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# Sorting and Filtering Data

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### Sorting

	A		В		C		D	E	F			G	-			
1	Firstname	La	stname	Add	ress	City	v)	State	Postcode		Ye	ars of Servi	ice	1		
2	Simon	Jo	hnson	12 N	/lain St	Fargo	1	٧D		565	67		17			
3	Kyle	Ha	insen	101:	2 2nd Ave	Fargo	١	٧D		565	67		1			
4	Simon	Ne	ville	999	1st Avenue	Fargo	L L	١D		565	67		12			
5	Doug		A		В		С		D		E	F		G	*	
6	Jane	1	Firstname	L	astname	Ad	dress	City		Stat	e	Postcode	Y	ears of Service	_	
7	Dan	~				112	2 Main Avenu	e								
8		2	Steve	-	Namer	We	est	Bou	lder	co			80302	5		
-	Larry	з				78 '	West County									
9	Dena	3	Bryan	h	Togerson	Lin	e Rd	Bou	lder	CO			80302	5		
10	Arnold	4			A		В		С			D	E	F	G	<b>A</b>
11	Stan		Kristen		1 Firstname		Lastname		Address		City		State	Postcode	Years of Ser	vice
12	Jem	5	Dena		2 Doug		Borgum		2 Working W	ay I	Fargo	)	ND	56567	·	2
13		6	Jane		3 Jane		Roberts		101 1st Str		Fargo	)	ND	56567		9
	Kristen	7			4 Simon		Neville		999 1st Aven	ue I	Fargo	)	ND	56567	,	12
14		·	Larry		5 Simon		Johnson		12 Main St		Fargo	)	ND	56567	,	17
	Allan	8	Jennifer		5 <u>Kyle</u>		Hansen		1012 2nd Ave		Fargo	)	ND	56567	,	1
15	Mark	9	Simon	-	7				10590 S							
16	Iviark Den	10	Dan	_	Larry		Richter		Broadway		Billing	qs	MT	57788		1
10	Dun	11		3	3 Jeff		Bates		366 W 7th		Billing	qs	MT	57788		2
17	Tracy		Stephanie		9 Dan		Montbatten		477 NP Aven	ue I	Billing	qs	MT	57788		2
18	Beth	12	Ron						78 West Cou	nty						
4	> > Sheet1	13	Mark	_	Kristen		Togerson		Line Rd		Billing	qs	MT	57788		2
		14	Stan	1	1 Beth		Jerlin		455 Reserve I	Drive	Kalis	pell	MT	59901		5
		15		1	2 Michelle		Fortnum		39 Working V	Vay	Kalis	pell	MT	59901		6
			Tessa	1	3 Don		Barton		445 Ludlow		Kalis	pell	MT	59901		8
		16	Ashley	1	4 Tracy		Falude		1 Working W	ay I	Kalis	pell	MT	59901		1
		1 <sup>1</sup> 7	Sheet1	Δ.	-				90122 105th							
				<u>_</u>	<sup>3</sup> Mark		Crowe		Avenue		Kalis	pell	MT	59901		12
				1	c .				77790 West							T
					Jon		Axtman		Friday Circle		Portia	and	OR	90033		6 -
				H	I DE She	et1 /Sł	neet2 / Sheet3			una I				1	·	E

You can sort data in your spreadsheets pretty much anyway you want: by one or more columns, ascending or descending, or even by specific sort orders you set up yourself.

#### **Quick Sort**

1 Select all the data you want to sort. This will sort data only by the first column, but you need to select all the columns to be sure the data stays together correctly.

В	C
Wagg	Kris
Haugen	Sylvia
Fishburn	Larry
Bates	Bert

2 Click the A-Z or Z-A quicksort icon.



**3** The data will be sorted.

В	С	
Bates	Bert	
Fishburn	Larry	
Haugen	Sylvia	
Wagg	Kris	

#### Sorting Using the Sort Window

Here's the best way to sort basic data. Let's say you've got a big list of names and you'd just like to see them in alphabetical order so it's easier to use.

- 1 Select all the data you want to sort, *including the headings*. This will make it easier to specify which columns to sort by. Select just the data to sort, not the whole sheet.
- **2** Choose Data > Sort.
- **3** In the Sort window, select the column to sort by, and whether you want to sort in Ascending (A to Z or 1 to 10) or Descending order.

