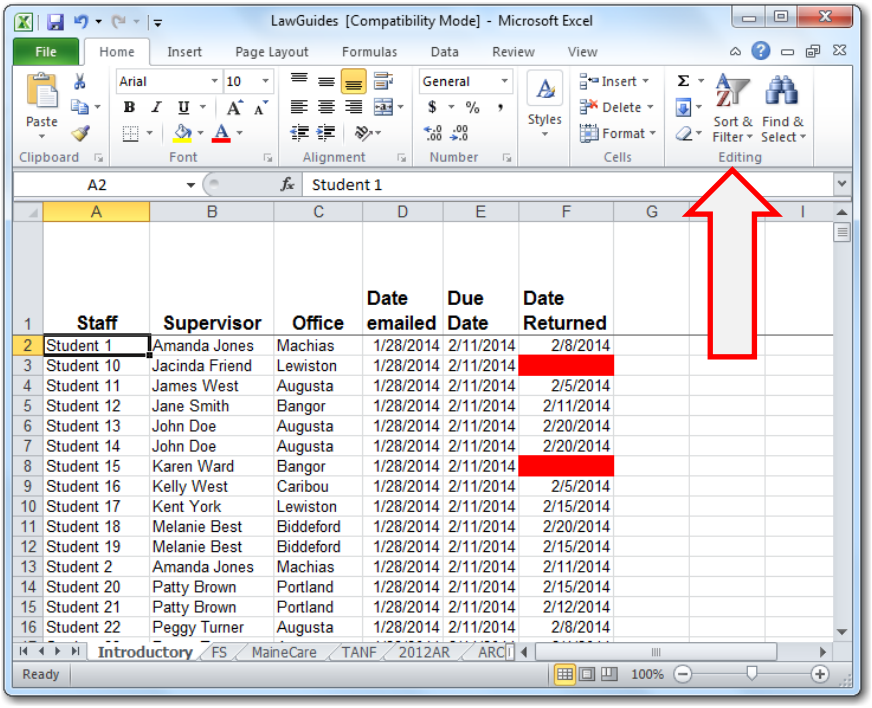
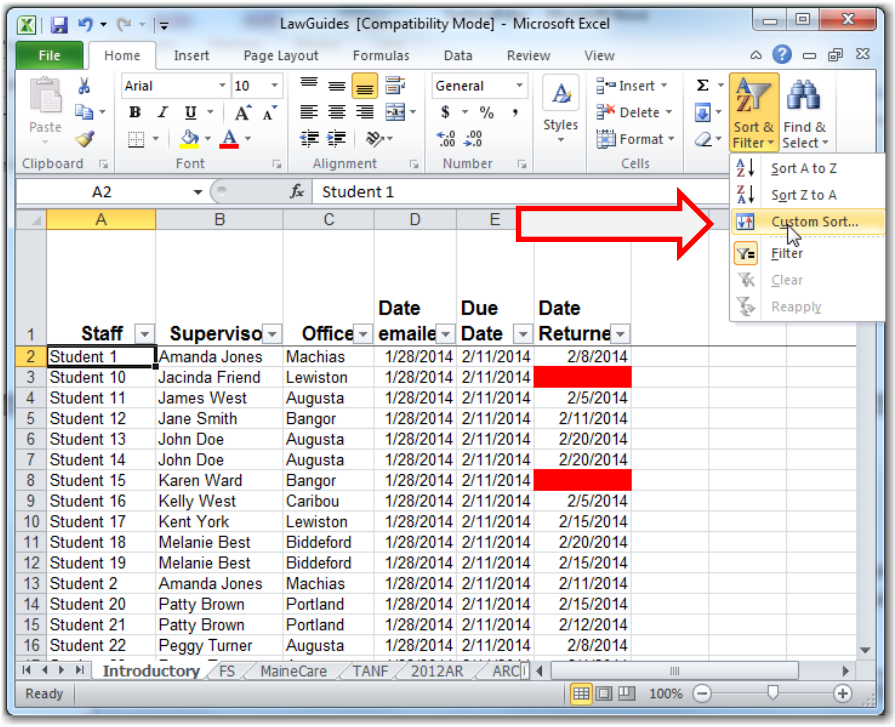
Sort and Filter

Make a copy (Save As) of your spreadsheet just in case you ever need to get back to the original.

