

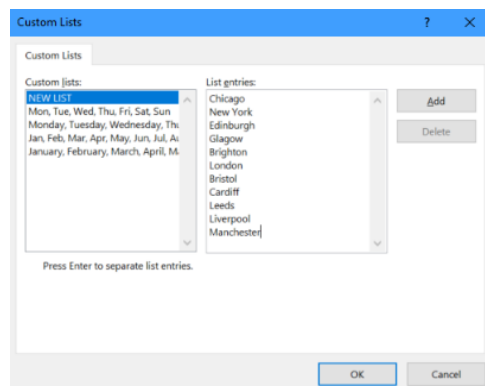
Application: Excel – Custom Sort

Sometimes we don't want to sort a list in alphabetical order but need to group it in a specific way. For example, instead of sorting a staff list alphabetically by office you may want ensure offices in specific areas are sorted together.

In the graphic below Column A is sorted alphabetically but column C is sorted with US offices first and then UK offices sorted in regions.

	A	B	C
1	Offices		Offices
2	Brighton		Chicago
3	Bristol		New York
4	Cardiff		Edinburgh
5	Chicago		Glasgow
6	Edinburgh		Brighton
7	Glasgow		London
8	Leeds		Bristol
9	Liverpool		Cardiff
10	London		Leeds
11	Manchester		Liverpool
12	New York		Manchester

1. Select Home Tab > Sort & Filter > Custom Sort.
2. Select New List and type in the required entries separated by Enter.

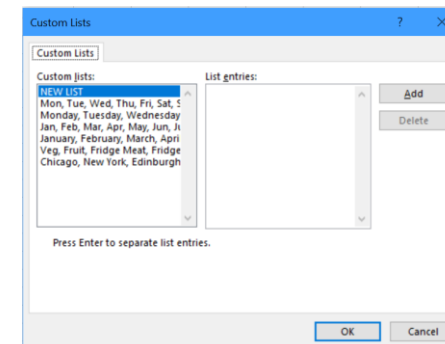


3. Click on Add.
4. Click on OK.

Reusing the Custom List

You can choose a Custom List each time the sort needs to be performed in any Worksheet. To select the Custom List.

1. Select Home Tab > Sort & Filter > Custom Sort
2. Click on the Order drop down list.
3. If the list you require is displayed you can select it from here.
4. Otherwise click on Custom Lists and select the List from the Custom Lists on the left-hand side.



5. Click on OK

Note that there are built-in custom lists for days of the week and months of year.