Sort	×
Sort Criteria Options	
Sort by	Ascending     Descending     Ageending     O Descending      C Asgending     C Descending      C Descending
ОК	Cancel <u>H</u> elp <u>R</u> eset

4 Click the Options tab and mark the Range Contains Column Labels option.

Sort	
Sort Criteria Options	
Case sensitive	_
Range contains column labels	
✓ Include <u>Formats</u>	_
□ ⊆opy sort results to:	
- undefined -	
Custom sort order	
Sun, Mon, Tue, Wed, Thu, Fri, Sat	<b>v</b>
Language	Options
Default	
Direction	
Iop to bottom (sort rows)	
C Left to right (sort columns)	
Data area: \$C\$9:\$H\$13 (unnamed)	
	OK Cancel <u>H</u> elp <u>R</u> eset

5 Click OK.

#### Sorting Left to Right

Sometimes the categories you want to sort by are on the vertical axis, in rows, as in this example. The sorting process is similar to the standard top-to-bottom approach; you just need to specify that you're sorting left to right instead of top to bottom.

- 1 Select the data you want to sort, including the headings.
- 2 Choose Data > Sort.
- 3 In the Sort window, click the Options tab.
- Select the options shown: select Left to Right (Sort Columns) to specify left-to-right sorting,
- 4 and also mark the Range Contains Row Headers option to indicate that the first column of data is headers, not data to be sorted.

Sort	×
Sort Criteria Options	
Case <u>s</u> ensitive	
Range contains row headers	
Include formats	
Copy sort results to:	
- undefined -	
Custom sort order	
Sun, Mon, Tue, Wed, Thu, Fri, Sat	<b>•</b>
<u>L</u> anguage	Options
Default 💌	V
Direction	
<ul> <li>Top to bottom (sort rows)</li> </ul>	
Left to right (sort columns)	
Data area: \$A\$5:\$IV\$16 (unnamed)	
	OK Cancel <u>H</u> elp <u>R</u> eset

Click the Sort Criteria tab. 5

	A B		С	D	E
1	2002 Work	ing Knowled	dge Salesp	eople Sales	Figures
2					
3	Broken dowi	n by genre			
4					
5	Genre	Gutenberg	Hanson	Lundsverk	Martin
-	Romance	\$1,352.00	\$9,977.00	\$2,990.00	\$2,900.00
7	History	\$223.00	\$889.00	\$2,990.00	\$900.00
0	Science				
0	Fiction	\$2,004.00	\$8,990.00	\$4,094.00	\$5,500.00
9	Humor	\$2,005.00	\$5,899.00	\$4,022.00	\$6,778.00
10	Fiction and				
10	Literature	\$45,566.00	\$8,990.00	\$6,678.00	\$1,344.00
11	Women's				
	Studies	\$2,448.00	\$24,467.00	\$2,611.00	\$56,678.00
12	Religion	\$120.00	\$399.00	\$1,122.00	\$1,240.00
13	Self Help	\$2,955.00	\$6,793.00	\$6,688.00	\$7,655.00
14	Relationships	\$5,667.00	\$5,388.00	\$9,844.00	\$8,002.00
15					
16	Totals	\$62,340.00	\$65,192.00	\$41,039.00	\$90,997.00



6 Select the normal sort options; the row to sort by and Ascending or Descending.

- 7 Click OK.
- 8 The data will be sorted from least to greatest (ascending) total sales.

	A	В	С	D	E
1	2002 Work	ing Knowle	dge Salesp	eople Sales	Figures
2					
3	Broken dowi	n by genre			
1					
5	Genre	Lundsverk	Gutenberg	Hanson	Martin
6	Romance	\$2,990.00	\$1,352.00	\$3,377.00	\$2,900.00
7	History	\$2,990.00	\$223.00	\$889.00	\$900.00
8	Science				
0	Fiction	\$4,094.00	\$2,004.00	\$8,990.00	\$5,500.00
9	Humor	\$4,022.00	\$2,005.00	\$5,899.00	\$6,778.00
10	Fiction and				
	Literature	\$6,678.00	\$45,566.00	\$8,990.00	\$1,344.00
11	Women's				
	Studies	\$2,611.00	\$2,448.00	\$24,467.00	\$56,678.00
12	Religion	\$1,122.00	\$120.00	\$399.00	\$1,240.00
13	Self Help	\$6,688.00	\$2,955.00	\$6,793.00	\$7,655.00
14	Relationships	\$9,844.00	\$5,667.00	\$5,388.00	\$8,002.00
15					
16	Totals	\$41,039.00	\$62,340.00	\$65,192.00	\$90,997.00

#### Sorting Using Two or More Columns as Criteria

Sometimes you need to sort by two or more columns to get the data in the order you need. If you have, for instance, 5000 names of the people in your company, with three locations, you probably want to sort the employees first by location. However, then you have at least 1000 people at each location, in no particular order. To make the data easier to read, sort first by the location, and then by last name.

