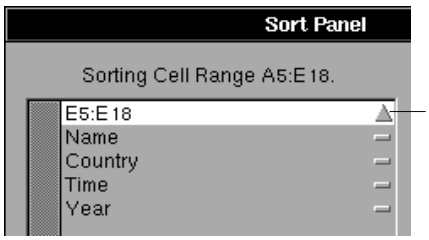
Insert a column or row (depending on which you're sorting) adjacent to the sort range, and enter consecutive numbers next to the records. (Use *Incremental Fill* from the Edit menu to do this quickly.)

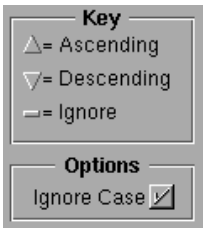
	A	B	C	D	E
1	**Women's 100 Meters Olympic Winners Track and Field**				
2					
3					
4	**Name**	**Country**	**Time**	**Year**	
5	Florence Griffith Joyner	USA	10.54	1988	1
6	Evelyn Ashford	USA	10.97	1984	2
7	Lyudmila Kondratyeva	SOV	11.06	1980	3
8	Annegret Richter	GER	11.08	1976	4
9	Renate Stecher	GDR	11.07	1972	5
10	Wyomia Tyus	USA	11.0	1968	6
11	Wyomia Tyus	USA	11.4	1964	7
12	Wilma Rudolph	USA	11.0	1960	8
13	Betty Cuthbert	AUS	11.5	1956	9
14	Marjorie Jackson	AUS	11.5	1952	10
15	Fanny Blankers-Koen	HOL	11.9	1948	11
16	Helen Stephens	USA	11.5	1936	12
17	Stella Walsh	POL	11.9	1932	13
18	Elizabeth Robinson	USA	12.2	1928	14
19					

When you want to restore the records to their original order, select these numbers and the sort range (in one selection) and sort them, setting the range containing the consecutive numbers to sort in ascending order, and the other ranges to be ignored.



The range containing consecutive numbers will determine the sort order

Note *You can also restore the original order immediately after sorting by choosing Undo from the Edit menu, if you haven't done anything else since the sort.*



To change the type of sort, click the symbol to the right of the field name. The first click selects the field. Repeated clicking cycles through the *Ascending*, *Descending*, and *Ignore* choices. If duplicate entries cause ParaSheet to move to a field you've set to *Ignore*, ParaSheet skips the field and goes on to the next one (if any) to resolve the tie.

To choose whether you want to ignore the difference between uppercase and lowercase letters during the sort, toggle the *Ignore Case* check box to make ParaSheet distinguish cases.

Sort Precautions

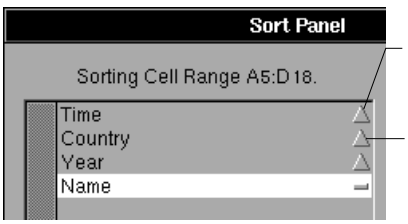
Because sorting rearranges data, it can disrupt cell and formula references and make some of your data invalid. Formulas are *not* adjusted to reflect the new position of the records. Avoid sorting cells that are referenced by formulas, or that contain formulas with relative references.

If you must sort cells that contain formulas with relative references, use the *Paste Special* command to copy those cells to a new location. Paste the cells as values (instead of formulas), then sort on the values. For more information, refer to the "Controlling What You Paste" section on page 111 in Chapter 8.

In any case, save the spreadsheet to another name before you sort, so that you can recover your original data if necessary.

Another precaution is to set up a mechanism in your spreadsheet that will let you easily return the data to its original order after the sort. You must do this *before* sorting your data.

Finally, click the symbols in the field names list until they appear as shown below.



The data wil be sorted in ascending order on the values in the Time range

Values in the Country and Year ranges will be used in the event of ties

The following figure shows the results when you click Sort.

