

Sorting Samples

When data is entered, it can be sorted using this menu option.

The left hand scrolling list contains the titles of each available column of data. Click one name, hold the Shift key and click to select a consecutive range of titles and the Command key to select further individual titles. You can deselect titles by Command clicking them if they are currently selected.

Choose the options desired below the list box. You can sort descending rather than ascending (the default) by clicking the top check box. The lower check box allows you to use the first selected list item as the key for sorting the whole spreadsheet row by row.