

1. Check format of SS# column of first set.

	A	B	C	D	E	F	G	H
1	Brown	Brawny	B	123456790		ACCEPTED	0	5/7/2008
2	Dragon	Snap	C	123456791		NO RESPC	0	5/7/2008
3	Fritz	Nitz	D	123456792		ACCEPTED	0	5/7/2008
4	Smith	John	E	123456793		ACCEPTED	11796	6/17/2008
5	Doe	John	F	123456794		ACCEPTED	11057	6/17/2008
6	Anderson	Andy	B	123456795		NO RESPC	101	5/7/2008
7	Larson	Lars	H	123456796		NO RESPC	0	5/7/2008
8	Harrison	Harry	I	123456797		ACCEPTED	8803	5/7/2008
9	Smith	Sally	J	123456798		ACCEPTED	6913	5/7/2008
10	Green	Gary	K	123456799		ACCEPTED	3866	5/7/2008
11	Gustafson	Gus						
12	Lamb	Lilly						
13	Cookie	Gingr						
14	Oliver	Ollie						
15	Olson	Ole						
16	Peterson	Peter						
17	Arneson	Arne						
18	Cat	Snow						
19	Moron	Oxy						
20	Truck	Mack						
21	Doll	Barbi						
22	Bowl	Rose						
23	Trick	Hat						
24	Bear	Tedd						
25	Pocket	Polly						
26	Wit	Nit						
27	Fern	Fuzz						
28	Nelson	Nellie						
29	Dan	Dapp						
30	Mae	Manc						
31	Pie	Mudd						
32	Wilson	Will						
33	Bird	Song						
34	Train	Chu						
35	Card	Greeting	J	123456824		ACCEPTED	6319	5/7/2008
36	Corn	Pop	K	123456825		ACCEPTED	3688	5/7/2008
37	Waters	Blue	L	123456826		ACCEPTED	1534	5/7/2008
38	Cane	Candy	M	123456827		ACCEPTED	8	5/7/2008
39	Rabbit	Bunny	N	123456828		ACCEPTED	4	5/7/2008
40	Camper	Happy	E	123456829		ACCEPTED	3866	5/7/2008

  

**Format Cells** [?] [X]

Number Alignment Font Border Patterns Protection

Category: **General**

Sample: 123456790

General format cells have no specific number format.

OK Cancel

2. Check format of second set of data.

	J	K	L	M	N	O	P	Q
Pie	Apple	G	123456780		ACCEPTED	7045	5/7/2008	
Bug	Lady	E	123456788		ACCEPTED	3088	5/7/2008	
Brown	Brawny	B	123456790		ACCEPTED	0	5/7/2008	
Dragon	Snap	C	123456791		NO RESPC	0	5/7/2008	
Fritz	Nitz	D	123456792		ACCEPTED	0	5/7/2008	
Smith	John	E	123456793		ACCEPTED	11796	6/17/2008	
Doe	John	F	123456794		ACCEPTED	11057	6/17/2008	
Anderson	Andy	B	123456795		NO RESPC	101	5/7/2008	
Larson	Lars	H	123456796		NO RESPC	0	5/7/2008	
Harrison	Harry	I	123456797		ACCEPTED	8803	5/7/2008	
Smith							5/7/2008	
Green							5/7/2008	
Gustafson							5/7/2008	
Lamb							5/7/2008	
Oliver							5/7/2008	
Olson							5/7/2008	
Peterson							5/7/2008	
Arneson							5/7/2008	
Cat							5/7/2008	
Truck							5/7/2008	
Doll							5/7/2008	
Bowl							5/7/2008	
Trick							5/7/2008	
Pocket							5/7/2008	
Wit							5/7/2008	
Fern							5/7/2008	
Nelson							5/7/2008	
Dan							5/7/2008	
Mae							6/17/2008	
Pie							6/17/2008	
Wilson							5/7/2008	
Bird							5/7/2008	
Train							5/7/2008	
Card							5/7/2008	
Corn	Pop	K	123456825		ACCEPTED	3688	5/7/2008	
Cane	Candy	M	123456827		ACCEPTED	8	5/7/2008	
Rabbit	Bunny	N	123456828		ACCEPTED	4	5/7/2008	
Camper	Happy	E	123456829		ACCEPTED	3866	5/7/2008	
Matt	Door	C	123456830		ACCEPTED	9816	5/7/2008	

**Format Cells** [?] [X]

Number Alignment Font Border Patterns Protection

Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom

Sample: 123456780

General format cells have no specific number format.

