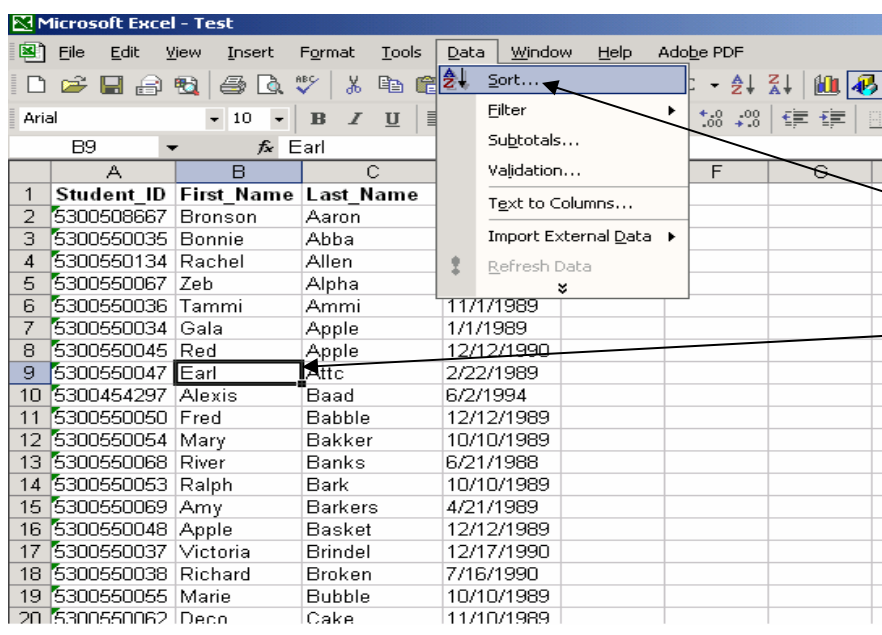
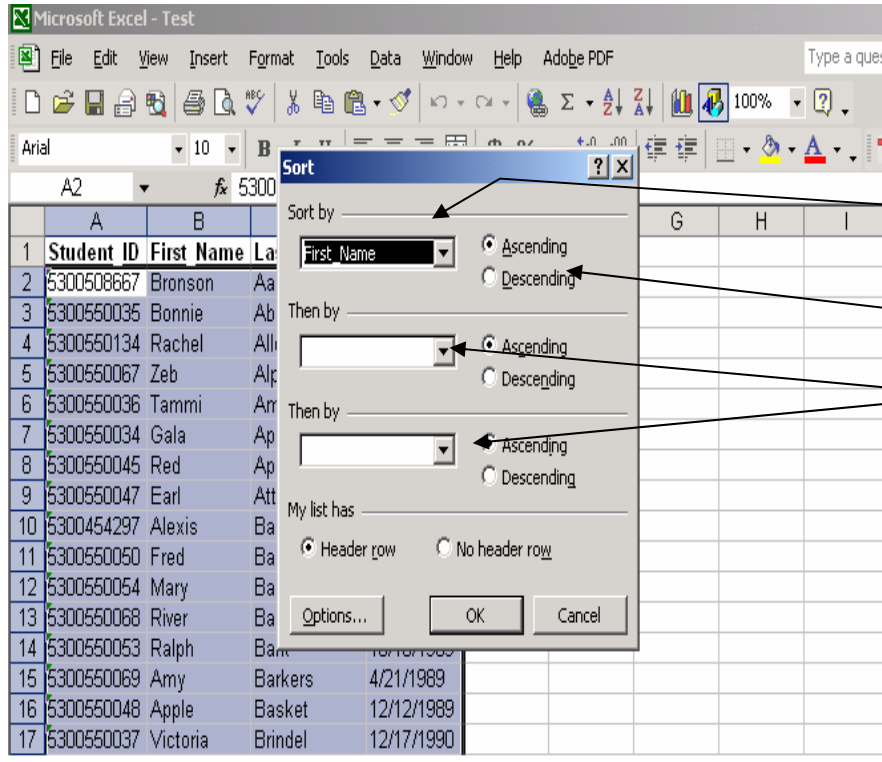
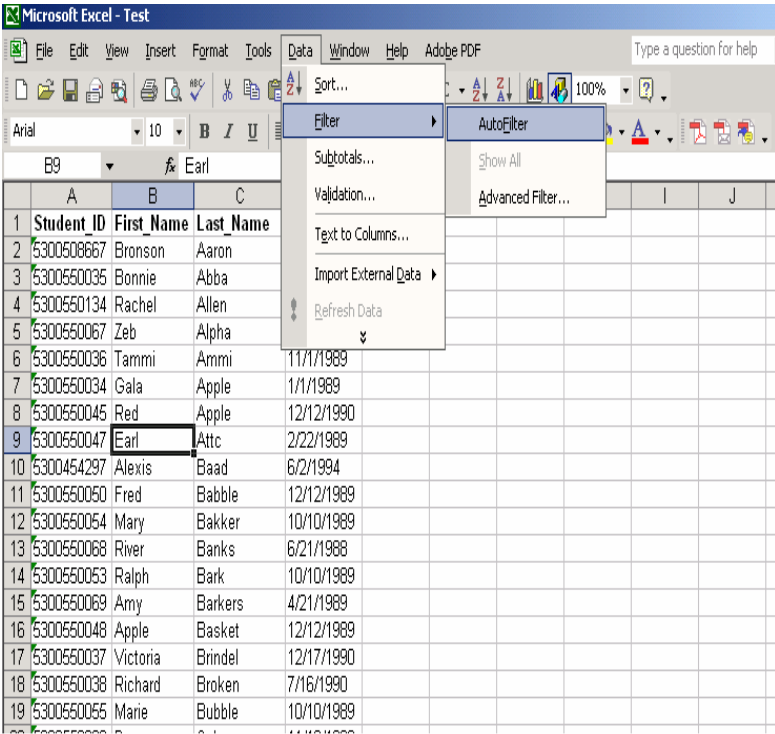
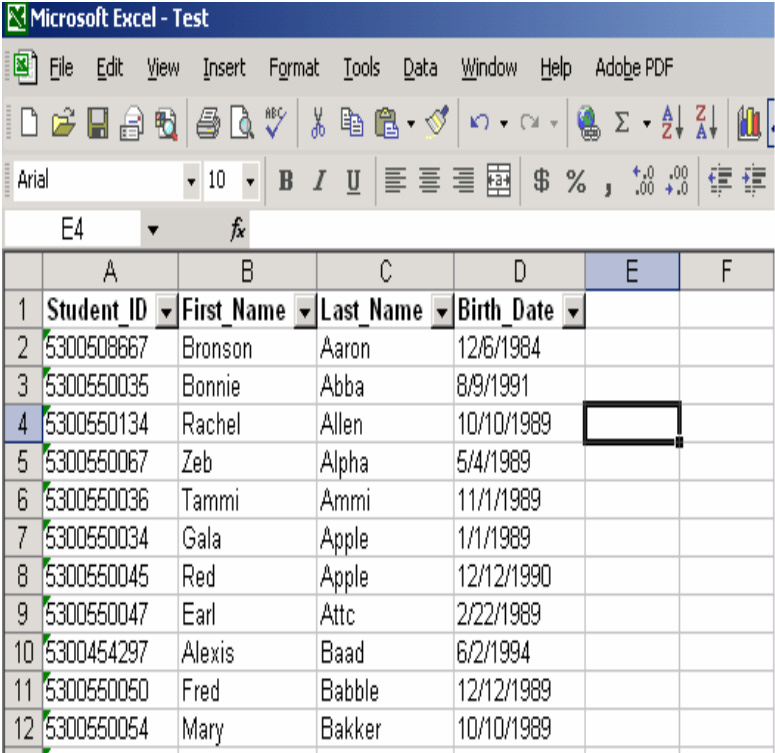


