

Chapter 1 : Sorting - Wikipedia

Sorting information or data. In computer science, arranging in an ordered sequence is called "sorting". Sorting is a common operation in many applications, and efficient algorithms to perform it have been developed.

Sorting and filtering are two tools that let you customize how you organize and view your data, making it more convenient to work with. You will need to have Access installed on your computer in order to open the example. About sorting and filtering Essentially, sorting and filtering are tools that let you organize your data. When you sort data, you are putting it in order. Sorting records When you sort records, you are putting them into a logical order, with similar data grouped together. As a result, sorted data is often simpler to read and understand than unsorted data. By default, Access sorts records by their ID numbers. However, there are many other ways records can be sorted. For example, the information in a database belonging to a bakery could be sorted in a number of ways: Orders could be sorted by order date or by the last name of the customers who placed the orders. Customers could be sorted by name or by the city or zip code where they live. Products could be sorted by name, category like pies, cakes, and cupcakes , or price. You can sort both text and numbers in two ways: Ascending means going up, so an ascending sort will arrange numbers from smallest to largest and text from A to Z. Descending means going down, or largest to smallest for numbers and Z to A for text. The default ID number sort that appears in your tables is an ascending sort, which is why the lowest ID numbers appear first. In our example, we will be performing a sort on a table. However, you can sort records in any Access object. The procedure is largely the same. Select a field you want to sort by. Sort the field by selecting the Ascending or Descending command. Select Ascending to sort text A to Z or to sort numbers from smallest to largest. We will select this in our example because we want the last names to be in A-to-Z order. Select Descending to sort text Z to A or to sort numbers from largest to smallest. The Ascending and Descending Sort commands The table will now be sorted by the selected field. The same table with an ascending sort applied to the Last Name field To save the new sort, click the Save command on the Quick Access toolbar. Saving the sort After you save the sort, the records will stay sorted this way until you perform another sort or remove the current one. To remove a sort, click the Remove Sort command. Removing the sort Filtering records Filters allow you to view only the data you want to see. When you create a filter, you set criteria for the data you want to display. For instance, if you had a database that included customer and order information, you could create a filter to display only customers living within a certain city or only orders containing a certain product. Viewing this data with a filter would be far more convenient than searching for it in a large table. In our examples and explanations, we will be applying filters to tables. However, you can apply filters to any Access object. To create a simple filter: Click the drop-down arrow next to the field you want to filter by. We will filter by city because we want to see a list of customers who live in a certain city. Selecting a field to sort by A drop-down menu with a checklist will appear. Only checked items will be included in the filtered results. Use the following options to determine which items will be included in your filter: Select and deselect items one at a time by clicking their checkboxes. Click Select All to include every item in the filter. If all items are already selected, this option will deselect all items. Click Blanks to set the filter to find only the records with no data in the selected field. Setting the filter to only show records with "Cary" in the city field Click OK. The filter will be applied. Our customers table now displays only customers who live in Cary. The filtered table, now showing only the records for customers who live in Cary Toggling your filter allows you to turn it on and off. To view the records without the filter, click the Toggle Filter command. To restore the filter, click it again. Removing the current filter with the Toggle Filter command Creating a filter from a selection Filtering by selection allows you to select specific data from your table and find data that is similar or dissimilar to it. To create a filter from a selection: Select the cell or data you want to create a filter with. Clicking the Filter by Selection command Select the type of filter you want to apply: Contains includes only records with cells that contain the selected data. Does Not Contain includes all records except for those with cells that contain the selected data. Ends With includes only records whose data for the selected field ends with the search term. Does Not End With includes all records except for those whose data

