Excel "Lists" Instructions
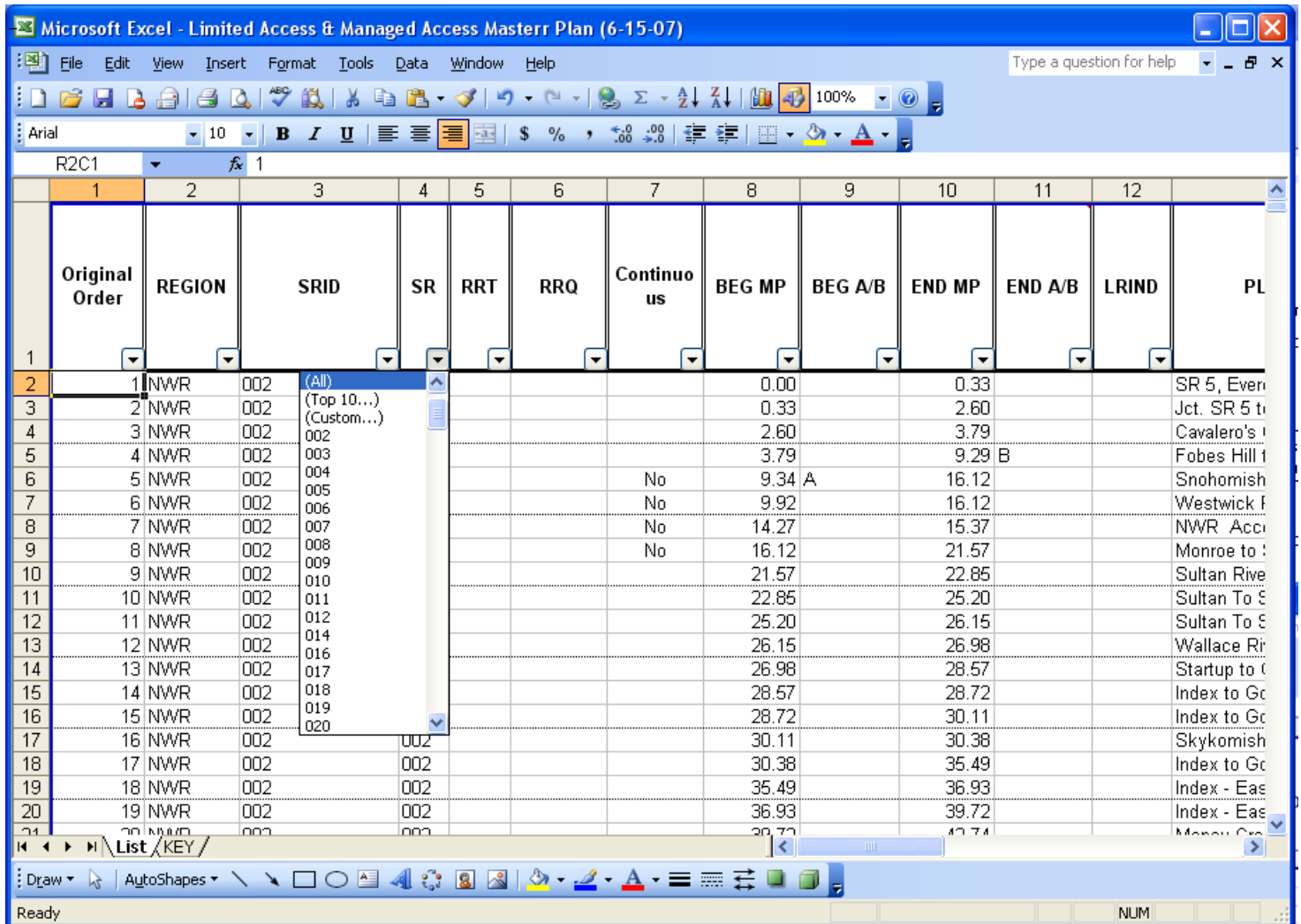
A Short Background

– In Microsoft Excel, Lists can be used to allow for quick and easy sorting within a table.

– Lists are defined as a specific region (as determined by its creator), this region will be outlined in blue. The list for this file exists from R1 C1 (the upper left-most column) to R2376 C20. [Excel Notation–R1 C1 is read as Row 1, Column 1].

– Title Row: the title row for this file's list is the first row (top row). Each cell contains a title which explains the contents of the underlying items. This row will always be visible.

Using Lists to Sort Data*

*Note that only data within a defined list will be sorted; a user must redefine the list to include added data, if desired.

– Decide how you wish to sort the data [by which column(s)]

– Click on the box ▼ located in the bottom right part of the cell. This will open a drop-down menu.
   o For example, say you wish to sort by SR. The following drop-down menu will be opened (refer to picture below).

Left-click here to access drop-down menu

Click on the item that you would like to sort by. Only items that fit the criteria of the sort will be shown, for example if you click on "002"There are six standard options.
You may sort by the following methods:

1. Ascending Order
2. Descending Order
3. (All)
4. (Top 10…)
5. (Custom…)
6. by individual item

o Sort Ascending will sort items in this column (Column labeled "SR" for this example) by chronological order, with values increasing as you go down in the document [i.e. A will be higher than B, 002 will be higher than 003, etc.]

o Sort Descending will sort items in chronological order with values decreasing as you go down [i.e. Z will be higher than Y, 101 will be higher than 099, etc.]

o (All) will not sort items; this will simply show all of the items in whatever order they are currently sorted in

o (Top 10…) when this option is picked, a window will pop up entitled "Top 10 AutoFilter". From there you can choose to sort by the top or bottom, you may select the number of items you wish to appear and you may sort by item or by percent; sorting by percent is not desirable with this specific file. After changing the options, click OK to perform the sort.

o (Custom…) this option allows for specific criteria to be met. We will not go into sorting by this option.