- **1** Select the data including headings.
- 2 Choose Data > Sort.

Sort	X
Sort Criteria Options	
Sort by	C Descending
Then byLastname	C Descending
Then by	C Descending
ОК	Cancel <u>H</u> elp <u>R</u> eset

**3** In the Sort Criteria tab, select to sort by up to three columns.

- 4 Click the Options tab and make sure the Range Contains Column Labels is marked.
- 5 Click OK. The data will appear sorted as you specified.

#### **Sorting Using Months and Weeks**

You can sort alphabetically or by numbers but you can also sort based on other things that have a particular order like the days of the week or months.

- **1** Select the data including headings.
- **2** Choose Data > Sort.
- **3** Click the Options tab; you'll see the option to sort by other information.
- 4 Select the Custom Sort Order to use.

Sort X
Sort Criteria Options
Case <u>s</u> ensitive
Range contains column labels
✓ Include formats
Copy sort results to:
- undefined -
Custom sort order
Sun, Mon, Tue, Wed, Thu, Fri, Sat 🗾 🔽
Sun, Mon, Tue, Wed, Thu, Fri, Sat La <sup>a</sup> Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday De Jan, Feb, Mar, Anr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec Fanarey: February: March, Anrill May, June Juliu Julius, Sentember, October, November, December
Direction 4
• Top to bottom (sort rows)
C Left to right (sort columns)
Data area: \$8\$4:\$C\$27 (unnamed)
OK Cancel <u>H</u> elp <u>R</u> eset

5 Select the Range Contains Column Labels option.

6 Click the Sort Criteria tab and choose to sort by the column containing data corresponding to the sort you chose in the other tab.

۰t	
ort Criteria Options	
Sort <u>by</u>	
Month Published	Ascending
- undefined -	© <u>D</u> escending
Book	
Month Published	Ascending
- undefined -	
	• Descending
Then by	
undefined	Ascending
- andenned -	C Descending
	OK Cancel Help Rese

#### 7 Click OK.

#### **Creating Your Own Sort Order**

You can automatically sort by month or day of the week because OpenOffice.org comes with these custom sort orders already set up. You can set up similar sort orders that contain whatever you want. To create your own sort order, see *Quickly Entering Months, Days, or Anything You Want With Sort Lists* on page 277.

## Filtering

There are a couple ways to do filter out data so that you see only what you want: a quick simple autofilter that's often good enough as is, and the filter you can define the way you want.

#### **Using the AutoFilter**

Here's what the autofilter looks like.

	A	В	с	D		E	F	*									
1	Firstname	Lastname	Address	City	51	ate	Posicoue			_							
2	Tracy	Falude	1 Working Way	Kalispell	M	Г		59901									
3	Jane	Roberts	101 1st Str	Fargo	NE	<u>)                                    </u>		56567			•						
4	Kyle	Hansen	1012 2nd Ave	Fargo		<u> </u>		56567	_			_					-
5	Mark	Marston	1058 W Ninth	Portland			A	В		C T	D		E	-	F		*
6			10590 S		1	Firstna	ame 🔳	Lastname		Address 👱	City		State	Post	code	<u>±</u>	-
	Larry	Richter	Broadway	Billings	7	_			- [	112 Main Avenue	- all - • Standard •	L					
7			112 Main Avenue			Steve		Warner	-	West	- Ton 10 -	E F	:0	_	8	0302	- 1
· ·	Steve	Warner	West	Boulder	11				Ŀ	223 Westwood	Billings	L					
8	Simon	Johnson	12 Main St	Fargo		Stepna	inie	Mindrum	-	Drive	Boulder 📐		:0	-	8	0302	- 1
9	Siri	Johnson	12 Main St	Portland	15	Jennife	r	Olson	-	445 Ludiow	Fargo 🔨	-	:0	_	8	0302	- 1
10	Doug	Borgum	2 Working Way	Fargo	16	Marcus	3	Jacobson		45 2nd Str	Kalispell	F	0		8	:0302	- 1
			223 Westwood		20	Gunhil	d	Hanson	_	67 Roberts Ave.	Portland	- 6	0	_	8	0302	
11	Stephanie	Mindrum	Drive	Boulder	24				F	78 West County							
12	Jeff	Bates	366 W 7th	Billings	- · ·	Bryan		Togerson		_ine Rd		- 6	0		8	0302	-
13	Michelle	Fortnum	39 Working Way	Kalispell	29	Kirsten	1	Hanson	_	910 Harrison Dr		r	0	_	8	0302	
14	Don	Barton	445 Ludlow	Kalispell	30				K	944 Madison							
act ac	EIT Sheet1 /Sh	peet2 / Sheet3 /		pronopo		Tessa		Manson		Parkway	Boulder	C	0	_	8	0302	-
	John Sheeer Van	ICCL J DIRECTO /			32												
Shee	st 1 / 3 Default	100%	STD	*	33												
					34												
					35												
					। सं]ित	EEL	Sheet 1 / Sh	eet2 / Sheet3 /		1	· · · ·			1		•	Ē

Let's say that you've got an enormous list of people in a spreadsheet, and you just want to see the ones from a particular town. That's a good example of when to use the autofilter. Autofilter lets you pick one value for a column, like "Boulder" for the City column, and view the rows in that spreadsheet with "Boulder" in the City column.