for the selected field ends with the search term. Setting the filter to show only records that contain the selected word The filter will be applied. Our table now displays only products with the word chocolate in their names. The filtered table showing only records containing "chocolate" in the Product Name field Creating a filter from a search term You can also create a filter by entering a search term and specifying the way Access should match data to that term. Creating a filter from a search term is similar to creating a filter from a selection. Filtering text by a search term When filtering text by entering a search term, you can use some of the same options you use when filtering by a selection, like Contains, Does Not Contain, Ends With, and Does Not End With. You can also choose from the following options: Equals, which includes only records with data that is identical to the selected data Does Not Equal, which includes all records except for the data that is identical to the selection Begins With, which includes only records whose data for the selected field begins with the search term Does Not Begin With, which includes all records except for those whose data for the selected field begins with the search term To filter text by a search term: Selecting a field to filter by In the drop-down menu, hover your mouse over Text Filters. From the list that appears, select the way you want the filter to match the term you enter. In this example, we want to view only records whose notes indicate the order was placed for a party. Selecting filter settings The Custom Filter dialog box will appear. Type the word you want to use in your filter. Typing the term the filter will search for Click OK. The filtered table showing only records containing the word "party" in the Notes field Filtering numbers with a search term The process for filtering numbers with a search term is similar to the process for filtering text. However, different filtering options are available to you when working with numbers. In addition to Equals and Does not Equal, you can choose: Greater Than to include only records with numbers in that field that are greater than or equal to the number you enter Less Than to include only records with numbers in that field that are less than or equal to the number you enter Between to include records with numbers that fall within a certain range To filter numbers by a search term: In the drop-down menu, hover your mouse over Number Filters. From the list that appears, select the way you want the filter to match your search term. Selecting a field to filter by The Custom Filter dialog box will appear. Type the number or numbers you want to use in your filter. Typing the number to filter for Click OK. Filtering by date Challenge! Open an existing Access database. If you want, you can use our Access sample database. Open the query called Cakes and Pies Sold. Apply a filter to the Product Types field that shows only Cakes. In the Sum of Quantity field, apply a filter that only shows numbers greater than five. Apply an ascending sort to the Sum of Quantity field.

If the results of sorting by date do not turn out as expected, the data in the column containing the sort key might contain dates or times stored as text data rather than as numbers (dates and times are just formatted number data).

But, be careful, or one column may be sorted, while others are not. Only use this technique if there are no blank rows or columns within the data. Select one cell in the column you want to sort. On the Excel Ribbon, click the Data tab. If things look wrong, immediately click the Undo button on the toolbar. If there is a blank row or blank columns within the data, part of the data might be sorted, while other data is ignored. Follow these steps to help prevent problems when sorting Excel data: Check the selected area, to make sure that all the data is included. For example, in the screen shot below, hidden column E is blank, so columns at the left are not selected. If all the data was not selected, fix any blank columns or rows, and try again. Or, use the Sort Dialog box, as described in the next section. If things look wrong, click the Undo button on the toolbar. First, the data will be sorted by Gender, then by State, and then by Birth Year. Select all the cells in the list. This is the safest approach to sorting. Some of the data may be missed. Click the Add Level button, to add the first sorting level. From the Sort by dropdown, select the first column you want to sort. In this example, Gender will be the first column sorted. From the Sort On drop down, select the option that you want. Next, from the Order drop down, select one of the options. The list of Order options will depend on what you selected in the Sort On column. If you are sorting on multiple columns, click the Add Level button, to add the next level, and select options from its drop down boxes. Because the BirthYr column contains only numbers, its Order options are slightly different from the text column options. After you have selected all the Sort levels, and their options, click OK. The data will be sorted in the order that you specified. In the screen shot below: Gender column is sorted first, so all the female names are at the top. Next, the State column is sorted, so females from Alabama are at the top of the list. Finally, the BirthYr is sorted, with the earliest birth years at the top of each state. In addition to these standard options, you can sort in a custom order, such as month order, or weekday order. Watch the steps for doing a custom sort in the Sort Custom Order video, or follow the written instructions, below the video. In the Sort dialog box, select the Day column in the Sort By box. From the Order drop down, select Custom List. In the Custom dialog box, select a custom list and then click OK, twice, to close the dialog boxes. The Day column is sorted in weekday order, instead of alphabetical order, so Sunday appears at the top of the list. Sorting a Row Instead of sorting your data by columns, you can sort the data by row. You can see the steps in this short Sort by Row video, and read the detailed instructions below. Here is a link to the page [Sorting a Row Instead of sorting your data by columns](#), you can sort the data by row. To sort by a row, follow these steps: Select one cell in the row you want to sort. Right-click a cell in the row that you want to sort In the popup menu, click Sort, then click Custom Sort. At the top of the Sort dialog box, click Options. Click OK, to close the Options dialog box. From the Sort By drop down, select the row that you want to sort. There are no headings available, so select the correct Row number. The data is sorted by the values in the selected row. Sort Data by Cell Icon When you create a named Excel table, or apply an AutoFilter to a list, each heading cell gets a drop down arrow. If you add conditional formatting icons to one of the columns, you can also sort by those icons. In the screen shot below, Traffic light icons are being added to the Quantity column. Sort by Selected Cell Icon After adding icons, the quickest way to sort by a specific icon is: Right-click on a cell that contains the icon you want at the top of the list In the pop-up menu, click Sort Click Put Selected Cell Icon On Top The list is sorted, to move all items with the selected icon to the top of the list. Other items are not sorted, and the items that were moved to the top of the list are left in their original order, within that group. Sort With Heading Drop Down List After you have added cell icons, you can also sort by icon from the drop down list in the heading. Click the drop down arrow in the heading cell Click Sort by Color Click on an icon, to move it to the top of the list Sort Sample Workbook To try the sorting techniques, you can download the Sort sample workbook. The file is in xlsx file format, and is zipped. It does not contain any macros.

