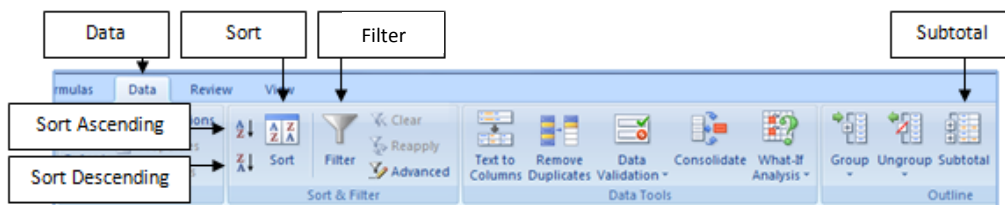


Sorting Lists

The **Sort** feature is very useful when working with spreadsheets. A list can be sorted numerically and alphabetically.



Loading the Sample File

To save you entering a large amount of data a sample file has been prepared for you and it needs to be opened from the PIT2 BOOK 2 OFFICE 2010 SUPPORT FILES.

1. Open the **INVENTORY** file from the **SPREADSHEETS** folder of the **PIT BOOK 2 OFFICE 2010 Support Files** and look at the file to familiarise yourself with it.

Enter Formulas

2. Enter a formula to calculate the **Value** column, ie **Cost** multiplied by **No on Hand**.

Hi Fi Buy Stores Australia Ltd						
Inventory - Hardware department						
Name	Code	Supplier	Cost	No on Hand	Value	Retail Price
Mini System	SMNS40W	Sony	\$ 583	3	=D5*E5	
Mini System	SHMNS180W	Sharp	\$ 422	7		

3. Click on the cell **F5** and use the **AutoFill** handle to fill the formula down the column.

4	Name	Code	Supplier	Cost	No on Hand	Value	Retail Price
5	Mini System	SMNS40W	Sony	\$ 583	3	\$ 1,749	
6	Mini System	SHMNS180W	Sharp	\$ 422	7		
7	Mini System	SHMNS20W	Sharp	\$ 150	12		
8	Micro System	TMCR5W	TEAC	\$ 110	15		

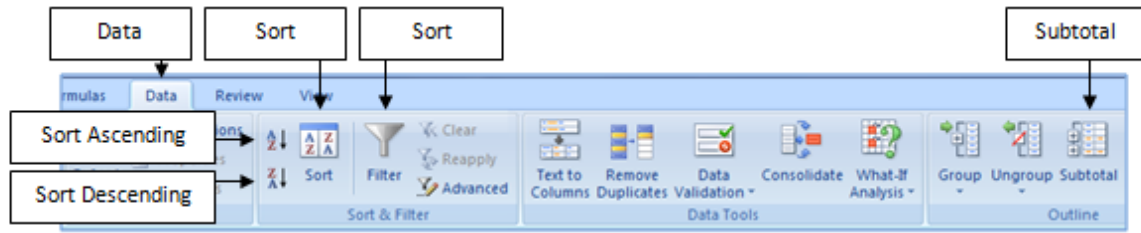
4. Enter a formula in cell **G5** to calculate the **Retail** price - it should be **50%** more than the **Cost** price, ie **Cost** multiplied by **1.5**

Hi Fi Buy Stores Australia Ltd						
Inventory - Hardware department						
Name	Code	Supplier	Cost	No on Hand	Value	Retail Price
Mini System	SMNS40W	Sony	\$ 583	3	\$ 1,749	=D5*1.5
Mini System	SHMNS180W	Sharp	\$ 422	7	\$ 2,954	
Mini System	SHMNS20W	Sharp	\$ 150	12	\$ 1,800	

5. Click on the cell **F5** and use the **AutoFill** handle to fill the formula down the column.

Hi Fi Buy Stores Australia Ltd						
Inventory - Hardware department						
Name	Code	Supplier	Cost	No on Hand	Value	Retail Price
Mini System	SMNS40W	Sony	\$ 583	3	\$ 1,749	\$ 875
Mini System	SHMNS180W	Sharp	\$ 422	7	\$ 2,954	\$ 633
Mini System	SHMNS20W	Sharp	\$ 150	12	\$ 1,800	\$ 225
Micro System	TMCR5W	TEAC	\$ 110	15	\$ 1,650	\$ 165
Micro System	SHMC55W	Sharp	\$ 165	5	\$ 825	\$ 248
CD Player	ACD10AS	Akai	\$ 80	6	\$ 480	\$ 120
CD Player	TCD10AS	TEAC	\$ 69	9	\$ 621	\$ 104
CD Walkman	SCDWDIG	Sony	\$ 123	3	\$ 369	\$ 185
Radio Walkman	SRWDIG	Sony	\$ 52	10	\$ 520	\$ 78
Clock Radio	SCRAMFM	Sony	\$ 25	8	\$ 200	\$ 38
Clock Radio	SCRDIG	Sony	\$ 129	5	\$ 645	\$ 194
CD Radio	PCRC50W	Panasonic	\$ 143	5	\$ 715	\$ 215
CD Radio	PCRC130W	Panasonic	\$ 210	2	\$ 420	\$ 315
CD Radio	SCRC90W	Sony	\$ 114	4	\$ 456	\$ 171
CD Radio	SCRC3B	Sony	\$ 163	5	\$ 815	\$ 245
CD Radio	SHCRC12W	Sharp	\$ 157	7	\$ 1,099	\$ 236

