

# Sorting Data

You need to show how to sort data using two different fields. Here is how to do it.

			Year 1			Year 2			Year 3			Current Year		
			Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total
2	Stock Code	Range												
3	FIT01	Fittings Union Tee	£5.19	67	£347.73	£5.45	65	£354.25	£4.99	69	£344.31	£5.19		£0.00
4	FAU01	Faucet Filter Faucet	£5.49	137	£752.13	£5.89	121	£712.69	£5.89	107	£630.23	£5.99		£0.00
5	TOI01	Toilet Lavelle QUIETFILL Toilet Fill Valve	£5.99	178	£1,066.22	£6.59	177	£1,166.43	£6.69	176	£1,177.44	£6.69		£0.00
6	FIT02	Fittings Swivel Branch Tee	£6.69	184	£1,230.96	£6.79	179	£1,215.41	£6.99	184	£1,286.16	£7.19		£0.00
7	FIT03	Fittings Swivel Male Run Tee	£6.79	239	£1,622.81	£6.79	251	£1,704.29	£6.99	250	£1,747.50	£7.19		£0.00
8	TOI02	Toilet Burlington Flush Valves	£6.89	182	£1,253.98	£6.89	189	£1,302.21	£6.89	203	£1,398.67	£6.89		£0.00
9	FIT04	Fittings Push Connect TEE	£6.99	271	£1,894.29	£6.99	268	£1,873.32	£6.79	276	£1,874.04	£7.09		£0.00
10	FIT05	Fittings Push Connect Reducing TEE	£7.09	278	£1,971.02	£7.19	288	£2,070.72	£6.79	256	£1,738.24	£6.79		£0.00
11	FIT06	Fittings Integrated Full Port Push Connect Ball Valve	£7.19	118	£848.42	£7.19	118	£848.42	£6.99	112	£782.88	£6.99		£0.00
12	TOI03	Toilet Fluidmaster Toilet Fill Valves	£7.19	195	£1,402.05	£7.69	186	£1,430.34	£7.69	167	£1,284.23	£7.89		£0.00