Chapter 3 : Sort out | Define Sort out at calendrierdelascience.com

When sorting data, it's important to first decide if you want the sort to apply to the entire worksheet or just a cell range. Sort sheet organizes all of the data in your worksheet by one column. Related information across each row is kept together when the sort is applied.

What do you want to do? Sort text Select a cell in the column you want to sort. To quick sort in ascending order, click Sort A to Z. To quick sort in descending order, click Sort Z to A. If you do not apply this format, the numbers stored as numbers are sorted before the numbers stored as text. Remove the leading spaces before you sort the data. You can do this manually, or you can use the TRIM function. Select a cell in the column you want to sort. To sort from low to high, click Sort Smallest to Largest. To sort from high to low, click Sort Largest to Smallest. For more information, see Fix text-formatted numbers by applying a number format. To sort from an earlier to a later date or time, click Sort Oldest to Newest. To sort from a later to an earlier date or time, click Sort Newest to Oldest. For Excel to sort dates and times correctly, all dates and times in a column must be stored as a date or time serial number. If Excel cannot recognize a value as a date or time, the date or time is stored as text. For more information, see Convert dates stored as text to dates. If you want to sort by days of the week, format the cells to show the day of the week. If you want to sort by the day of the week regardless of the date, convert them to text by using the TEXT function. However, the TEXT function returns a text value, so the sort operation would be based on alphanumeric data. For more information, see Show dates as days of the week. Sort by more than one column or row You may want to sort by more than one column or row when you have data that you want to group by the same value in one column or row, and then sort another column or row within that group of equal values. For example, if you have a Department column and an Employee column, you can first sort by Department to group all the employees in the same department together , and then sort by name to put the names in alphabetical order within each department. You can sort by up to 64 columns. For best results, the range of cells that you sort should have column headings. Select any cell in the data range. In the Sort dialog box, under Column, in the Sort by box, select the first column that you want to sort. Under Sort On, select the type of sort. Do one of the following: To sort by text, number, or date and time, select Values. Under Order, select how you want to sort. For text values, select A to Z or Z to A. For number values, select Smallest to Largest or Largest to Smallest. For date or time values, select Oldest to Newest or Newest to Oldest. To sort based on a custom list, select Custom List. To add another column to sort by, click Add Level, and then repeat steps three through five. To copy a column to sort by, select the entry and then click Copy Level. To delete a column to sort by, select the entry and then click Delete Level. You must keep at least one entry in the list. To change the order in which the columns are sorted, select an entry and then click the Up or Down arrow next to the Options button to change the order. Entries higher in the list are sorted before entries lower in the list. Sort by cell color, font color, or icon If you have manually or conditionally formatted a range of cells or a table column by cell color or font color, you can also sort by these colors. You can also sort by an icon set that you created with conditional formatting. In the Sort dialog box, under Column, in the Sort by box, select the column that you want to sort. Under Order, click the arrow next to the button and then, depending on the type of format, select a cell color, font color, or cell icon. Next, select how you want to sort. To move the cell color, font color, or icon to the top or to the left, select On Top for a column sort, and On Left for a row sort. To move the cell color, font color, or icon to the bottom or to the right, select On Bottom for a column sort, and On Right for a row sort. There is no default cell color, font color, or icon sort order. You must define the order that you want for each sort operation. To specify the next cell color, font color, or icon to sort by, click Add Level, and then repeat steps three through five. Make sure that you select the same column in the Then by box and that you make the same selection under Order. Keep repeating for each additional cell color, font color, or icon that you want included in the sort. Sort by a custom list You can use a custom list to sort in a user-defined order. For example, a column might contain values that you want to sort by, such as High, Medium, and Low. How can you sort so that rows containing High appear first, followed by Medium, and then Low? By creating your own custom list, you can get around this problem.

