



SORT

Sort

1

2

3

4

Mon	Ye	OrderDa	Sta	Region	Rep.	Item	Un	Co	To	Contribu
1	2010	1/1/2010	Iowa	Upper Plains	Javis	Calculator Kit	89	\$35	\$3,115	\$1,402
2	2010	1/2/2010	Washington	Northwest	Kivell	Calculator Kit	43	\$35	\$1,505	\$677
3	2010	1/3/2010	Kentucky	Mid South	Thomas	Teacher Handbook	46	\$12	\$552	\$276
4	2010	1/4/2010	Vermont	New England	Kivell	Pencil Kit	53	\$10	\$530	\$212
5	2010	1/5/2010	Wisconsin	Great Lakes	Gill	Handbook (10 Pack)	24	\$20	\$480	\$168
6	2010	1/6/2010	New York	Mid Atlantic	Howard	Calculator Kit	2	\$35	\$70	\$32
7	2010	1/7/2010	Ohio	Great Lakes	Smith	Calculator Kit	87	\$35	\$3,045	\$1,370
8	2010	1/8/2010	Ohio	Great Lakes	Howard	Calculator Kit	48	\$35	\$1,680	\$756
9	2010	1/9/2010	Michigan	Great Lakes	Howard	Calculator Kit	60	\$35	\$2,100	\$945
10	2010	1/10/2010	Michigan	Great Lakes	Gill	Calculator Kit	11	\$35	\$385	\$173
11	2010	1/11/2010	Illinois	Great Lakes	Jones	Calculator Kit	41	\$35	\$1,435	\$646
12	2010	1/12/2010	Wisconsin	Great Lakes	Kivell	Calculator Kit	80	\$35	\$2,800	\$1,260
13	2010	1/13/2010	Ohio	Great Lakes	Gill	Calculator Kit	61	\$35	\$2,135	\$961
14	2010	1/14/2010	Wisconsin	Great Lakes	Javis	Handbook (10 Pack)	8	\$20	\$160	\$56
15	2010	1/15/2010	South Dakota	Upper Plains	Kivell	Handbook (10 Pack)	85	\$20	\$1,700	\$595
16	2010	1/16/2010	South Carolina	Mid South	Howard	Handbook (10 Pack)	19	\$20	\$380	\$133
17	2010	1/17/2010	Nebraska	Upper Plains	Jardine	Flash Cards	20	\$6	\$120	\$66
18	2010	1/18/2010	New Hampshire	New England	Gill	Calculator Kit	70	\$35	\$2,450	\$1,103
19	2010	1/19/2010	Connecticut	New England	Gill	Handbook (10 Pack)	26	\$20	\$520	\$182
20	2010	1/20/2010	Ohio	Great Lakes	Gill	Calculator Kit	10	\$35	\$350	\$158
21	2010	1/21/2010	North Carolina	Mid South	Jones	Flash Cards	41	\$6	\$246	\$135
22	2010	1/22/2010	Nebraska	Upper Plains	Jardine	Flash Cards	52	\$6	\$312	\$172
23	2010	1/23/2010	Nebraska	Upper Plains	Kivell	Handbook (10 Pack)	71	\$20	\$1,420	\$497

1. Click on the Home Ribbon (also available under Data Ribbon)
2. Click on the column you would like to sort
3. Click on Sort & Filter
4. Click Sort A to Z (lowest at the top) or Z to A (highest at the top)



