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Optics Techniques Department

Lecture 2

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✚ Sorting

In Excel you can sort numbers, text or dates, in either *ascending* (تصاعدي) or *descending* (تنازلي) order. If there is blank cells, they are always placed last in a sort. You can find sort command on:

- ➢ **Data** tab, **Sort& Filter** group.
- ➢ **Home** tab, **Editing** group.

✚ Sort Text Data

1. Click any cell in the column that you want to sort by. On the **Home** tab, select **Sort & Filter** from **Editing** group. OR **Data** tab, **Sort& Filter** group.

2. Choose either Ascending ⬚ (Sort A to Z) or Descending ⬚ (Sort Z to A) order.

✚ Sort Number Data

1. Click any cell in the column that you want to sort by. On the **Home** tab, select **Sort & Filter** from **Editing** group. OR **Data** tab, **Sort& Filter** group.

2. Choose either Ascending ⬚ (Sort Smallest to Largest) or Descending

⬚ (Sort Largest to Smallest) order.

✚ Sort Date Data

1. Click any cell in the column that you want to sort by. On the **Home** tab, select **Sort & Filter** from **Editing** group. Or **Data** tab, **Sort& Filter** group.

2. Choose either ⬚ Ascending (Sort Oldest to Newest) or ⬚ Descending (Sort Newest to Oldest) order.

Warning: When you Sort your data excel will automatically expands your selection from a single cell to include all adjacent data. It's *dangerous* to select one column to

sort, each row of adjacent data stay the same (i.e. excel will sort only the selected data, the data next to your selection will *not* be sorted).

Example:

If we select Column A to sort in ascending order, Excel show a **Sort Warning message.**
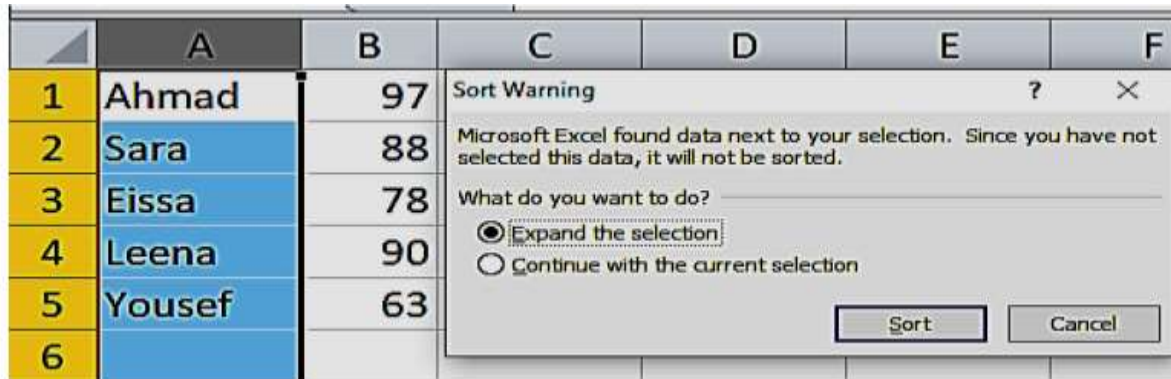
☐If we choose **Expand the selection**, the result will be:

	A	B
1	Ahmad	97
2	Eissa	78
3	Leena	90
4	Sara	88
5	Yousef	63

☐If we choose **Continue with the current selection**, the result will be:

Note: This option will only sort column A, which means that our data is no longer correct.

	A	B
1	Ahmad	97
2	Eissa	88
3	Leena	78
4	Sara	90
5	Yousef	63

Custom Sort

1- Sorting Months and Weekdays

1. Select a cell or range in the list you want to sort . On the **Home** ribbon, select **Sort & Filter**, and choose **Custom Sort**.

