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**.

0	A	8	C		D	E	F	G				
1		Н	Fi Buy Sto	ores A	Austra	alia Ltd						
2	Inventory - Hardware department											
3												
4	Name	Code	Supplier	C	ost	No on Hand	Value	Retail Price				
5	Mini System	SMNS40W	Sony	S	583	3	=D5*E5					
6	Mini System	SHMNS180W	Sharp	\$	422	7		1				
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.

0	A	8	C		D	E		E	G
1		н	Fi Buy Sto	ores A	Austra	alia Ltd			
2			Inventory - Ha	ardwar	e depar	tment			
3		1					/		
4	Name	Code	Supplier	1 2-2 AU 1 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -		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	Ц.
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							1	<u>.</u>	
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.

0	A	8	C		D	E	F	G	
1		Н	i Fi Buy Sto	ores /	Austra	alia Ltd			
2			Inventory - H	ardwar	e depar	tment			
3									
4	Name	Code	Supplier	C	ost	No on Hand	Value	Retail Price	
5	Mini System	SMNS40W	Sony	\$	583	3	\$ 1,749	=D5*1.5	1
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.

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

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.

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

2 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.

Ć	Excel File	Edit View	Insert Fo	rmat	Tools	s Data W	inde	ow He	lp		
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4	Name	Code	Supplier	(ost	No on Hand		Value	Ret	ail 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	
16	CD Radio	SCRC3B	Sony	\$	163	5	\$	815	\$	245	
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	

- 3 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.
- 4 Set the SORT BY box to **NAME** and the **THEN BY** box to **RETIAL PRICE**.
- 5 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.

