



Sorting & Filtering

Getting to Know Excel 2007 Sorting & Filtering

Sorting and filtering are two of the most useful functions for working with spreadsheet data in Excel 2007. These features enable you to organize and present your information in ways relevant to your precise needs, hiding irrelevant data. Through sorting and filtering, you can focus your report or presentation on issues such as quarterly profits, product lines, or business expenses, and then sort the end results using various criteria

(e.g. alphabetically, by date). Using these functions in Excel 2007, you can easily tailor your presentations for any audience.

Note: Since some basic knowledge of Excel 2007 is assumed, those in need of a starter guide are referred to the Excel 2007 Quick Reference Guide by Nevada Learning Series.

The Home tab. Click to display formatting options.

Click to display the Sort & Filter menu.

The Office Ribbon

Column headers. See *Sorting by Columns*, page 3, and *Filtering Multiple Columns*, page 4.

Rows. See *Sorting by Rows*, page 3.

Spreadsheet window

Editing group

Styles group. See *Filtering by Cell Format*, page 6.

Numeric values. See *Sorting by Numeric Value*, page 2.

Alphanumeric values. See *Sorting by Alphanumeric (Text) Value*, page 2.

Filter menu button. See *Sorting by Numeric Value*, page 2.

	A	B	C	D	E	F	G
1	Sales Associat	# Units Sold	Unit Price	Revenue			
2	Fahel	4100	0.04	\$164.00			
3	Teco	8300	0.25	\$2,075.00			
4	Weldon	9000	0.04	\$360.00			
5	Reindalo	6500	0.1	\$650.00			
6	Wellington	7700	0.04	\$308.00			
7	Renan	100	0.5	\$50.00			
8	Maicosuel	12200	0.04	\$488.00			
9			Total Cash	\$4,095.00			
10							
11	Best Seller		\$2,075.00	SALES WINNER			
12	Worst Seller		\$50.00	FAIL			
13							
14							
15							

TABLE OF CONTENTS					
2	Sorting in Excel 2007	4	Filtering in Excel 2007	6	Filtering by Cell Format
3	Sorting Cells, Columns & Rows	5	Filtering Numbers, Ranges & Dates		