headers”.
 - If you have your own headers (titles on the columns), check this box.
 - If you DO NOT have headers (titles on the columns), DO NOT check this box.



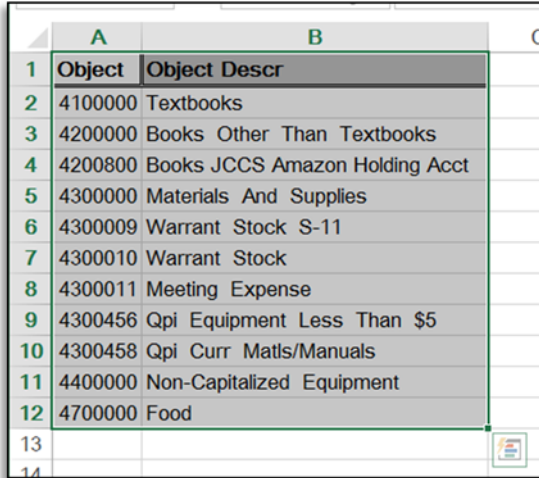
- Select from the first drop down menu which field you want to sort by. In this case we will select “OBJECT”.



- 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 "object".



The image shows a screenshot of an Excel spreadsheet with two columns: 'Object' and 'Object Descr'. The data is sorted in ascending order by the 'Object' column. The rows are numbered 1 through 14. The 'Object' column contains numeric values, and the 'Object Descr' column contains text descriptions.

	A	B	C
1	Object	Object Descr	
2	4100000	Textbooks	
3	4200000	Books Other Than Textbooks	
4	4200800	Books JCCS Amazon Holding Acct	
5	4300000	Materials And Supplies	
6	4300009	Warrant Stock S-11	
7	4300010	Warrant Stock	
8	4300011	Meeting Expense	
9	4300456	Qpi Equipment Less Than \$5	
10	4300458	Qpi Curr Mats/Manuals	
11	4400000	Non-Capitalized Equipment	
12	4700000	Food	
13			
14			