LESSON 6 SPREADSHEET  SORTING Part 1

You will be learning about sorting using google sheets in several different ways. You need to upload to your google drive the data spreadsheet that has been prepared for this lesson. You will then be asked to sort the data several different ways. Might be best to watch the video as you work the lesson.

WAYS OF SORTING THE SPREADSHEET.

1. 1st SORT: Select the whole data sheet
   a. Click Data --Sort by range – Click Data has header row.
   b. Sort by Last Name A---Z Click Sort.
   c. Check to make sure the sort is all alpha by last name.
   d. You may reset the sheet by Window Control Z or Mac Command Z

2. 2ND SORT: Select the whole data sheet
   a. Click Data – Sort range – Click Data has header row
   b. Sort by State A---Z Click Sort
   c. Check to make sure the sort is all alpha by state
   d. You may reset the sheet by Window Control Z or Mac Command Z

3. 3rd SORT: Select the whole data sheet
   a. Click Data –Sort Range – Click Data has header row.
   b. Click Data –Sort by State Click add another Sort Last Name
   c. Click Sort Check to see if sorted by Names within State Sort
   d. You may reset the sheet by Window Control Z or Mac Command Z