2. The Sort Window will open. Select the custom List under Order. The Custom List Dialog Box will Open.

3. Select the List that you want or add your own list using **NEW LIST**, then click OK.

2- Sorting columns from Left to Right

Default Sorting is **top to bottom**, but there is another option to sort is from **left to right**.
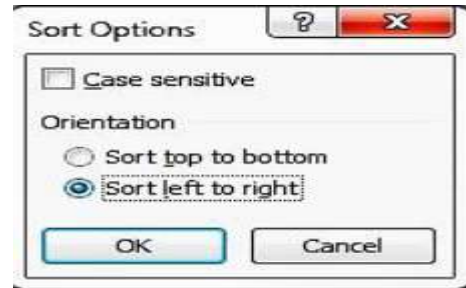
1. On the **Home** tab, select **Sort & Filter**, and choose **Custom Sort**. The Sort Window will open.
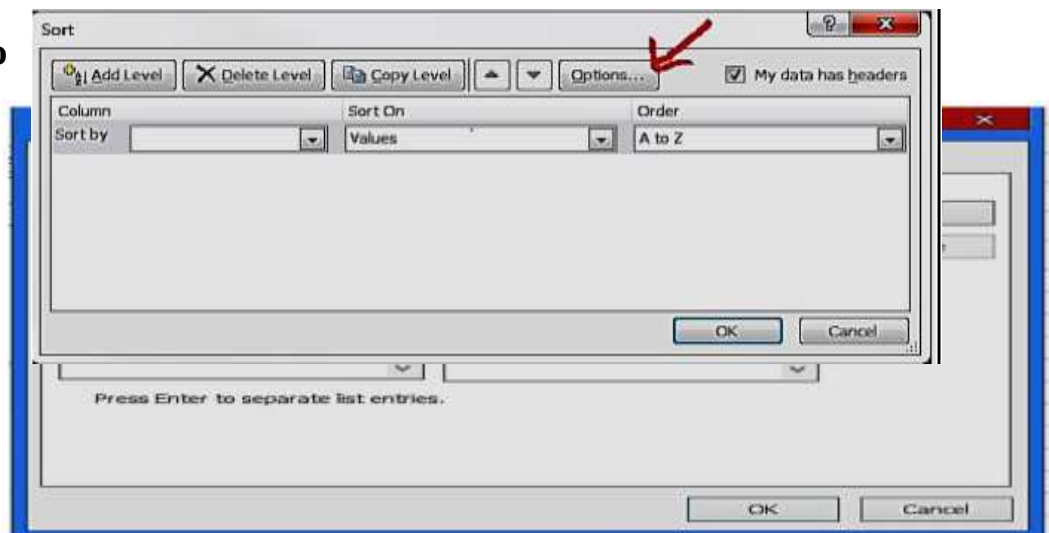
2. Click on Options button, then in the Sort Options dialog box choose **Sort**
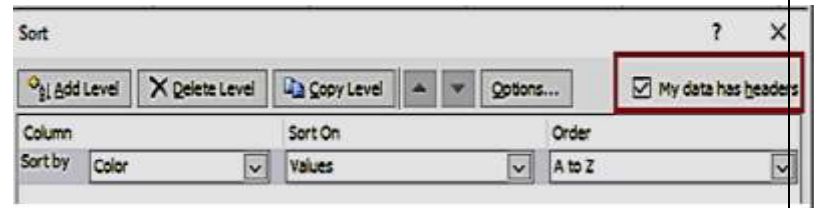
left to right.

3. Select the Row number to sort. Select order, then click OK.

3- Recognizing a Header Row

In Excel you can keep the first row on top (headers) in their places when you sort your data as follow:

1. In **Custom Sort** dialog box, Check **My data has headers**.

➕ **Sort sequences**

In ascending order, Numbers and Dates are sorted first, then Text.

Blank cells are sorted at the end both in ascending and descending sorts.

➕ **Example:**

Data		Ascending Order		Descending Order	
	A		**A**		**A**
1	z	1	-1	1	z
2	10/31/2020	2	7	2	w
3	a	3	10/31/2019	3	a
4	7	4	10/31/2020	4	10/31/2020
5	10/31/2019	5	a	5	10/31/2019
6	-1	6	w	6	7
7	w	7	z	7	-1