

## 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. 1<sup>st</sup> 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. 2<sup>ND</sup> 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. 3<sup>rd</sup> 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**

	A	B	C	D	E	F	G	H
1	FIRSTNAME	LASTNAME	STREET	CITY	STATE	ZIP	GENDER	AGE
2	ALBINA	GLICK	4 RALPH	DUNELLEN	NJ	8812	F	31
3	ALISHIA	SERGI	2742 DISTRIBUTION	NEW YORK	NY	10025	M	54
4	SOLANGE	SHINKO	426 WOLF ST	MELAINE	LA	70002	F	22
5	JOSE	STOCKHAM	128 BRAINSTEN	NEW YORK	NY	10011	M	27
6	ROZELLA	OSTROSKY	17 MORENA BLVD	CAMANILLO	CA	93010	F	16
7	VALENTINE	GILLIAN	775 W 17ST	SAN ANTONIO	TX	78204	M	48
8	KATI	RULAP AUG	6980 DORSETT RD	ABL INE	KS	67410	F	61
9	YOULANA	SCHEMMER	2881 LEWIS RD	PRINEVILLE	OR	97754	F	73
10	DYAN	OLDROYD	7219 WOODFIELD	OVERLAND PARK	KS	66204	F	61
11	ROXANE	CAMPAIN	1048 MAIN ST	FAIRBANKS	AK	99708	M	75
12	LAVERA	PERIN	678 3RD AVE	MIAMI	FL	33196	F	9
13	ERICK	FERENCZ	20 S BABCOCK ST	FAIRBANKS	AK	99712	M	75
14	FATIMA	SAYLORS	2 LIGHTHOUSE AVE	HOPKINS	MN	55343	F	28
15	JINA	BRIDDICK	38938 PARK BLVD	BOSTON	MA	2128	F	60
16	KANISHA	WAYCOTT	5 TOMAHAWK DR	LOS ANGELES	CA	9006	F	60