Sorting and filtering spreadsheets

1. Open the **Olympic Medals** spreadsheet
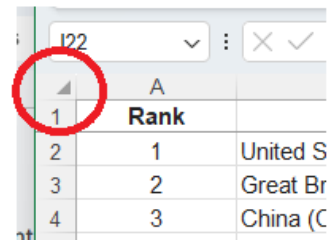
   This is a long sheet. It has 87 rows

Sorting the spreadsheet

At the moment the sheet is sorted by number of gold
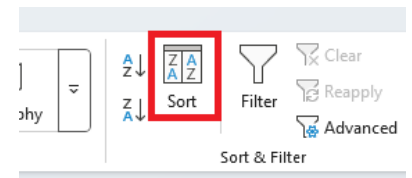medals. I want to sort it by total medals

2. At the **top left corner** of the sheet, click the **small grey
   triangle** by the A column and 1 row

   This highlights the whole sheet and is important to do
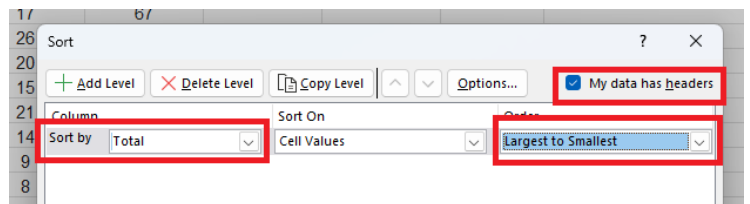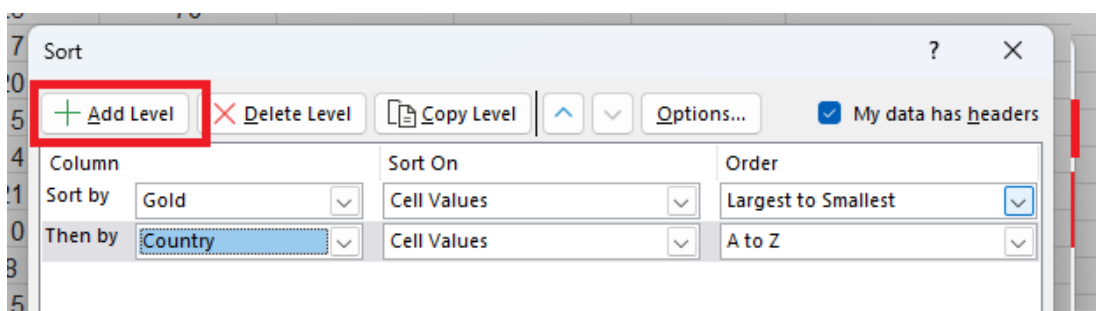   before you sort

3. At the **top**, click **Data**

4. Click the **Sort** button

5. On the pop up window:

   a. Tick **My data has headers**

   b. Change the **Column** to **Sort by**
      to **Total**

   c. Change the **Order** to **Largest
      to smallest**

   d. Click **OK** to sort the spreadsheet

6. Now sort the sheet by number of **bronze medals**

   a.   Click the grey triangle at the top left

   b.   **Data** > **Sort** > set up the sort to sort by number of Bronze medals

7. Now sort by **silver medals** but with the **smallest** number at the top

8. Now sort by **gold medals**, but add a second **Sort by** by using the **Add Level**
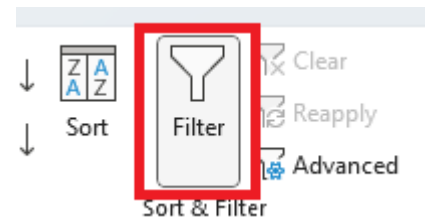   button to add a second level sort as shown in the screenshot
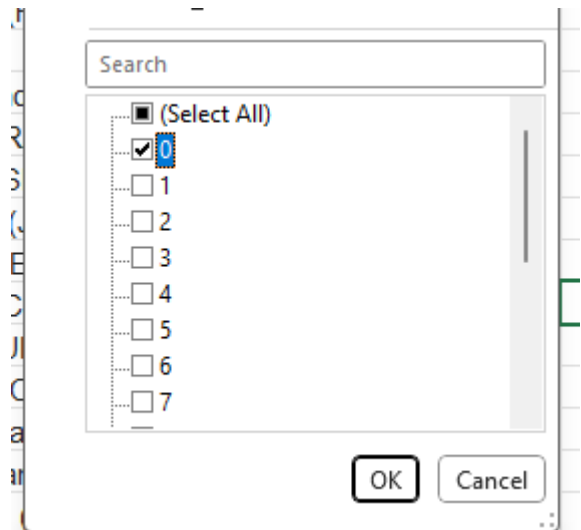
Filtering the spreadsheet

Sorting is OK, but it doesn't always help that much: there's still a lot of numbers there

Filtering is another way of organising the data

1. At the top, click **Data**
2. Click the **Filter** button
3. Look at the top row of the sheet. There are small arrows by each of the column headers. These are **filter arrows**
4. Click the **filter arrow** in the **Gold medals** cell (cell C1)
5. **IMPORTANT:** At the bottom, click the **Select all** box. This **removes** all the ticks
6. Now **just** tick the **0** box
7. Click **OK**

   This will show you just the countries that got 0 gold medals (but that also got at least one other medal)
8. Go back into the filter and click the **Select all box** to put all the ticks back. This resets the filters
9. Use filters to produce lists of:
   a. Counties that got exactly 0 bronze medals
   b. Countries that got exactly 1 total medal
   c. Counties that got exactly 1 total medal and that medal was gold (this requires two filters)

Don't forget the clear the filters each time