OK Cancel

3. Sort first set of data in SS# order.

	A	B	C	D	E	F	G	H
1	Anderson	Andy	B	123456795		NO RESP	101	5/7/2008
2	Arneson	Arne	R	123456806		ACCEPTED	5926	5/7/2008
3	Bear	Teddy	Y	123456813		ACCEPTED	0	5/7/2008
4	Bird	Song	H	123456822		NO RESP	100	5/7/2008
5	Bowl	Rose	W	123456811		ACCEPTED	8711	5/7/2008
6	Brown	Brawny	B	123456790		ACCEPTED	0	5/7/2008
7	Camper	Happy	E	123456829		ACCEPTED	3866	5/7/2008
8	Cane	Candy	M	123456827		ACCEPTED	8	5/7/2008
9	Card	Greeting	J	123456824		ACCEPTED	6319	5/7/2008
10	Cat	Snow					6393	5/7/2008
11	Cookie	Ginger					0	5/7/2008
12	Corn	Pop					3688	5/7/2008
13	Dan	Dapper					1010	5/7/2008
14	Doe	John					11057	6/17/2008
15	Doll	Barbie					9169	5/7/2008
16	Dragon	Snap					0	5/7/2008
17	Fern	Fuzzy					48	5/7/2008
18	Fritz	Nitz					0	5/7/2008
19	Green	Gary					3866	5/7/2008
20	Gustafson	Gus					5038	5/7/2008
21	Harrison	Harry					8803	5/7/2008
22	Lamb	Lilly					0	5/7/2008
23	Larson	Lars					0	5/7/2008
24	Mae	Manda					11976	6/17/2008
25	Moron	Oxy					5957	5/7/2008
26	Nelson	Nellie					52	5/7/2008
27	Oliver	Ollie	O	123456803		ACCEPTED	460	5/7/2008
28	Olson	Ole	P	123456804		ACCEPTED	8143	5/7/2008
29	Peterson	Peter	Q	123456805		ACCEPTED	0	5/7/2008
30	Pie	Muddy	F	123456820		ACCEPTED	11075	6/17/2008
31	Pocket	Polly	Z	123456814		ACCEPTED	11461	5/7/2008
32	Rabbit	Bunny	N	123456828		ACCEPTED	4	5/7/2008
33	Smith	John	E	123456793		ACCEPTED	11796	6/17/2008
34	Smith	Sally	J	123456798		ACCEPTED	6913	5/7/2008
35	Train	ChuChu	I	123456823		ACCEPTED	8308	5/7/2008
36	Trick	Hat	X	123456812		ACCEPTED	6198	5/7/2008
37	Truck	Mack	C	123456809		ACCEPTED	8803	5/7/2008
38	Waters	Blue	L	123456826		ACCEPTED	1534	5/7/2008
39	Wilson	Will	G	123456821		ACCEPTED	5407	5/7/2008
40	Wit	Nit	A	123456815		ACCEPTED	921	5/7/2008
41								

  