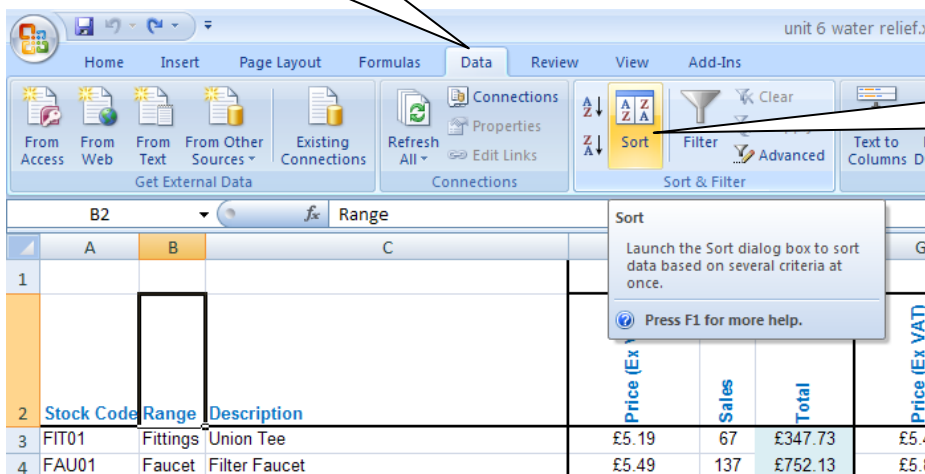
Here is our plumbing sales spreadsheet

			Year 1			Year 2			Year 3			Current Year		
			Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total
2	Stock Code	Range												
3	FIT01	Fittings Union Tee	£5.19	67	£347.73	£5.45	65	£354.25	£4.99	69	£344.31	£5.19		£0.00
4	FAU01	Faucet Filter Faucet	£5.49	137	£752.13	£5.89	121	£712.69	£5.89	107	£630.23	£5.99		£0.00
5	TOI01	Toilet Lavelle QUIETFILL Toilet Fill Valve	£5.99	178	£1,066.22	£6.59	177	£1,166.43	£6.69	176	£1,177.44	£6.69		£0.00
6	FIT02	Fittings Swivel Branch Tee	£6.69	184	£1,230.96	£6.79	179	£1,215.41	£6.99	184	£1,286.16	£7.19		£0.00
7	FIT03	Fittings Swivel Male Run Tee	£6.79	239	£1,622.81	£6.79	251	£1,704.29	£6.99	250	£1,747.50	£7.19		£0.00
8	TOI02	Toilet Burlington Flush Valves	£6.89	182	£1,253.98	£6.89	189	£1,302.21	£6.89	203	£1,398.67	£6.89		£0.00
9	FIT04	Fittings Push Connect TEE	£6.99	271	£1,894.29	£6.99	268	£1,873.32	£6.79	276	£1,874.04	£7.09		£0.00
10	FIT05	Fittings Push Connect Reducing TEE	£7.09	278	£1,971.02	£7.19	288	£2,070.72	£6.79	256	£1,738.24	£6.79		£0.00
11	FIT06	Fittings Integrated Full Port Push Connect Ball Valve	£7.19	118	£848.42	£7.19	118	£848.42	£6.99	112	£782.88	£6.99		£0.00
12	TOI03	Toilet Fluidmaster Toilet Fill Valves	£7.19	195	£1,402.05	£7.69	186	£1,430.34	£7.69	167	£1,284.23	£7.89		£0.00
13	DRA01	Drains Plunger	£7.89	74	£583.86	£7.49	82	£614.18	£7.69	89	£684.41	£7.99		£0.00
14	FAU02	Faucet Danze Bar Faucet	£7.99	206	£1,645.94	£7.79	194	£1,511.26	£7.79	215	£1,674.85	£7.99		£0.00
15	DRA02	Drains Toilet ("Closet") Augers	£7.99	189	£1,510.11	£7.79	209	£1,628.11	£7.99	185	£1,478.15	£7.99		£0.00
16	DRA03	Drains Urinal Augers	£7.99	138	£1,102.62	£7.99	136	£1,102.62	£7.99	141	£1,126.59	£8.09		£0.00
17	DRA04	Drains Clog buster	£8.09	366	£2,960.94	£8.19	344	£2,817.36	£8.39	366	£3,070.74	£8.39		£0.00
18	TOI04	Toilet Korcky Plus Adjustable Flush Valve & Flapper	£8.39	60	£503.40	£8.49	63	£534.87	£8.69	61	£530.09	£8.89		£0.00
19	FAU03	Faucet Sigma Bar Faucet	£8.69	193	£1,677.17	£8.79	172	£1,511.88	£8.89	161	£1,431.29	£8.99		£0.00
20	FAU04	Faucet Danze Kitchen Faucet	£8.89	189	£1,680.21	£9.69	184	£1,782.96	£9.89	165	£1,631.85	£9.99		£0.00
21	GAS01	Gas Vent Termination Tee	£8.99	226	£2,031.74	£9.99	231	£2,307.69	£9.49	232	£2,201.68	£10.99		£0.00
22	FAU05	Faucet AutoFlush Valve	£9.99	101	£1,008.99	£9.99	111	£1,108.89	£10.49	117	£1,227.33	£10.55		£0.00
23	GAS02	Gas Vent Termination Box	£9.99	281	£2,807.19	£9.99	306	£3,056.94	£10.49	287	£3,010.63	£10.79		£0.00
24	GAS03	Gas Vent Termination Rain Cap w/ Wind Band	£9.99	178	£1,778.22	£9.99	174	£1,738.26	£10.49	185	£1,940.65	£10.59		£0.00
25	TOI05	Toilet Fluidmaster Flush Valve	£12.49	123	£1,536.27	£12.99	113	£1,467.87	£12.99	125	£1,623.75	£13.49		£0.00
26	TOI06	Toilet American Standard Flush Valve	£12.99	138	£1,792.62	£12.99	126	£1,636.74	£13.99	129	£1,804.71	£13.99		£0.00
27					£35,008.89									

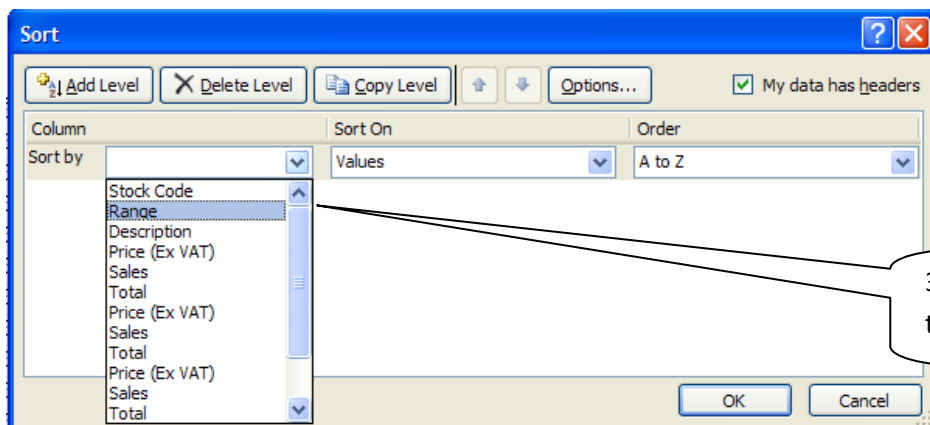
We first need to highlight the whole area we want to work with

