

# Sorting, Average with a spreadsheet

1. Open the spreadsheet and enter your data
2. Click on Easy Calc & Follow instructions
3. Highlight the numbers to format to 2 decimal places
4. Go to format....Number and choose fixed.
5. Put Borders on as needed if time (Select Cells then Format....Borders)

Day of the Week	Temperature High	Temperature Low
Monday	8.00	1.00
Tuesday	9.00	3.00
Wednesday	7.00	1.00
Thursday	7.00	-1.00
Friday	5.00	2.00
Saturday	10.00	2.00
Sunday	12.00	3.00
Average	8.29	1.57

## To Sort

1. Highlight information to sort
2. Choose Tools....sort and follow instructions

Carefully choose the column or row to sort by and decide if you will display it in ascending or descending order.

In the example below the information has been sorted by column B

Remember to take a copy of your first spreadsheet if it has data that cannot be put back into a particular order that you wish to keep.

Day of the Week	Temperature High	Temperature Low
Friday	5.00	2.00
Wednesday	7.00	1.00
Thursday	7.00	-1.00
Monday	8.00	1.00
Tuesday	9.00	3.00
Saturday	10.00	2.00
Sunday	12.00	3.00
Average	8.29	1.57