


Activity 13 - Sorting Data

Data File

13.Develetech Lists.xlsx

Scenario

You are an HR generalist with Develetech Industries and your manager has asked you to organize the employees list. You want to quickly look up employees in various ways by sorting data. The employees list contains data that will allow you to sort by name, date, department, and office location.

- 1) Sort the employees list by Last Name.
 - a) In Excel, navigate to **091164Data\Working with Lists** and open the workbook **Develetech Lists.xlsx**.
Verify that the **Employees** worksheet is selected.
 - b) Verify that cell **A1** is selected, and select **Data → Sort A to Z**. 
Confirm that the employees list is sorted by Last Name.

	A
1	Last Name
2	Bierman
3	Burke
4	Burke
5	Burke
6	Carnegie
7	Carreiro
8	Charlesworth
9	Charon
10	Coutu

- 2) Sort the employees' list by Department.
 - a) Select cell **D1** and select **Data → Sort**.
Observe that Excel maintained the previous sort on Last Name.
 - b) Select the **Sort by** drop-down arrow and select **Department**.
 - c) Select **OK** to view the list of employees.

Confirm that the employees list has been sorted by Last Name, then by Department, and then by Extension.

	A	B	C	D	E	F
1	Last Name	First Name	Hire Date	Department	Office Location	Extension
2	Bierman	Tommie	9/28/2007	Finance	TS3	4660
3	Burke	Reva	11/3/1995	Accounting	PB4	4447
4	Burke	Theo	5/3/2001	Accounting	TS3	4939
5	Burke	Steven	10/30/2011	IT	TS3	4005
6	Carnegie	Filiberto	5/17/1994	Training	PB3	4430
7	Carreiro	Harlan	12/27/2015	Engineering	PB2	4325
8	Charlesworth	Rena	9/1/2007	Human Resources	TS1	4716
9	Charon	Jacques	1/14/2003	IT	TS3	4459
10	Coutu	Crystle	8/28/2013	Management	TS5	4628

4) Save the workbook as ***My Develetech Lists.xlsx*** and keep the file open.