Sorting

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

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 SUPPORT FILES.

1   Open the **INVENTORY** worksheet from the **SPREADSHEETS** folder of the **PIT Book 2 Support Files**.

2   Look the file to familiarise yourself with it. It displays a list of the products sold by a Hi-Fi store.

Completing the Formulas

Formulas are needed to be value of the stock in the store and the retail price of each item.

1   Enter a formula to calculate the first item in the VALUE column, ie COST multiplied by **NO ON HAND**.

	A	B	C	D	E	F	G
1			Hi Fi Buy Stores Australia Ltd				
2			Inventory - Hardware department				
3							
4	Name	Code	Supplier	Cost	No on Hand	Value	Retail Price
5	Mini System	SMNS40W	Sony	$ 583	3	=D5*E5	
6	Mini System	SHMNS180W	Sharp	$ 422	7		
7	Mini System	SHMNS20W	Sharp	$ 150	12		
8	Micro System	TMCR5W	TEAC	$ 110	15		
9	Micro System	SHMC55W	Sharp	$ 165	5		

2   **AUTOFILL** the formula down for the other items in the inventory. Refer to the diagram at the top of the next page.

◇	A	B	C	D	E	F	G
1			Hi Fi Buy Stores Australia Ltd				
2			Inventory - Hardware department				
3							
4	Name	Code	Supplier	Cost	No on Hand	Value	Retail Price
5	Mini System	SMNS40W	Sony	$ 583	3	$ 1,749	
6	Mini System	SHMNS180W	Sharp	$ 422	7	$ 2,954	
7	Mini System	SHMNS20W	Sharp	$ 150	12	$ 1,800	
8	Micro System	TMCR5W	TEAC	$ 110	15	$ 1,650	
9	Micro System	SHMC55W	Sharp	$ 165	5	$ 825	
10	CD Player	ACD10AS	Akai	$ 80	6	$ 480	
11	CD Player	TCD10AS	TEAC	$ 69	9	$ 621	
12	CD Walkman	SCDWDIG	Sony	$ 123	3	$ 369	
13	Radio Walkman	SRWDIG	Sony	$ 52	10	$ 520	
14	Clock Radio	SCRAMFM	Sony	$ 25	8	$ 200	
15	Clock Radio	SCRDIG	Sony	$ 129	5	$ 645	
16	CD Radio	PCRC50W	Panasonic	$ 143	5	$ 715	
17	CD Radio	PCRC130W	Panasonic	$ 210	2	$ 420	
18	CD Radio	SCRC90W	Sony	$ 114	4	$ 456	
19	CD Radio	SCRC3B	Sony	$ 163	5	$ 815	
20	CD Radio	SHCRC12W	Sharp	$ 157	7	$ 1,099	
21							
22							

3   Enter a formula to calculate the **RETAIL PRICE** of the first item, it is **50%** more than **COST**, ie COST multiplied by 1.5.

◇	A	B	C	D	E	F	G
1			Hi Fi Buy Stores Australia Ltd				
2			Inventory - Hardware department				
3							
4	Name	Code	Supplier	Cost	No on Hand	Value	Retail Price
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	
8	Micro System	TMCR5W	TEAC	$ 110	15	$ 1,650	

4   **AUTOFILL** the formula down for the other items in the inventory. Refer to the diagram at the top of the next page.

Sorting the Data

1   Click on any cell in the **SUPPLIER** column then click on the **SORT ASCENDING** button in the **STANDARD Toolbar** to sort the table by supplier.

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2   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.

3   Click on any cell in the table then click on **DATA➢ SORT** in the menu bar to open the **SORT** dialogue box where more detailed sorts can be conducted.

4   Set the SORT BY box to **NAME** and the **THEN BY** box to **RETIAL PRICE**.

5   Click on **OK** and your inventory list should be rearranged into **NAME** order and within each name be in **RETAIL PRICE** order (lowest to highest) as shown in the diagram at the top of the next page.