**Sort** [?] [X]

Sort by Column D

Ascending  
 Descending

Then by \_\_\_\_\_

Ascending  
 Descending

Then by \_\_\_\_\_

Ascending  
 Descending

My data range has

Header row     No header row

Options...    OK    Cancel

4. Sort second set of data in SS# order.

J	K	L	M	N	O	P	Q
Anderson	Andy	B	123456795		NO RESPC	101	5/7/2008
Arneson	Arne	R	123456806		ACCEPTED	5926	5/7/2008
Bird	Song	H	123456822		NO RESPC	100	5/7/2008
Bowl	Rose	W	123456811		ACCEPTED	8711	5/7/2008
Brown	Brawny	B	123456790		ACCEPTED	0	5/7/2008
Bug	Lady	E	123456788		ACCEPTED	3088	5/7/2008
Camper	Happy	E	123456829		ACCEPTED	3866	5/7/2008
Cane	Candy	M	123456827		ACCEPTED	8	5/7/2008
Card	Greeting	J	123456824		ACCEPTED	6319	5/7/2008
Cat	Sn...	C	123456807		ACCEPTED	6393	5/7/2008
Corn	Pol				ED	3688	5/7/2008
Dan	Daj				ED	1010	5/7/2008
Doe	Joh				ED	11057	6/17/2008
Doll	Bar				ED	9169	5/7/2008
Dragon	Sn:				PC	0	5/7/2008
Fern	Fu:				ED	48	5/7/2008
Fritz	Nit:				ED	0	5/7/2008
Green	Ga				ED	3866	5/7/2008
Gustafson	Gu				ED	5038	5/7/2008
Harrison	Har				ED	8803	5/7/2008
Lamb	Lill:				ED	0	5/7/2008
Larson	Lar				PC	0	5/7/2008
Mae	Ma				ED	11976	6/17/2008
Matt	Do				ED	9816	5/7/2008
Nelson	Nel				PC	52	5/7/2008
Oliver	Olli				ED	460	5/7/2008
Olson	Ole				ED	8143	5/7/2008
Peterson	Peter	Q	123456805		ACCEPTED	0	5/7/2008
Pie	Apple	G	123456780		ACCEPTED	7045	5/7/2008
Pie	Muddy	F	123456820		ACCEPTED	11075	6/17/2008
Pocket	Polly	Z	123456814		ACCEPTED	11461	5/7/2008
Rabbit	Bunny	N	123456828		ACCEPTED	4	5/7/2008
Smith	John	E	123456793		ACCEPTED	11796	6/17/2008
Smith	Sally	J	123456798		ACCEPTED	6913	5/7/2008
Train	ChuChu	I	123456823		ACCEPTED	8308	5/7/2008
Trick	Hat	X	123456812		ACCEPTED	6198	5/7/2008
Truck	Mack	C	123456809		ACCEPTED	8803	5/7/2008
Wilson	Will	G	123456821		ACCEPTED	5407	5/7/2008
Wit	Nit	A	123456815		ACCEPTED	921	5/7/2008