Optionally, create a custom list: In a range of cells, enter the values that you want to sort by, in the order that you want them, from top to bottom as in this example. Select the range that you just entered. Using the preceding example, select cells A1: You can create a custom list based only on a value text, number, and date or time. You cannot create a custom list based on a format cell color, font color, or icon. The maximum length for a custom list is characters, and the first character must not begin with a number. In the Sort dialog box, under Column, in the Sort by or Then by box, select the column that you want to sort by a custom list. Under Order, select Custom List. In the Custom Lists dialog box, select the list that you want. Using the custom list that you created in the preceding example, click High, Medium, Low. In the Sort dialog box, click Options. In the Sort Options dialog box, select Case sensitive. Select any cell within the range you want to sort. Under Row, in the Sort by box, select the row that you want to sort. This will generally be row 1 if you want to sort by your header row. If your header row is text, but you want to order columns by numbers, you can add a new row above your data range and add numbers according to the order you want them. To sort by value, select one of the options from the Order drop-down: To sort by cell color, font color, or cell icon, do this: When you sort rows that are part of a worksheet outline, Excel sorts the highest-level groups level 1 so that the detail rows or columns stay together, even if the detail rows or columns are hidden. Sort by a partial value in a column To sort by a part of a value in a column, such as a part number code WDG , last name Carol Philips , or first name Philips, Carol , you first need to split the column into two or more columns so that the value you want to sort by is in its own column. To do this, you can use text functions to separate the parts of the cells or you can use the Convert Text to Columns Wizard. For examples and more information, see Split text into different cells and Split text among columns by using functions. Sort a range within a larger range Warning: It is possible to sort a range within a range, but it is not recommended, because the result disassociates the sorted range from its original data. If you were to sort the following data as shown, the selected employees would be associated with different departments than they were before. Fortunately, Excel will warn you if it senses you are about to attempt this: If you did not intend to sort like this, then press the Expand the selection option, otherwise select Continue with the current selection. If the results are not what you want, click Undo. Learn more about general issues with sorting If you get unexpected results when sorting your data, do the following: In this case, make sure that you reapply the sort to get up-to-date results. Make sure that you have the proper locale setting in Regional Settings or Regional and Language Options in Control Panel on your computer. For information about changing the locale setting, see the Windows help system. By default, the value in the heading is not included in the sort operation. Occasionally, you may need to turn the heading on or off so that the value in the heading is or is not included in the sort operation. Top of Page Need more help? You can always ask an expert in the Excel Tech Community , get support in the Answers community , or suggest a new feature or improvement on Excel User Voice.

Chapter 4 : Quick start: Sort data in an Excel worksheet - Excel

Tip: For even more advanced sorting, try out changing the Sort On dropdown menu to change your sort to advanced features, like sorting based on the cell's color. Advanced sorting allows you to build two levels of data organization into your spreadsheet.