- 1 Choose Data > AutoFilter.
- 2 Dropdown arrows will appear at the top of each column. This means you can restrict what you see in the spreadsheet to rows with a particular value.

	4	P	0	D	E	-
1	Firstname 🛓	Lastname 🛓	Address ±	Citv ±	State 🛓	Postcode 🛃
2	Jane	Roberts	101 1st Str	Fargo	ND	56567
3	Mark	Crowe	90122 105th Avenue	Kalispell	мт	59901
4	Stan	Marston	1058 W Ninth	Billings	MT	57788
5	Kathy	Hanson	910 Harrison Dr	Portland	OR	90033
6	Bryan	Togerson	78 West County Line Rd	Boulder	со	80302
7	Simon	Johnson	12 Main St	Fargo	ND	56567
8	Don	Barton	445 Ludlow	Kalispell	MT	59901
9	Jeff	Bates	366 W 7th	Billings	MT	57788
10	Jenna	Curlioner	88 E 105th	Portland	OR	90033
			944 Madison			

3 Click and hold down the arrow and select a value.

City		±
- all -		
- Standard -		
- Top 10 -		
Billings		
Boulder		
Fargo		
Kalispell		
Portland	₹.	

4 The spreadsheet will filter out everyone except the rows with that value.

	А	В	С	D	E	F	۸
1	Firstname 👱	Lastname 👱	Address 🛃 🛃	City 👱	State 🛓	Postcode 👱	
2			90122 105th				
э	Mark	Crowe	Avenue	Kalispell	MT	59901	
8	Don	Barton	445 Ludlow	Kalispell	MT	59901	
10			455 Reserve				
19	Beth	Jerlin	Drive	Kalispell	MT	59901	
27	Michelle	Fortnum	39 Working Way	Kalispell	MT	59901	
29	Tracy	Falude	1 Working Way	Kalispell	MT	59901	

- **5** To go back to showing all, click and hold down on the column's arrow (blue now) and choose All.
- 6 When you're done, choose Data > Filter > AutoFilter again to turn off the filter.

**Note** – If you leave an autofilter selection like just Kalispell within the State column, then make another selection in another column like Last Name or State, you'll see only records for items that meet **all** the criteria. This means you'll see far fewer records than you want, typically.

#### **Creating a Standard Filter**

The autofilter works great for some situations, but sometimes you want something a little more complicated. With the autofilter you can just select one value for a column (or the top 10). What if you wanted to just show records for a value that is above a particular level; say, all the invoices for \$100 or more? Or you need to view all the records for invoices you've submitted to Frye's, Best Buy, or Circuit City. You can't do that with the autofilter, so it's time to create your own filter.

Let's say you're still working with the same spreadsheet as before. You need to narrow down your spreadsheet to people who are from Boulder *or* from Kalispell, *and* who have been with the organization at least five years.

- 1 Select all the cells containing data, including the headings.
- 2 Choose Data > Filter > Standard Filter.
- 3 The Standard Filter window will appear.
- **4** Fill in the first row with your first criteria, listing the column, the operator (equal to, greater than, etc.), and the amount to compare values to.

Standard Filter							×
Filter criteria Operator	Field name	-	Condition	<b>-</b>	Value		OK Capcel
<b>_</b>	- none -	- -	=	- 			Help
T	- none -	Ŧ	=	~		Ţ	More ∓

This condition says "Show me all the records for people who have five or more years of service."

**5** Enter additional filters, if necessary. Select And or Or, depending on whether they are combined or independent.

Standard Filter						×
Filter criteria Operator	Field name Years of Service	Condition	Value	•	OK Cancel	
	City City	▼ = ▼ =	Boulder     Kalispell		Help More ∓	

These conditions now say "Show me all the people who've been here five years or more, **and** who are from **either** Kalispell or Boulder."

- 6 Click OK. The data meeting the criteria will appear in your spreadsheet.
- 7 To remove the filter, choose Data > Filter > Remove Filter.