**Sort** [?] [X]

Sort by Column M

Ascending  
 Descending

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Then by  

Ascending  
 Descending

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Then by  

Ascending  
 Descending

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My data range has

Header row     No header row

Options...    OK    Cancel



6. Sort each data set by results.

File Edit View Insert Format Tools Data Window Help

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Brown	Brawny	B	123456790		ACCEPTED	0	5/7/2008	FALSE	Pie	Apple	G	123456780		ACCEPTED	7045	5/7/2008	TRUE
2	Dragon	Snap	C	123456791		NO RESPC	0	5/7/2008	FALSE	Bug	Lady	E	123456788		ACCEPTED	3088	5/7/2008	TRUE
3	Fritz	Nitz	D	123456792		ACCEPTED	0	5/7/2008	FALSE	Brown	Brawny	B	123456790		ACCEPTED	0	5/7/2008	FALSE
4	Smith	John	E	123456793		ACCEPTED	11796	6/17/2008	FALSE	Dragon	Snap	C	123456791		NO RESPC	0	5/7/2008	FALSE
5	Doe	John	F	123456794		ACCEPTED	11057	6/17/2008	FALSE	Fritz	Nitz	D	123456792		ACCEPTED	0	5/7/2008	FALSE
6	Anderson	Andy	B	123456795		NO RESPC	101	5/7/2008	FALSE	Smith	John	E	123456793		ACCEPTED	11796	6/17/2008	FALSE
7	Larson	Lars	H	123456796		NO RESPC	0	5/7/2008	FALSE	Doe	John	F	123456794		ACCEPTED	11057	6/17/2008	FALSE
8	Harrison	Harry	I	123456797		ACCEPTED	8803	5/7/2008	FALSE	Anderson	Andy	B	123456795		NO RESPC	101	5/7/2008	FALSE
9	Smith	Sally	J	123456798		ACCEPTED	6913	5/7/2008	FALSE	Larson	Lars	H	123456796		NO RESPC	0	5/7/2008	FALSE
10	Green	Gary	K	123456799		ACCEPTED	3866	5/7/2008	FALSE	Harrison	Harry	I	123456797		ACCEPTED	8803	5/7/2008	FALSE
11	Gustafson	Gus	L	123456800		ACCEPTED	5038	5/7/2008	FALSE	Smith	Sally	J	123456798		ACCEPTED	6913	5/7/2008	FALSE
12	Lamb	Lilly	M	123456801		ACCEPTED	0	5/7/2008	FALSE	Green	Gary					66	5/7/2008	FALSE
13	Oliver	Ollie	O	123456803		ACCEPTED	460	5/7/2008	FALSE	Gustafson	Gus					38	5/7/2008	FALSE
14	Olson	Ole	P	123456804		ACCEPTED	8143	5/7/2008	FALSE	Lamb	Lilly					0	5/7/2008	FALSE
15	Peterson	Peter	Q	123456805		ACCEPTED	0	5/7/2008	FALSE	Oliver	Ollie					60	5/7/2008	FALSE
16	Arneson	Arne	R	123456806		ACCEPTED	5926	5/7/2008	FALSE	Olson	Ole					43	5/7/2008	FALSE
17	Cat	Snow	S	123456807		ACCEPTED	6393	5/7/2008	FALSE	Peterson	Peter					0	5/7/2008	FALSE
18	Truck	Mack	C	123456809		ACCEPTED	8803	5/7/2008	FALSE	Arneson	Arne					26	5/7/2008	FALSE
19	Doll	Barbie	D	123456810		ACCEPTED	9169	5/7/2008	FALSE	Cat	Snow					93	5/7/2008	FALSE
20	Bowl	Rose	W	123456811		ACCEPTED	8711	5/7/2008	FALSE	Truck	Mack					03	5/7/2008	FALSE
21	Trick	Hat	X	123456812		ACCEPTED	6198	5/7/2008	FALSE	Doll	Barbie					69	5/7/2008	FALSE
22	Pocket	Polly	Z	123456814		ACCEPTED	11461	5/7/2008	FALSE	Bowl	Rose					11	5/7/2008	FALSE
23	Wit	Nit	A	123456815		ACCEPTED	921	5/7/2008	FALSE	Trick	Hat					98	5/7/2008	FALSE
24	Fern	Fuzzy	B	123456816		ACCEPTED	48	5/7/2008	FALSE	Pocket	Polly					61	5/7/2008	FALSE
25	Nelson	Nellie	C	123456817		NO RESPC	52	5/7/2008	FALSE	Wit	Nit					21	5/7/2008	FALSE
26	Dan	Dapper	D	123456818		ACCEPTED	1010	5/7/2008	FALSE	Fern	Fuzzy					48	5/7/2008	FALSE
27	Mae	Manda	E	123456819		ACCEPTED	11976	6/17/2008	FALSE	Nelson	Nellie					52	5/7/2008	FALSE
28	Pie	Muddy	F	123456820		ACCEPTED	11075	6/17/2008	FALSE	Dan	Dapper					10	5/7/2008	FALSE
29	Wilson	Will	G	123456821		ACCEPTED	5407	5/7/2008	FALSE	Mae	Manda					76	6/17/2008	FALSE
30	Bird	Song	H	123456822		NO RESPC	100	5/7/2008	FALSE	Pie	Muddy	F	123456820		ACCEPTED	11075	6/17/2008	FALSE
31	Train	ChuChu	I	123456823		ACCEPTED	8308	5/7/2008	FALSE	Wilson	Will	G	123456821		ACCEPTED	5407	5/7/2008	FALSE
32	Card	Greeting	J	123456824		ACCEPTED	6319	5/7/2008	FALSE	Bird	Song	H	123456822		NO RESPC	100	5/7/2008	FALSE
33	Corn	Pop	K	123456825		ACCEPTED	3688	5/7/2008	FALSE	Train	ChuChu	I	123456823		ACCEPTED	8308	5/7/2008	FALSE
34	Cane	Candy	M	123456827		ACCEPTED	8	5/7/2008	FALSE	Card	Greeting	J	123456824		ACCEPTED	6319	5/7/2008	FALSE
35	Rabbit	Bunny	N	123456828		ACCEPTED	4	5/7/2008	FALSE	Corn	Pop	K	123456825		ACCEPTED	3688	5/7/2008	FALSE
36	Camper	Happy	E	123456829		ACCEPTED	3866	5/7/2008	FALSE	Cane	Candy	M	123456827		ACCEPTED	8	5/7/2008	FALSE
37	Cookie	Ginger	N	123456802		ACCEPTED	0	5/7/2008	TRUE	Rabbit	Bunny	N	123456828		ACCEPTED	4	5/7/2008	FALSE
38	Moron	Oxy	T	123456808		TRANSFER	5957	5/7/2008	TRUE	Camper	Happy	E	123456829		ACCEPTED	3866	5/7/2008	FALSE
39	Bear	Teddy	Y	123456813		ACCEPTED	0	5/7/2008	TRUE	Matt	Door	C	123456830		ACCEPTED	9816	5/7/2008	TRUE
40	Waters	Blue	L	123456826		ACCEPTED	1534	5/7/2008	TRUE									

**Sort** ? X

Sort by Column R

Ascending  
 Descending

Then by

Ascending  
 Descending

Then by

Ascending  
 Descending

My data range has

Header row  No header row

Options... OK Cancel