One dozen glazed pastries tumble out of the bakery box onto the sidewalk, collecting some dirt but still looking edible five second rule! The other dozen, customized and individually wrapped in a separate box, survives unharmed. Upon delivery, your office mates decide to ditch the box of glazed treats because who knows what kind of bacteria live underfoot. That extra layer of protection—the wrapper plus the box—boosts the confidence of everyone who comes in contact with one of those doughnuts throughout their likely brief lifecycle. As a result of that rapid adoption of technology—primarily in the form of electronic health records EHRs—the healthcare industry is starting to see signs of an approaching information crisis, Kloss says. And all of these are symptomatic of rapid adoption and not [having] an adequate policy and governance infrastructure," Kloss says. As a result, healthcare leaders are starting to take information governance seriously and are starting to devote multidisciplinary teams to developing governance initiatives. Information governance efforts have been happening successfully in industries such as banking and finance for years. Information governance is, therefore, asset management. Information governance is really asset management, through effective policy, the whole array of management tools, technology being just one of them. As in any information system, you have to have management of the data, and someone responsible for the integrity of the information. Our management gets shifted from the archive to getting it ready to store, to starting information management, to information capture," Kloss says. She emphasizes that HIM professionals have a responsibility to manage that data accurately and make sure that everyone who uses it down the line understands its intricacies. Jane Thorpe, JD, says information governance plays a major role in maintaining a legally sound health record, especially when it comes to tracking any requests for disclosures and e-discovery. Providers must know what information they are releasing and whether that information meets the minimum necessary rule. Having those policies and tracking procedures in place to organize, store, and maintain data ahead of time is part of a sound information governance program. Documentation in the record is a significant part of revenue cycle and reimbursement within an organization," Reeves says. Reeves says she gets a monthly report of every correction a staff member has made to a health record. That, to me, is not an appropriate way to manage data integrity within the record," Reeves says. We have a policy that governs that. HIM professionals are skilled at piecing together data from multiple provider systems, such as the radiology, laboratory, emergency departments, and then managing that flow of information—and not just on the front end. All of these skills are vital for information governance projects. But HIM does know that. Bring these domains together. Katz is part of a person information governance team at Truman, which he estimates has as many as 50 contributing individuals in total. Katz is one of several HIM employees at Truman working on its information governance program, which he is optimistic about. Most importantly, speak up. As an organization, this is important for us. If you have started one, get a seat on it. Explain the virtues your background brings," Katz says. HIM professionals are a good fit for information governance programs for many reasons, according to Katz. Experience with an EHR is crucial," Katz says. When Reeves is looking for people to work on information governance teams, she typically looks for credentialed health data coordinators and someone who has broad experience with an EHR and a strong grasp of workflow. Reeves says the ideal candidate must be able to ask: Governance also is the key to keeping HIM relevant in the future. That has always been our core strength and competency," Luthi-Terry says. I believe truly that is where HIM lands, and where our strength is and will be for the future. Transcription and traditional roles are changing," Reeves says. We must create our future. However, nobody seems to agree on just exactly who should issue the standards. Improved governance policies could pave the way for lower healthcare costs, quicker decision making, reductions in unnecessary procedure duplications, and fewer hospital readmissions.

Chapter 5 : Sort data in a range or table - Excel

When sorting information in a worksheet, you can rearrange the data to find values quickly. You can sort a range or table of data on one or more columns of data. For example, you can sort employees "first by department, and then by last name. Select a range of tabular data, such as A1:L5.