# Genesis Reports Excel: Sort & Filter

Steps	Screen Displayed	Procedures
1		<ul style="list-style-type: none"> <li>■ Click on <b>Data</b> and then click on <b>Sort</b>.</li> <li>■ Make sure a cell is highlighted in the column you want to sort.</li> </ul>

2		<ul style="list-style-type: none"> <li>■ Select the primary column to sort by.</li> <li>■ Select the sorting order</li> <li>■ Select your secondary columns to sort by.</li> </ul>
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## Genesis Reports Excel: Sort & Filter

Steps	Screen Displayed	Procedures
3	 <p>The screenshot shows the Microsoft Excel interface. The 'Data' menu is open, and the 'Filter' option is selected. A sub-menu is visible with 'AutoFilter' highlighted. The spreadsheet below shows a list of student records with columns for Student ID, First Name, Last Name, and Birth Date. The cell containing 'Earl' in the First Name column is highlighted.</p>	<ul style="list-style-type: none"> <li>▪ Click on <b>Data</b></li> <li>▪ Click on <b>Filter</b></li> <li>▪ Click on <b>AutoFilter</b></li> <li>▪ Make sure a cell is highlighted that has data in it.</li> </ul>
4	 <p>The screenshot shows the same spreadsheet as in step 3, but now with small drop-down arrows in the header cells of the columns: Student ID, First Name, Last Name, and Birth Date. The cell containing 'Earl' in the First Name column is still highlighted.</p>	<ul style="list-style-type: none"> <li>▪ <b>Drop-down buttons</b> will appear in the cell of each column.</li> <li>▪ <b>Click</b> the drop-down of the column you want to filter.</li> <li>▪ In the drop down you will have data to choose from. Choose the data and it will filter.</li> <li>▪ To <b>disable</b> the filter just click on <b>Data</b>, then <b>Filter</b>, then <b>AutoFilter</b>.</li> </ul>