

## Sorting

The **SORT** feature is very useful when working with spreadsheets. A table 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 SUPPORT FILES.

- 1 Open the **INVENTORY** worksheet from the **SPREADSHEETS** folder of the **PIT Book 2 Support Files**.
- 2 Look the file to familiarise yourself with it. It displays a list of the products sold by a Hi-Fi store.

### Completing the Formulas

Formulas are needed to be value of the stock in the store and the retail price of each item.

- 1 Enter a formula to calculate the first item in the **VALUE** column, ie **COST** multiplied by **NO ON HAND**.

	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	Mini System	SMNS40W	Sony	\$ 583	3	=D5*E5	
6	Mini System	SHMNS180W	Sharp	\$ 422	7		
7	Mini System	SHMNS20W	Sharp	\$ 150	12		
8	Micro System	TMCR5W	TEAC	\$ 110	15		
9	Micro System	SHMC55W	Sharp	\$ 165	5		

- 2 **AUTOFILL** the formula down for the other items in the inventory. Refer to the diagram at the top of the next page.

	A	B	C	D	E	F	G
1	<b>Hi Fi Buy Stores Australia Ltd</b>						
2	<b>Inventory - Hardware department</b>						
3							
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	\$ 2,954	
7	Mini System	SHMNS20W	Sharp	\$ 150	12	\$ 1,800	
8	Micro System	TMCR5W	TEAC	\$ 110	15	\$ 1,650	
9	Micro System	SHMC55W	Sharp	\$ 165	5	\$ 825	
10	CD Player	ACD10AS	Akai	\$ 80	6	\$ 480	
11	CD Player	TCD10AS	TEAC	\$ 69	9	\$ 621	
12	CD Walkman	SCDWDIG	Sony	\$ 123	3	\$ 369	
13	Radio Walkman	SRWDIG	Sony	\$ 52	10	\$ 520	
14	Clock Radio	SCRAMFM	Sony	\$ 25	8	\$ 200	
15	Clock Radio	SCRDIG	Sony	\$ 129	5	\$ 645	
16	CD Radio	PCRC50W	Panasonic	\$ 143	5	\$ 715	
17	CD Radio	PCRC130W	Panasonic	\$ 210	2	\$ 420	
18	CD Radio	SCRC90W	Sony	\$ 114	4	\$ 456	
19	CD Radio	SCRC3B	Sony	\$ 163	5	\$ 815	
20	CD Radio	SHCRC12W	Sharp	\$ 157	7	\$ 1,099	
21							
22							

- 3 Enter a formula to calculate the **RETAIL PRICE** of the first item, it is **50%** more than **COST**, ie **COST** multiplied by 1.5.

	A	B	C	D	E	F	G
1	<b>Hi Fi Buy Stores Australia Ltd</b>						
2	<b>Inventory - Hardware department</b>						
3							
4	Name	Code	Supplier	Cost	No on Hand	Value	Retail Price
5	Mini System	SMNS40W	Sony	\$ 583	3	\$ 1,749	=D5*1.5
6	Mini System	SHMNS180W	Sharp	\$ 422	7	\$ 2,954	
7	Mini System	SHMNS20W	Sharp	\$ 150	12	\$ 1,800	
8	Micro System	TMCR5W	TEAC	\$ 110	15	\$ 1,650	

- 4 **AUTOFILL** the formula down for the other items in the inventory. Refer to the diagram at the top of the next page.

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

## Sorting the Data

- 1 Click on any cell in the **SUPPLIER** column then click on the **SORT ASCENDING** button in the **STANDARD Toolbar** to sort the table by supplier.

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

- 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.

	A	B	C	D	E	F	G	H
1	Hi Fi Buy Stores Australia Ltd							
2	Inventory - Hardware department							
3								
4	Name	Code	Supplier	Cost	No on Hand	Value	Retail Price	
5	Clock Radio	SCRAMFM	Sony	\$ 25	8	\$ 200	\$ 38	
6	Radio Walkman	SRWDIG	Sony	\$ 52	10	\$ 520	\$ 78	
7	CD Player	TCD10AS	TEAC	\$ 69	9	\$ 621	\$ 104	
8	CD Player	ACD10AS	Akai	\$ 80	6	\$ 480	\$ 120	
9	Micro System	TMCR5W	TEAC	\$ 110	15	\$ 1,650	\$ 165	
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15	CD Radio	SHCRC12W	Sharp	\$ 157	7	\$ 1,099	\$ 236	
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17	Micro System	SHMC55W	Sharp	\$ 165	5	\$ 825	\$ 248	
18	CD Radio	PCRC130W	Panasonic	\$ 210	2	\$ 420	\$ 315	
19	Mini System	SHMNS180W	Sharp	\$ 422	7	\$ 2,954	\$ 633	
20	Mini System	SMNS40W	Sony	\$ 583	3	\$ 1,749	\$ 875	

- Click on any cell in the table then click on **DATA > SORT** in the menu bar to open the **SORT** dialogue box where more detailed sorts can be conducted.

- Set the **SORT BY** box to **NAME** and the **THEN BY** box to **RETAIL PRICE**.

- Click on **OK** and your inventory list should be rearranged into **NAME** order and within each name be in **RETAIL PRICE** order (lowest to highest) as shown in the diagram at the top of the next page.