First step 1 Review the questions. The questions generated before the information was gathered should be reviewed. Why was this particular information necessary? What questions was it to answer? What kinds of decisions are to be made based on this information? Review the questions It is common for people to work very hard planning for the information they need and then, once the information is collected to not look back and renew their understanding of the central issues and key questions. Important results that were not anticipated should not, however, be ignored. Sometimes putting information together will raise important, unforeseen and relevant questions. These can be noted for future reference and pointed out in the presentation of results. Second step 2 Organize the information. The mechanics of organizing information for analysis will vary according to the thinking processes of different people. Sometimes it is best not to force a certain way of thinking. On the other hand, there is a certain logic that can be followed. Some may be partly analyzed, and some may need analysis. Third step 3 Decide how to analyze information. Analysis of parts may be simply adding up numbers and averaging them or comparing information to examine the relationship of one thing to another, or two things together. Decide how to analyze information Analysis can also take note of similarities It can contrast information by setting two things in opposition so as to show the differences It can relate pieces of information to establish relationships between them Fourth step 4 Analyze quantitative information. It is likely that quantitative numbers information will be computer by hand, or with the use of adding machines. Two straightforward ways to analyze information are Tally Sheets and Summary Sheets. Tally sheets Tally sheets are useful for summarizing information such as production figures, survival, figures, and nursery sales. It is especially important to think carefully about the pieces of information that, when paired, will answer the questions that were originally asked. The tally sheet is an especially good way to analyze information when literacy is not high. When the tally sheet is prepared at a meeting, or in a group, patterns emerge in a way which everyone can see. Analyze quantitative information Summary sheets To show information individually in order to see clearly the differences between each piece of information, a Summary Sheet can be used. They are especially useful for analyzing information from interviews. Summary sheets Fifth step 5 Analyze qualitative information. Analysis of qualitative descriptive information is a creative and critical process. The way the information has been gathered will probably determine how it can best be analyzed. For example, if drawings of a community have been done at the beginning, middle and end of the project, can be analyzed by presenting a series of drawings to a number of individuals and asking them to: Analyze qualitative information Sixth step 6 Integrate the information. Putting the analyzed parts together in a way that tells the complete story can be done by the team that has been assigned to gather and analyze information. Partial analysis can be presented to the larger community group for completion.

Chapter 6 : How to Sort Lists in Excel - Basics

Sorting data is an integral part of data analysis. You might want to arrange a list of names in alphabetical order, compile a list of product inventory levels from highest to lowest, or order rows by colors or icons.

The word "data" was first used to mean "transmissible and storable computer information" in The expression "data processing" was first used in However, in non-specialist, everyday writing, "data" is most commonly used in the singular, as a mass noun like "information", "sand" or "rain". According to a common view, data is collected and analyzed; data only becomes information suitable for making decisions once it has been analyzed in some fashion. For example, the height of Mount Everest is generally considered data. The height can be measured precisely with an altimeter and entered into a database. This data may be included in a book along with other data on Mount Everest to describe the mountain in a manner useful for those who wish to make a decision about the best method to climb it. Thus wisdom complements and completes the series "data", "information" and "knowledge" of increasingly abstract concepts. Data is often assumed to be the least abstract concept, information the next least, and knowledge the most abstract. This view, however, has also been argued to reverse the way in which data emerges from information, and information from knowledge. Beynon-Davies uses the concept of a sign to differentiate between data and information; data is a series of symbols, while information occurs when the symbols are used to refer to something. Since the development of computing devices and machines, these devices can also collect data. In the s, computers are widely used in many fields to collect data and sort or process it, in disciplines ranging from marketing , analysis of social services usage by citizens to scientific research. These patterns in data are seen as information which can be used to enhance knowledge. These patterns may be interpreted as " truth " though "truth" can be a subjective concept , and may be authorized as aesthetic and ethical criteria in some disciplines or cultures. Events that leave behind perceivable physical or virtual remains can be traced back through data. Marks are no longer considered data once the link between the mark and observation is broken. An analog computer represents a datum as a voltage, distance, position, or other physical quantity. A digital computer represents a piece of data as a sequence of symbols drawn from a fixed alphabet. The most common digital computers use a binary alphabet, that is, an alphabet of two characters, typically denoted "0" and "1". More familiar representations, such as numbers or letters, are then constructed from the binary alphabet. Some special forms of data are distinguished. A computer program is a collection of data, which can be interpreted as instructions. Most computer languages make a distinction between programs and the other data on which programs operate, but in some languages, notably Lisp and similar languages, programs are essentially indistinguishable from other data. It is also useful to distinguish metadata , that is, a description of other data. A similar yet earlier term for metadata is "ancillary data. Data collection[edit] Gathering data can be accomplished through a primary source the researcher is the first person to obtain the data or a secondary source the researcher obtains the data that has already been collected by other sources, such as data disseminated in a scientific journal. Data analysis methodologies vary and include data triangulation and data percolation. The data are thereafter "percolated" using a series of pre-determined steps so as to extract the most relevant information. In other fields[edit] Although data is also increasingly used in other fields, it has been suggested that the highly interpretive nature of them might be at odds with the ethos of data as "given".