- Click on any cell in the **Supplier** column then click on the **Sort Ascending** button on the **Data** tab to sort the list by supplier.



	A	B	C	D	E	F	G
1	Hi Fi Buy Stores Australia Ltd						
2	Inventory - Hardware department						
3							
4	Name	Code	Supplier	Cost	No on Hand	Value	Retail Price
5	CD Player	ACD10AS	Akai	\$ 80	6	\$ 480	\$ 120
6	CD Radio	PCRC50W	Panasonic	\$ 143	5	\$ 715	\$ 215
7	CD Radio	PCRC130W	Panasonic	\$ 210	2	\$ 420	\$ 315
8	Mini System	SHMNS180W	Sharp	\$ 422	7	\$ 2,954	\$ 633
9	Mini System	SHMNS20W	Sharp	\$ 150	12	\$ 1,800	\$ 225
10	Micro System	SHMC55W	Sharp	\$ 165	5	\$ 825	\$ 248
11	CD Radio	SHCRC12W	Sharp	\$ 157	7	\$ 1,099	\$ 236
12	Mini System	SMNS40W	Sony	\$ 583	3	\$ 1,749	\$ 875
13	CD Walkman	SCDWDIG	Sony	\$ 123	3	\$ 369	\$ 185
14	Radio Walkman	SRWDIG	Sony	\$ 52	10	\$ 520	\$ 78
15	Clock Radio	SCRAMFM	Sony	\$ 25	8	\$ 200	\$ 38
16	Clock Radio	SCRDIG	Sony	\$ 129	5	\$ 645	\$ 194
17	CD Radio	SCRC90W	Sony	\$ 114	4	\$ 456	\$ 171
18	CD Radio	SCRC3B	Sony	\$ 163	5	\$ 815	\$ 245
19	Micro System	TMCR5W	TEAC	\$ 110	15	\$ 1,650	\$ 165
20	CD Player	TCD10AS	TEAC	\$ 69	9	\$ 621	\$ 104
21							
22							

- Click on any cell in the **Retail Price** column then click on the **Sort Ascending** button to sort by retail price from lowest price to highest price.

The screenshot shows the Microsoft Excel 2010 interface. The ribbon is set to the 'Data' tab, and the 'Sort & Filter' group is visible. The 'Sort Ascending' button (represented by 'A-Z' with a downward arrow) is circled in green. Below the ribbon, the spreadsheet 'Inventory.xls [Compat]' is open. The active cell is G5, containing the formula '=D5*1.5'. The spreadsheet content is as follows:

Hi Fi Buy Stores Australia Ltd						
Inventory - Hardware department						
Name	Code	Supplier	Cost	No on Hand	Value	Retail Price
Clock Radio	SCRAMFM	Sony	\$ 25	8	\$ 200	\$ 38
Radio Walkman	SRWDIG	Sony	\$ 52	10	\$ 520	\$ 78
CD Player	TCD10AS	TEAC	\$ 69	9	\$ 621	\$ 104
CD Player	ACD10AS	Akai	\$ 80	6	\$ 480	\$ 120
Micro System	TMCR5W	TEAC	\$ 110	15	\$ 1,650	\$ 165
CD Radio	SCRC90W	Sony	\$ 114	4	\$ 456	\$ 171
CD Walkman	SCDWDIG	Sony	\$ 123	3	\$ 369	\$ 185
Clock Radio	SCRDIG	Sony	\$ 129	5	\$ 645	\$ 194
CD Radio	PCRC50W	Panasonic	\$ 143	5	\$ 715	\$ 215
Mini System	SHMNS20W	Sharp	\$ 150	12	\$ 1,800	\$ 225
CD Radio	SHCRC12W	Sharp	\$ 157	7	\$ 1,099	\$ 236
CD Radio	SCRC3B	Sony	\$ 163	5	\$ 815	\$ 245
Micro System	SHMC55W	Sharp	\$ 165	5	\$ 825	\$ 248
CD Radio	PCRC130W	Panasonic	\$ 210	2	\$ 420	\$ 315
Mini System	SHMNS180W	Sharp	\$ 422	7	\$ 2,954	\$ 633
Mini System	SMNS40W	Sony	\$ 583	3	\$ 1,749	\$ 875