	A	B	C	D	E
1	**Women's 100 Meters Olympic Winners**				
2	**Track and Field**				
3					
4	**Name**	**Country**	**Time**	**Year**	
5	Florence Griffith Joyner	USA	10.54	1988	
6	Evelyn Ashford	USA	10.97	1984	
7	Wilma Rudolph	USA	11.0	1960	
8	Wyomia Tyus	USA	11.0	1968	
9	Lyudmila Kondratyeva	SOV	11.06	1980	
10	Renate Stecher	GDR	11.07	1972	
11	Annegret Richter	GER	11.08	1976	
12	Wyomia Tyus	USA	11.4	1964	
13	Marjorie Jackson	AUS	11.5	1952	
14	Betty Cuthbert	AUS	11.5	1956	
15	Helen Stephens	USA	11.5	1936	
16	Fanny Blankers-Koen	HOL	11.9	1948	
17	Stella Walsh	POL	11.9	1932	
18	Elizabeth Robinson	USA	12.2	1928	
19					

Duplicate times and duplicate countries sorted in year order

Duplicate times sorted by country

Duplicate countries sorted in year order

Setting the Sort Order

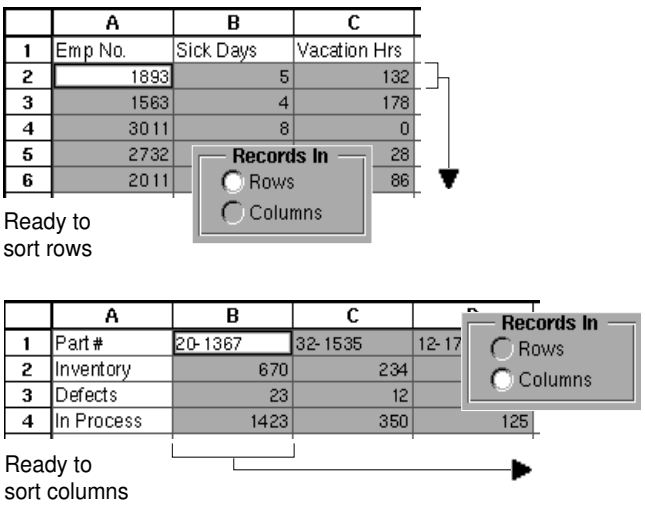
You can sort data in either ascending or descending order. In ascending order, the numeric cells are sorted first, followed by text cells. Setting a field to Ignore means that the contents of the field will have no effect on the sort order.

If there is a tie (more than one record has the same entry in that field), ParaSheet determines the order of records from the data in the second field listed. This continues through the fields until no duplicate entries are found, or until all the fields are checked.

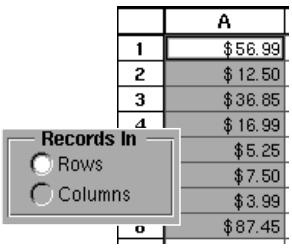
For example, suppose you want to sort the data shown in the figure below in ascending order (from lowest to highest), according to finishing time. That is, you want all records that contain the same time to appear together, and you want the records arranged in increasing order so that a time of 10 seconds appears before 11 seconds, and so forth. In the event of ties, you want to sort by country and then by year.

	A	B	C	D	E
1	**Women's 100 Meters Olympic Winners Track and Field**				
2					
3					
4	**Name**	**Country**	**Time**	**Year**	
5	Florence Griffith Joyner	USA	10.54	1988	
6	Evelyn Ashford	USA	10.97	1984	
7	Lyudmila Kondratyeva	SOV	11.06	1980	
8	Annegret Richter	GER	11.08	1976	
9	Renate Stecher	GDR	11.07	1972	
10	Wyomia Tyus	USA	11.0	1968	
11	Wyomia Tyus	USA	11.4	1964	
12	Wilma Rudolph	USA	11.0	1960	
13	Betty Cuthbert	AUS	11.5	1956	
14	Marjorie Jackson	AUS	11.5	1952	
15	Fanny Blankers-Koen	HOL	11.9	1948	
16	Helen Stephens	USA	11.5	1936	
17	Stella Walsh	POL	11.9	1932	
18	Elizabeth Robinson	USA	12.2	1928	
19					

To set up this sorting priority, you can first assign names to the ranges. Then place the names in the field names list in the following order: Time, Country, Year, and Name. To move a field name to a new location in the list, first select the name, then click the *Higher* or *Lower* button.