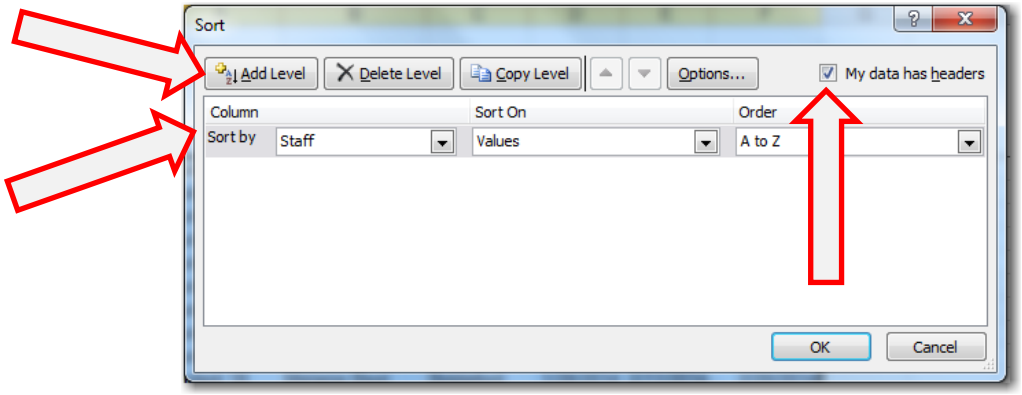
1. Click **Sort & Filter**



2. Click **Custom Sort**

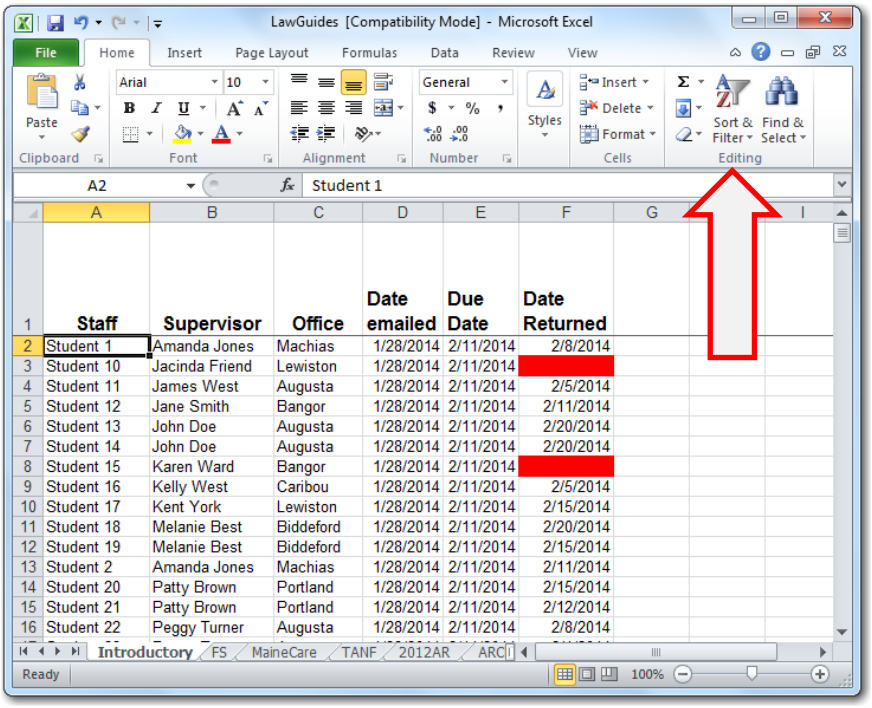


3. Select what you want to **Sort by**. If you need multiple Sorts, select **Add Level**. If your data does not have headers (title rows), remove the check at **My data has headers**. Click **OK** when finished.

