

Project 6-1: Filtering Lists

In this exercise you'll filter and sort data in a list.

1. Open the practice file **state_rankings** and save a copy called **project_6-1_filters**.
2. Select cell **A1** and click **Data > Filter**.
3. Hide column **B**.
4. Select the filter dropdown arrow for column **C**, and choose **Number Filters > Top 10**. In the Top 10 Autofilter dialog box, click **OK**.
5. Click the column **A** filter dropdown and select **Sort Z to A**.
6. Save and close your document.

Project 6-2: More Sorts

In this exercise you'll create a custom sort for your database.

1. Open the exercise file **6-2-source** and save your document as **project_6-2_sorting**.
2. Click **Data > Sort & Filter > Clear**, then Unhide column **B**.
3. Open the project file **state_reps** and copy column **A**.
4. Paste the copied column into your working document.
5. Select cell **D1**, select **Data > Filter**, then reselect it.
6. Click **Data > Sort**.
7. On the first sort line, sort by **Reps**, from largest to smallest.

8. *Add a Level. Sort by Population, smallest to largest. Click OK.*
This sort uses state population as a “tiebreaker” when two states have the same number of representatives.
9. *Save your work and close all open files.*