Chapter 7 : Excel Sorting Data

Sorting a Row. Instead of sorting your data by columns, you can sort the data by row. In this example, we'll sort a table of monthly sales, so the month with the largest sales total is at the left.

You can quickly reorganize a worksheet by sorting your data. For example, you could organize a list of contact information by last name. Content can be sorted alphabetically, numerically, and in many other ways. Download our practice workbook. Watch the video below to learn more about sorting data in Excel. Sort sheet organizes all of the data in your worksheet by one column. Related information across each row is kept together when the sort is applied. In the example below, the Contact Name column column A has been sorted to display the names in alphabetical order. Sort range sorts the data in a range of cells, which can be helpful when working with a sheet that contains several tables. Sorting a range will not affect other content on the worksheet. To sort a sheet: Select a cell in the column you want to sort by. The worksheet will be sorted by the selected column. In our example, the worksheet is now sorted by last name. To sort a range: Select the cell range you want to sort. Select the Data tab on the Ribbon, then click the Sort command. The Sort dialog box will appear. Choose the column you want to sort by. Decide the sorting order either ascending or descending. The cell range will be sorted by the selected column. In our example, the Orders column will be sorted from highest to lowest. Notice that the other content in the worksheet was not affected by the sort. Even a small typo could cause problems when sorting a large worksheet. In the example below, we forgot to include a hyphen in cell A18, causing our sort to be slightly inaccurate. Fortunately, Excel allows you to create a custom list to define your own sorting order. To create a custom sort: In our example below, we want to sort the worksheet by T-Shirt Size column D. A regular sort would organize the sizes alphabetically, which would be incorrect. Select the Data tab, then click the Sort command. Select the column you want to sort by, then choose Custom List. In our example, we will choose to sort by T-Shirt Size. The Custom Lists dialog box will appear. Type the items in the desired custom order in the List entries: Click Add to save the new sort order. The new list will be added to the Custom lists: Make sure the new list is selected, then click OK. The Custom Lists dialog box will close. Click OK in the Sort dialog box to perform the custom sort. The worksheet will be sorted by the custom order. In our example, the worksheet is now organized by T-shirt size from smallest to largest. Sorting levels If you need more control over how your data is sorted, you can add multiple levels to any sort. This allows you to sort your data by more than one column. To add a level: Click the Data tab, then select the Sort command. Select the first column you want to sort by. In this example, we will sort by T-Shirt Size column D with the custom list we previously created for the Order field. Click Add Level to add another column to sort by. Select the next column you want to sort by, then click OK. The worksheet will be sorted according to the selected order. In our example, the orders are sorted by T-shirt size. Within each group of T-shirt sizes, students are sorted by homeroom number. Simply select the desired column, then click the Move Up or Move Down arrow to adjust its priority. Open our practice workbook. Click the Challenge tab in the bottom-left of the workbook. Create a sort for the Additional Information section.

Chapter 8 : Why Won't My Spreadsheet Sort? | calendrierdelascience.com

Chapter 20 Sorting and Filtering Data Sorting You can sort data in your spreadsheets pretty much anyway you want: by one or more columns, ascending or descending, or even by specific sort orders you set up yourself.