1) To sort data choose the data tab

2) Then we click on the sort button

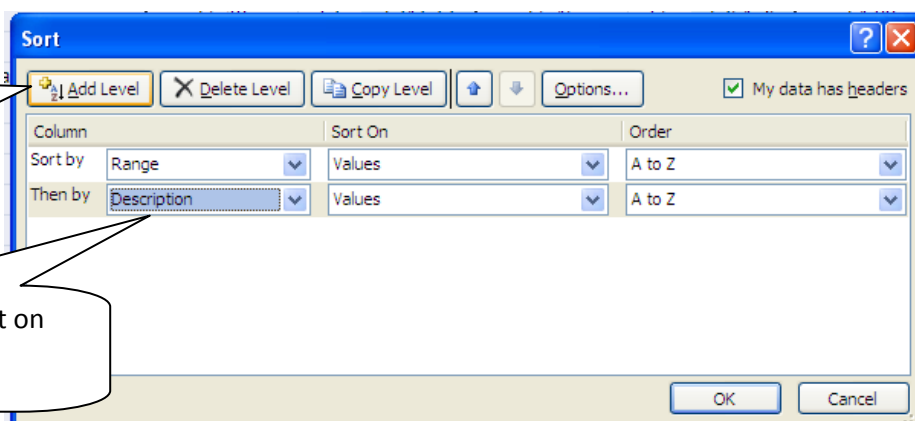


3) Choose a column heading to sort on



4) Click Add level to sort on a second column

5) Chose a second column to sort on



			Year 1			Year 2			Year 3			Current Year		
Stock Code	Range	Description	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total
DRA04	Drains	Clog buster	£8.09	366	£2,960.94	£8.19	344	£2,817.36	£8.39	366	£3,070.74	£8.39		£0.00
DRA01	Drains	Plunger	£7.89	74	£583.86	£7.49	82	£614.18	£7.69	89	£684.41	£7.99		£0.00
DRA02	Drains	Toilet ("Closet") Augers	£7.99	189	£1,510.11	£7.79	209	£1,628.11	£7.99	185	£1,478.15	£7.99		£0.00
DRA03	Drains	Urinal Augers	£7.99	138	£1,102.62	£7.99	138	£1,102.62	£7.99	141	£1,126.59	£8.09		£0.00
FAU05	Faucet	AutoFlush Valve	£9.99	101	£1,008.99	£9.99	111	£1,108.89	£10.49	117	£1,227.33	£10.55		£0.00
FAU02	Faucet	Danze Bar Faucet	£7.99	206	£1,645.94	£7.79	194	£1,511.26	£7.79	215	£1,674.85	£7.99		£0.00
FAU04	Faucet	Danze Kitchen Faucet	£8.89	189	£1,680.21	£9.69	184	£1,782.96	£9.89	165	£1,631.85	£9.99		£0.00
FAU01	Faucet	Filter Faucet	£5.49	137	£752.13	£5.89	121	£712.69	£5.89	107	£630.23	£5.99		£0.00
FAU03	Faucet	Sigma Bar Faucet	£8.69	193	£1,677.17	£8.79	172	£1,511.88	£8.89	161	£1,431.29	£8.99		£0.00
FIT06	Fittings	Integrated Full Port Push Connect Ball Valve	£7.19	118	£848.42	£7.19	118	£848.42	£6.99	112	£782.88	£6.99		£0.00
FIT05	Fittings	Push Connect Reducing TEE	£7.09	278	£1,971.02	£7.19	288	£2,070.72	£6.79	256	£1,738.24	£6.79		£0.00
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TOI06	Toilet	American Standard Flush Valve	£13.99	138	£1,792.62	£12.99	126	£1,636.74	£13.99	129	£1,804.71	£13.99		£0.00
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TOI05	Toilet	Fluidmaster Flush Valve	£12.99	113	£1,536.27	£12.99	113	£1,467.87	£12.99	125	£1,623.75	£13.49		£0.00
TOI03	Toilet	Fluidmaster Toilet Fill Valves	£7.19	186	£1,402.05	£7.69	186	£1,430.34	£7.69	167	£1,284.23	£7.89		£0.00
TOI04	Toilet	Korky Plus Adjustable Flush Valve & Flapper	£8.39	63	£534.40	£8.49	63	£534.87	£8.69	61	£530.09	£8.89		£0.00
TOI01	Toilet	Lavelle QUIETFILL Toilet Fill Valve	£5.99	177	£1,060.23	£6.59	177	£1,166.43	£6.69	176	£1,177.44	£6.69		£0.00

The spreadsheet is now sorted by range in ascending order & then Description

You need to show **two** examples of sorting fields. e.g. Stock Code, Description etc.  
 Take screenshots of sorting **two different** fields. Annotate them explaining what you have done.