

## LESSON 8 SPREADSHEET SORTING Part 2 Filter & Sort



You will use the same spreadsheet you used in Part 1. Filters are used to find specific values based on rows of data. You will then be asked to sort the data several different ways with filters. To Activate Filters in Google Sheets, you click on DATA – FILTER. You will have drop down boxes appear. It would be best to watch the video as you work the lesson.

### Using a Filter to Sort Spreadsheet.

- 1<sup>st</sup> FILTER SORT:** Go to DATA select Filter All filters will appear.
  - Click State clear (clears all filters) then select CA only
  - Only CA should appear. If you were to print this out.
  - Go back to the State Filter and click on Select All and OK.
- 2<sup>ND</sup> Filter Sort:** Select Age filter—Clear & Select 9
  - When done go back to Age and Select All and OK.
- 3<sup>rd</sup> Filter Sort:** Filter by multiple columns
  - Click Gender & Clear then choose F click OK
  - Click State & Clear then choose CA
  - You should have two people appear from CA 16 & 60
  - Clear both Gender and State.
- 4<sup>th</sup> SORT:** Select the whole data sheet.
  - Click Data – Sort Range –Click Data has header row.
  - Click Data – Sort by Age Click add another sort by State
  - Check your sort Age first then State
  - 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	RULAPPAUG	6980 DORSETT RD	ABLINE	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