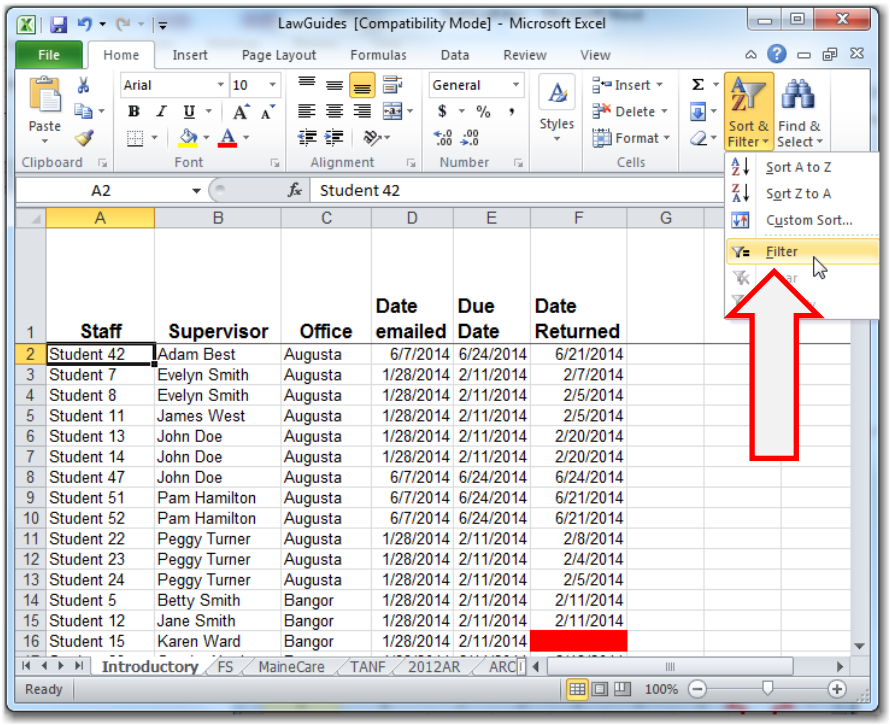


If you end up with a "sort gone bad", you can click undo or you can resort the data. Once you get the results you need, save your data.

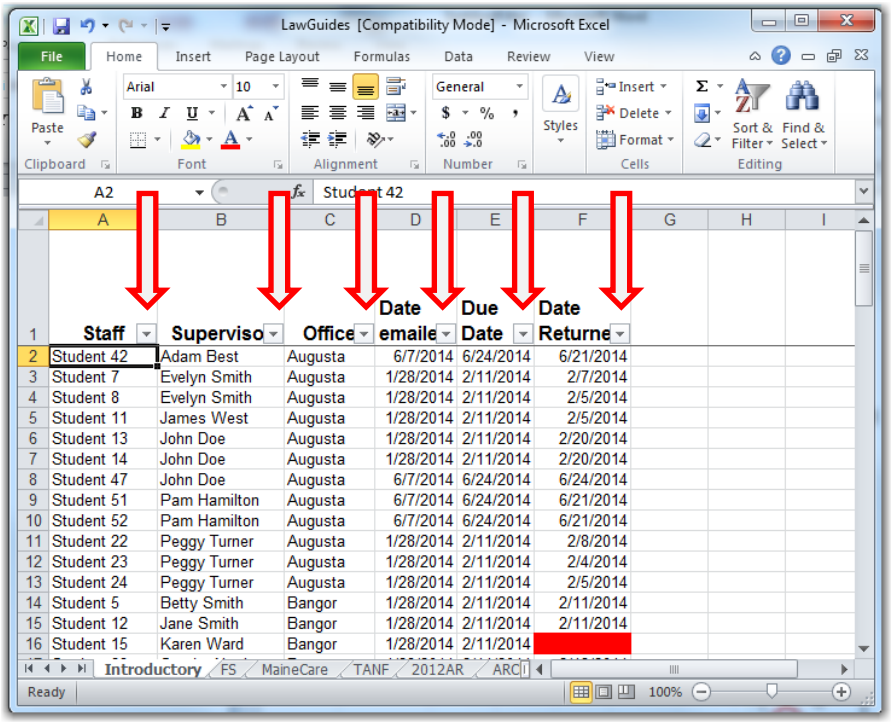
1. To filter your data, click **Sort & Filter**