Overwhelmed with Customer Data? The obvious and most effective way is to leverage email to engage with customers, drive traffic to your website, and hopefully convert to sales. Email marketing takes time, however, and if not effectively used and managed, you run the risk of turning customers away, or worse, landing your email on a "spam" list. There is an answer. Countless CRM customer relationship management and email services are available to help customers manage data. Infusionsoft is one such service that we at Wild Creations have used and found effective in the past. Find an external service to help sort data. Attempting to keep emails in a spreadsheet and database, then creating generic and impersonal emails that are cut-and-pasted or sent to long distribution lists is a very ineffective use of your time, energy and resources. By far, the most effective use of your marketing efforts and dollars is to use a service that is designed to help you manage your data. A company like Infusionsoft, for example, can take your data and provide you with a web-based platform and easy user interface to effectively set up and automate engagement. More importantly, a service will then collect and help you analyze the marketing programs for effectiveness so you can quickly and easily adapt to the behaviors of your customers and the trends of your industry. Another benefit of using a service is that it will typically allow you to create automated and personalized emails. Make your website customer friendly. Emails are the first impression, but your website is where the magic happens. Focus on a few key metrics. Managers need to analyze the effectiveness of their marketing campaigns and make adjustments accordingly. Services, such as Infusionsoft, capture a ton of information after engagement has started. I know many business owners who fall into the camp that believes that collecting and using customer data is invasive. I believe, however, that most customers appreciate receiving information that is useful and pertinent. In the end, remember this: Do you have tips for better leveraging your data? Please share in the comments below. May 21, Like this column?

Chapter 9 : How to sort cells containing specific words in Excel

However, Rucker told the interoperability conference on Monday that information blocking is a difficult issue to "sort out," particularly when it comes to coming up with exceptions to the.

The opposite of sorting, rearranging a sequence of items in a random or meaningless order, is called shuffling. For sorting, either a weak order, "should not come after", can be specified, or a strict weak order, "should come before" specifying one defines also the other, the two are the complement of the inverse of each other, see operations on binary relations. For the sorting to be unique, these two are restricted to a total order and a strict total order, respectively. Sorting n-tuples depending on context also called e. More generally objects can be sorted based on a property. Such a component or property is called a sort key. For example, the items are books, the sort key is the title, subject or author, and the order is alphabetical. A new sort key can be created from two or more sort keys by lexicographical order. The first is then called the primary sort key, the second the secondary sort key, etc. For example, addresses could be sorted using the city as primary sort key, and the street as secondary sort key. If the sort key values are totally ordered, the sort key defines a weak order of the items: See also stable sorting. If different items have different sort key values then this defines a unique order of the items. Workers sorting parcels in a postal facility A standard order is often called ascending corresponding to the fact that the standard order of numbers is ascending, i. A to Z, 0 to 9, the reverse order descending Z to A, 9 to 0. For dates and times, ascending means that earlier values precede later ones e. Common sorting algorithms[edit] Main article: Exchange two adjacent elements if they are out of order. Repeat until array is sorted. Scan successive elements for an out-of-order item, then insert the item in the proper place. Find the smallest element in the array, and put it in the proper place. Swap it with the value in the first position. Partition the array into two segments. In the first segment, all elements are less than or equal to the pivot value. In the second segment, all elements are greater than or equal to the pivot value. Finally, sort the two segments recursively. Divide the list of elements in two parts, sort the two parts individually and then merge it. Physical sorting processes[edit] A railroad classification yard, used for sorting freight cars Various sorting tasks are essential in industrial processes. For example, during the extraction of gold from ore, a device called a shaker table uses gravity, vibration, and flow to separate gold from lighter materials in the ore sorting by size and weight. Sorting is also a naturally occurring process that results in the concentration of ore or sediment. Sorting results from the application of some criterion or differential stressor to a mass to separate it into its components based on some variable quality. Materials that are different, but only slightly so, such as the isotopes of uranium, are very difficult to separate. See also[edit] Help: Sorting in Wikipedia tables. For sorting of categories, see Wikipedia: Categorization Sort keys and for sorting of article sections, see WP: