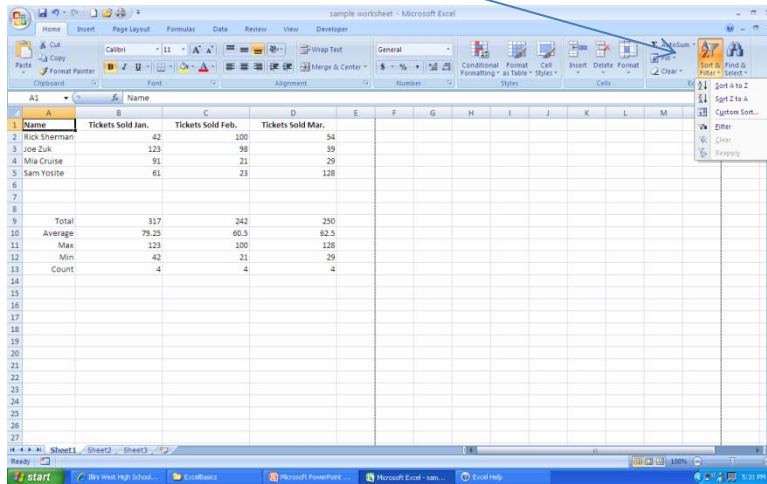


MS Excel - Sorts

Choose **Home** tab, and **Editing** group to access the **Sort & Filter** button.

MICROSOFT EXCEL 2007 BASIC TIP SHEET



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Carthage, IL – July 2009

The **Custom Sort** option allows you to sort by various levels in your worksheet. The **Filter** option allows you to filter (hide) data based upon selected criteria.