– Once a selection has been made, the list will update and will only show items that match the criteria of the sort

   o For example, if you scroll down to 290 (arbitrarily chosen) and click on it (see screenshot to right), only the 7 entries for SR290 would be shown. A screenshot of this is shown below.

Sometimes it may be desirable to further refine the search. You can sort by any and/or all columns if desired. To do this, follow the same process as outlined above for any other columns. As an example, you may wish to first sort by regions, which will yield a rather extensive list of items; from there you may wish to view only a specific SR. Lists make this process quick and simple to accomplish, allowing you to view only information that will be beneficial for you to view.

To Show All Entries
- As shown in the picture below, when a List has been sorted, the sorted column's arrow becomes blue. This may be difficult to see, therefore you can also identify that an item has been sorted if any row titles (located on the left side of the screen) are blue in color. For this example, row titles 1827 through 1833 appear blue.
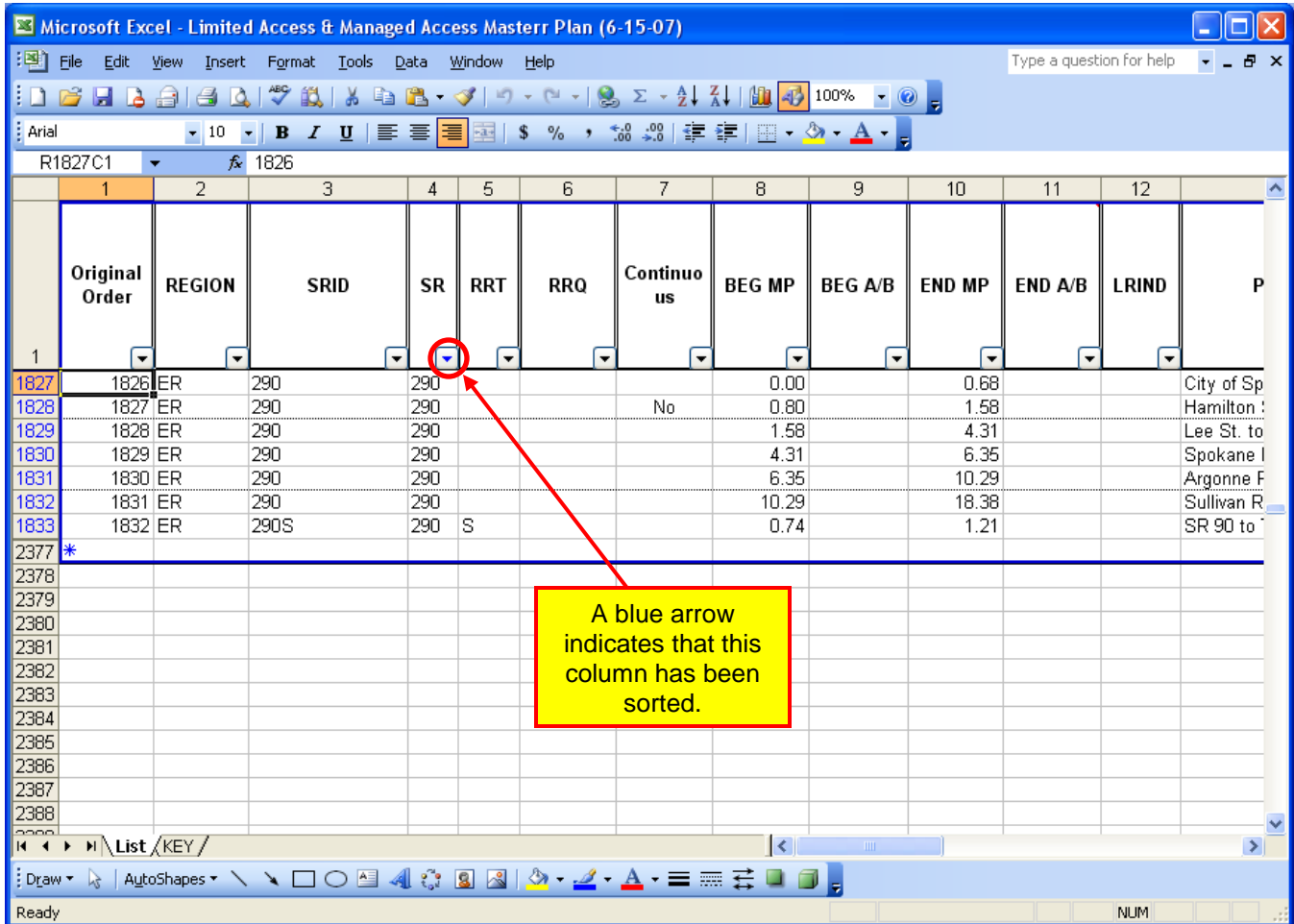
- Click on the box located in the bottom right part of the cell to open the drop-down menu.
- Scroll to the top of the list and click on (All…)

- Repeat this process for all columns that have been sorted. This will cause all entries to be viewable**

**If the List's original order is desired, sort column 1 by ascending order.

To Top