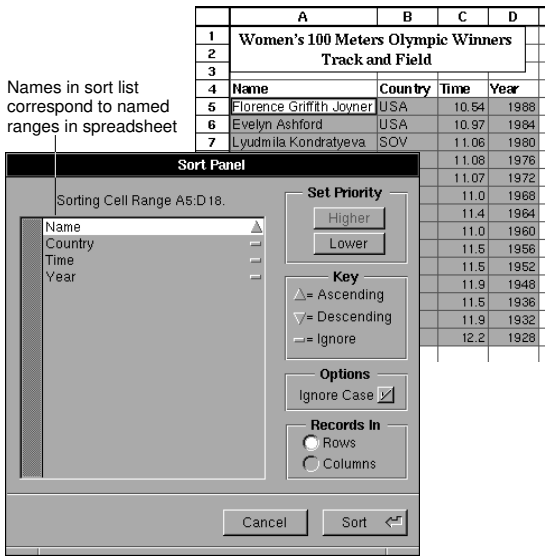
For a single row or column, ParaSheet sets the *Records In* value for you:



If the *Records In* setting is *Rows*, the field ranges in the Sort list are columns. Rows are listed as fields if the *Records In* setting is *Columns*. If your sort selection includes named ranges, the names appear in the Sort list instead of cell references.

Prioritizing Fields

The order in which the field names are listed in the Sort panel is the order of sorting priority. This means that the field name at the top of the list is the primary one on which the sort is performed (as long as that field is *not* set to *Ignore* order). For more information on *Ignore*, *Ascending*, and *Descending* order, see the “Setting the Sort Order” section on page 138.



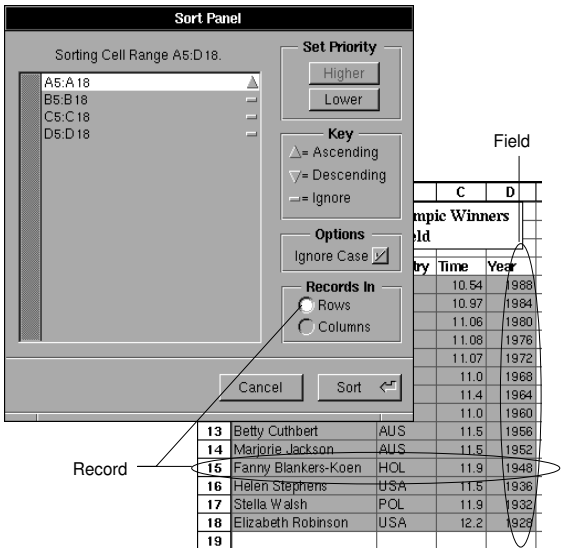
Row or Column Order

Your sort selection may contain both rows and columns. You determine whether to sort the rows or the columns through the *Records In* setting in the Sort panel.

If you want to sort the contents of more than one row or column, your choice for the *Records In* setting depends on the way your data is arranged on the spreadsheet.

The figure below shows examples of two different layouts; one in which you'd want to sort columns and the other appropriate for sorting rows.

A panel containing the list of fields appears. Columns are listed as fields if records are in rows, as shown below.



Set the sorting options you prefer and click *Sort*. The options are explained in more detail in the following sections.

Shortcut

Using the Sort panel is often easier if you assign named ranges to fields before sorting as shown below. To learn about naming a range, refer to the "Using Named Ranges" section on page 84 in Chapter 6.

Chapter 10

Sorting Your Data

There are times when you need to look at your spreadsheet data organized in a different way. For example, if reviewing your company balance sheet, you may want to see expenses listed in alphabetical order, or in order of the most expensive to least expensive item. This chapter describes how to use ParaSheet's Sort panel, and how to prioritize the sort order of your data.

Sorting Data

ParaSheet provides a variety of ways to reorder the contents of a range of cells. Each row or column being sorted is called a *record*. Each range perpendicular to the record is called a *field*.

Sorting data can make formulas calculate incorrect results. Before you sort valuable data, read the "Sort Precautions" section on page 139.

To begin sorting, first select the data you wish to rearrange and choose *Sort* from the Edit menu to raise the Sort panel.