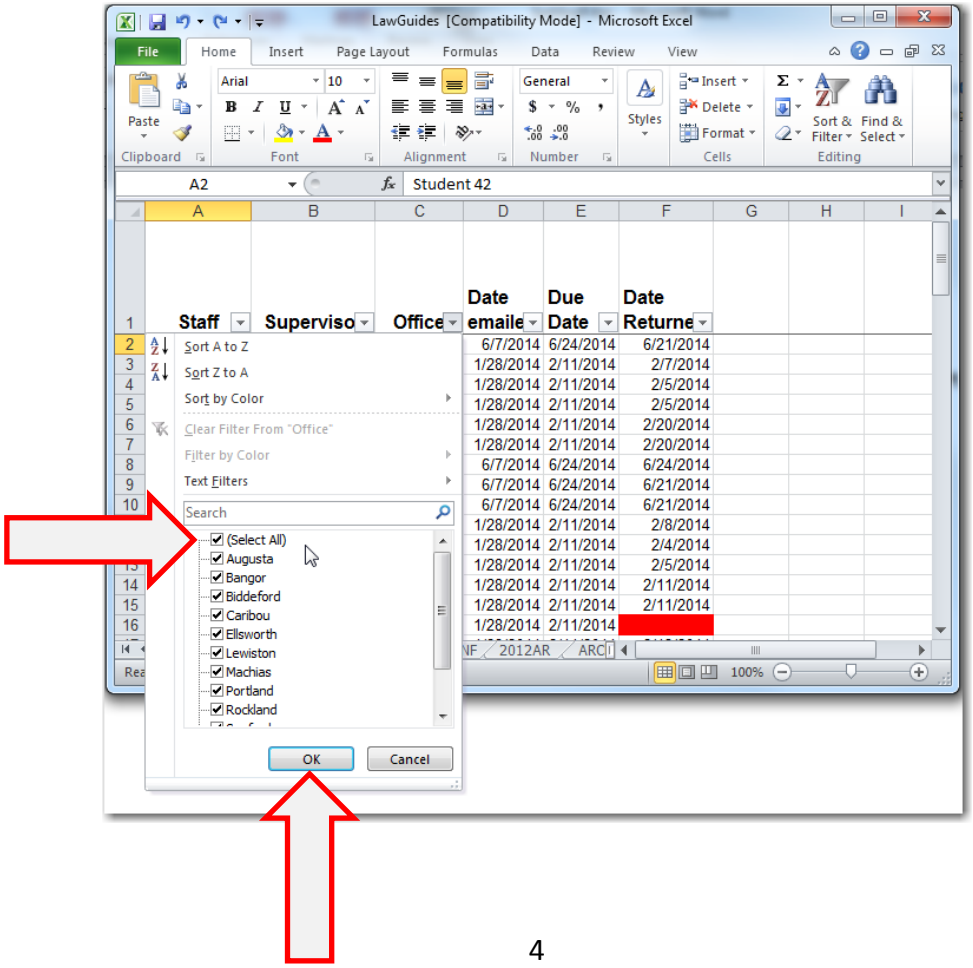
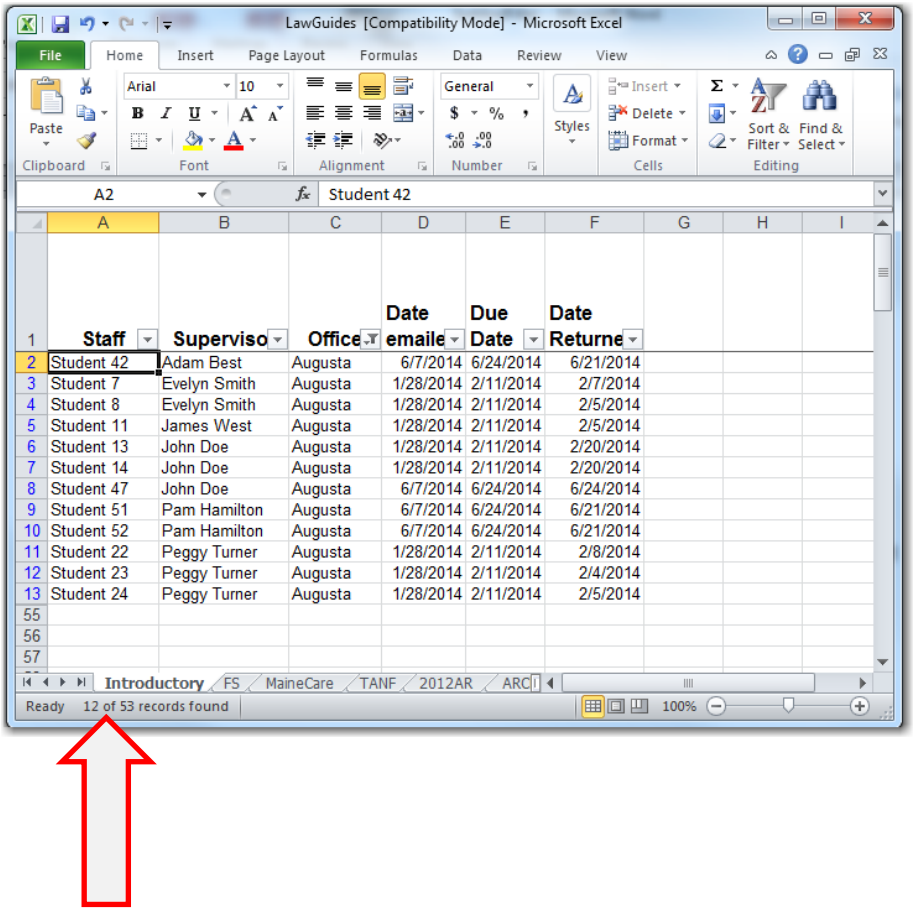
2. Click **Filter**



3. Select the heading that you want to filter on



4. Uncheck **(Select All)** and select your filter criteria, click **OK** when finished



One of the most useful things about a filtered list is your ability to see the actual count. This filter has 12 records out of the total of 53. If someone just needs a number, you can easily filter the 53 records and give them the tally. For example, 12 students in Augusta, 5 in Bangor, 14 in Portland, etc.