## Sorting Lists

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

Data Sort Filter									Su	ibtotal		
mulas Data Sort Ascending	Review	w vi∳v	ł	K Clear		8-8	3	<b>P</b>	22	•	*	•
Sort Descending	5	Z↓ Sort	Filter Sort & F	Sp Reapply Sp Advanced litter	Text to Columns	Remove Duplicates	Data Validation * Data Tool:	Consolidate	What-If Analysis *	Group	Ungroup	Subtotal

## 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.

N	PER 🔫 💿 🗙 🗸	<i>f</i> <sub>x</sub> =D5*E5									
	A B C D E F G										
1	1 Hi Fi Buy Stores Australia Ltd										
2		In	ventory - Har	dwar	e depa	artment					
3											
4	Name	Code	Supplier	C	ost	No on Hand	Value	<b>Retail Price</b>			
5	Mini System	SMNS40W	Sony	\$	583	3	=D5*E5				
6	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	C	ost	No on Hand	Value	<b>Retail Price</b>
5	Mini System	SMNS40W	Sony	\$	583	3	\$ 1,748	5
6	Mini System	SHMNS180W	Sharp	\$	422	7		$\mathcal{L}$
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** 

N	PER 🗕 🗧 🗙 🖌	/ fx =D5*1.5								
	А	В	С		D	E		F	G	
1	1 Hi Fi Buy Stores Australia Ltd									
2		In	ventory - Hard	dwar	e depa	artment				
3										
4	Name	Code	Supplier	C	ost	No on Hand	۱	/alue	<b>Retail Price</b>	
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		

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

	А	В	С		D	E		F		G	
1		Hi F	i Buy Stor	res /	Austr	alia Ltd					
2		Inventory - Hardware department									
3											
4	Name	Code	Supplier	C	ost	No on Hand	۱	/alue	Retai	l 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	
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	\$	645	\$	194	
16	CD Radio	PCRC50W	Panasonic	\$	143	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											

4. 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.

Data	Sort	Sort			Subtotal
rmulas Data	Review View	+			+
Sort Ascending		Y & Clear	📰 📑 🖬	🕩 😰 ষ	1 1 1
Sort Descending	s ► XI Sort	Filter y Advanced	Text to Remove Data Columns Duplicates Validation *	Consolidate What-If Gro Analysis*	oup Ungroup Subtotal
_	S	ort & Filter	Data Tool:	1	Outline

(	C6 <del>•</del> (=	<i>f</i> <sub>≭</sub> Panason	ic								
	А	В	С		D	E		F		G	
1		Hi Fi Buy Stores Australia Ltd									
2		Inventory - Hardware department									
3											
4	Name	Code	Supplier	C	ost	No on Hand	۱	/alue	Reta	ail 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											

5. 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.

X	J			_				Inventorya	ds [Compa
F	ile Home	Insert Page	Layout For	mulas [	ata Revi	ew	View		
Fre	Text Get Ex	From Other Sources + Co ternal Data	Existing Re nnections	fresh All + Connec	onnections operties Jit Links tions	2↓ Z↓ S	ort Fi	K Clear Reapp Iter Advances Filter	ed Colur
(	G5 <del>v</del> (***	<i>f</i> <sub>x</sub> =D5*1.5							
1	A	В	С	D	E	-	F	G	Н
1		Hi F	i Buy Sto	res Aus	tralia Lto	k			
2		In	ventory - Ha	rdware de	partment				
3									
4	Name	Code	Supplier	Cost	No on Ha	and	Value	Retail Price	
5	Clock Radio	SCRAMFM	Sony	\$ 2	5 8	ç	200	\$ 38	
6	Radio Walkman	SRWDIG	Sony	\$ 5	2 10	Ş	520	\$ 78	
7	CD Player	TCD10AS	TEAC	\$ 6	9 9	Ş	621	\$ 104	
8	CD Player	ACD10AS	Akai	\$ 8	) 6	Ş	480	\$ 120	
9	Micro System	TMCR5W	TEAC	\$ 11	15	Ş	1,650	\$ 165	
10	CD Radio	SCRC90W	Sony	\$ 11	1 4	ç	456	\$ 171	
11	CD Walkman	SCDWDIG	Sony	\$ 12	3 3	Ş	369	\$ 185	
12	Clock Radio	SCRDIG	Sony	\$ 12	9 5	Ş	645	\$ 194	
13	CD Radio	PCRC50W	Panasonic	\$ 14	3 5	Ş	715	\$ 215	
14	Mini System	SHMNS20W	Sharp	\$ 15	12	Ş	5 1,800	\$ 225	
15	CD Radio	SHCRC12W	Sharp	\$ 15	7 7	Ş	1,099	\$ 236	
16	CD Radio	SCRC3B	Sony	\$ 16	3 5	Ş	815	\$ 245	
17	Micro System	SHMC55W	Sharp	\$ 16	5 5	Ş	825	\$ 248	
18	CD Radio	PCRC130W	Panasonic	\$ 21	2	Ş	420	\$ 315	
19	Mini System	SHMNS180W	Sharp	\$ 42	2 7	Ş	2,954	\$ 633	
20	Mini System	SMNS40W	Sony	\$ 58	3 3	Ş	1,749	\$ 875	
21									
22									