SORT

Demonstration Samples - Microsoft Excel

Mon	Ye	OrderDa	Sta	Region	Rep.	Item	Un	Co	Tot	Contributi
1	2011	1/16/2011	Arizona	SouthWest	Gill	Flash Cards	1	\$6	\$6	\$3
1	2008	1/6/2008	Wyoming	Northwest	Javis	Flash Cards	2	\$6	\$12	\$7
10	2008	10/11/2008	Hawaii	Pacific West	Gill	Flash Cards	2	\$6	\$12	\$7
3	2009	3/4/2009	Wyoming	Northwest	Andrews	Flash Cards	2	\$6	\$12	\$7
10	2009	10/12/2009	North Carolina	Mid South	Thomas	Teacher Handbook	1	\$12	\$12	\$8
5	2011	5/12/2011	Indiana	Great Lakes	Jones	Flash Cards	2	\$6	\$12	\$7
4	2010	4/16/2010	New Hampshire	New England	Kivell	Flash Cards	3	\$6	\$18	\$10
7	2008	7/31/2008	Texas	South Central	Gill	Pencil Kit	2	\$10	\$20	\$8
7	2010	7/15/2010	Utah	SouthWest	Morgan	Teacher Handbook	2	\$12	\$24	\$12
11	2010	11/5/2010	Colorado	SouthWest	Smith	Flash Cards	4	\$6	\$24	\$13
11	2010	11/21/2010	New Mexico	SouthWest	Thomas	Flash Cards	4	\$6	\$24	\$13
2	2011	2/4/2011	Washington	Northwest	Javis	Teacher Handbook	2	\$12	\$24	\$12
10	2010	10/9/2010	North Dakota	Upper Plains	Smith	Flash Cards	5	\$6	\$30	\$17
12	2010	12/18/2010	West Virginia	Mid Atlantic	Jardine	Flash Cards	5	\$6	\$30	\$17
2	2008	2/17/2008	West Virginia	Mid Atlantic	Morgan	Flash Cards	5	\$6	\$30	\$17
2	2008	2/18/2008	Iowa	Upper Plains	Andrews	Flash Cards	5	\$6	\$30	\$17
5	2008	5/15/2008	Nevada	SouthWest	Thomas	Flash Cards	5	\$6	\$30	\$17
12	2008	12/28/2008	Ohio	Great Lakes	Gill	Flash Cards	5	\$6	\$30	\$17
1	2009	1/3/2009	Colorado	SouthWest	Gill	Flash Cards	5	\$6	\$30	\$17
9	2009	9/10/2009	South Dakota	Upper Plains	Howard	Flash Cards	5	\$6	\$30	\$17
7	2009	7/12/2009	Rhode Island	New England	Thomas	Calculator Kit	1	\$35	\$35	\$16
5	2010	5/3/2010	North Dakota	Upper Plains	Jones	Flash Cards	6	\$6	\$36	\$20
6	2010	6/17/2010	South Carolina	Mid South	Gill	Flash Cards	6	\$6	\$36	\$20

5. All data in the Total column have been sorted

Demonstration Samples - Microsoft Excel

Mon	Ye	OrderDa	Sta	Region	Rep.	Item	Un	Co	Tot	Contributi
2	2010	2/4/2010	Florida	Deep South	Kivell	Calculator Kit	99	\$35	\$3,465	\$1,559
6	2008	6/24/2008	Wyoming	Northwest	Kivell	Calculator Kit	99	\$35	\$3,465	\$1,559
11	2008	11/14/2008	New York	Mid Atlantic	Javis	Calculator Kit	99	\$35	\$3,465	\$1,559
3	2009	3/11/2009	Montana	Northwest	Andrews	Calculator Kit	99	\$35	\$3,465	\$1,559
4	2011	4/16/2011	Pennsylvania	Mid Atlantic	Morgan	Calculator Kit	99	\$35	\$3,465	\$1,559
10	2010	10/31/2010	Ohio	Great Lakes	Jardine	Calculator Kit	98	\$35	\$3,430	\$1,544
10	2008	10/23/2008	Minnesota	Upper Plains	Jardine	Calculator Kit	98	\$35	\$3,430	\$1,544
8	2009	8/4/2009	New Mexico	SouthWest	Morgan	Calculator Kit	98	\$35	\$3,430	\$1,544
11	2009	11/29/2009	Florida	Deep South	Kivell	Calculator Kit	98	\$35	\$3,430	\$1,544
8	2010	8/19/2010	Wyoming	Northwest	Thomas	Calculator Kit	97	\$35	\$3,395	\$1,528
10	2009	10/21/2009	Nebraska	Upper Plains	Gill	Calculator Kit	97	\$35	\$3,395	\$1,528
2	2011	2/3/2011	Oregon	Northwest	Smith	Calculator Kit	97	\$35	\$3,395	\$1,528
1	2010	1/30/2010	Tennessee	Mid South	Andrews	Calculator Kit	96	\$35	\$3,360	\$1,512
3	2010	3/5/2010	Colorado	SouthWest	Jardine	Calculator Kit	96	\$35	\$3,360	\$1,512
3	2010	3/11/2010	North Carolina	Mid South	Jardine	Calculator Kit	96	\$35	\$3,360	\$1,512
3	2011	3/22/2011	Rhode Island	New England	Howard	Calculator Kit	96	\$35	\$3,360	\$1,512
6	2011	6/17/2011	Virginia	Mid South	Andrews	Calculator Kit	96	\$35	\$3,360	\$1,512
11	2008	11/10/2008	Alaska	Pacific West	Javis	Calculator Kit	95	\$35	\$3,325	\$1,496
6	2009	6/23/2009	Texas	South Central	Morgan	Calculator Kit	95	\$35	\$3,325	\$1,496
9	2009	9/21/2009	Georgia	Deep South	Morgan	Calculator Kit	95	\$35	\$3,325	\$1,496
12	2009	12/24/2009	Utah	SouthWest	Jones	Calculator Kit	95	\$35	\$3,325	\$1,496
4	2008	4/6/2008	Maryland	Mid Atlantic	Kivell	Calculator Kit	94	\$35	\$3,290	\$1,481
10	2010	10/30/2010	Washington	Northwest	Gill	Calculator Kit	93	\$35	\$3,255	\$1,465

6. To sort the same column by highest value. Follow steps 1-5 and click sort Z-A.