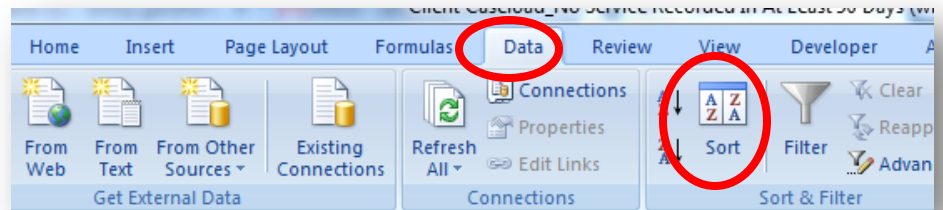


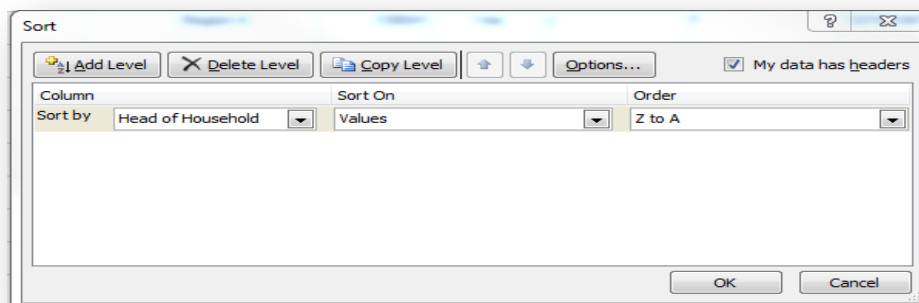
SORTING DATA IN EXCEL

Sorting the data will change the order in which the records are displayed, but each row will be kept together so that the data is correctly maintained. Suppose that you want to sort the data by Head of Household. To sort based on this column:

- 1 Open your Excel spreadsheet.
- 2 Select "Sort" from the Data ribbon.



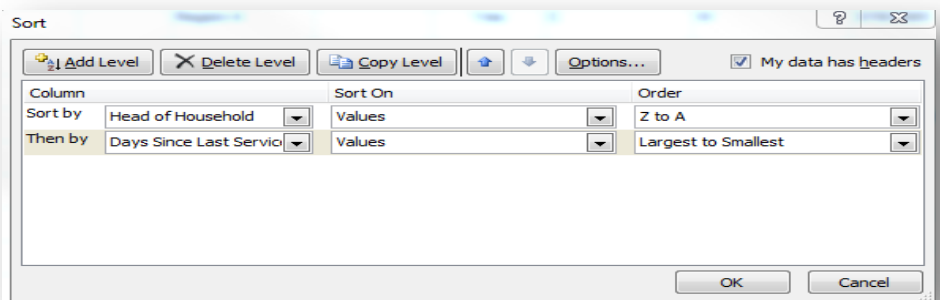
- 3 The following dialog box appears. Tell Excel to Sort by *Head of Household* by selecting this variable from the drop-down menu list, and also note that you are asked whether you wish to sort in an ascending or descending order. Here, we will sort from Head of Household to non-Head of Household.



- 4 Click OK, and Excel returns the data sorted by whether or not the person is the Head of Household.

	Provider	Client ID	SUN Service System Contract	Entry Household ID	Head of Household	First Name	Last Name	Date of Birth	Entry Date	Exit Date	Last Service Date	Days Since Last Service
3	Multco		Region 4	9404	Yes	s	H	7/31/1981	2/1/2013		6/1/2013	318
4	Multco		Region 4	138041	Yes	J	F	12/15/1987	8/20/2013		1/1/2014	104
5	Multco		Culturally-Specific	188539	Yes	Tatyana	B	3/1/1972	2/13/2013		1/1/2014	104
6	Multco		Culturally-Specific	252586	Yes	O	K	10/4/1958	9/1/2013		12/1/2013	135
7	Multco		Region 4		Yes	C	W	3/16/1985	2/1/2013		12/1/2013	135
8												

NOTE: You can sort by more than one variable. For example, suppose that you wanted to also sort by *Days Since Last Service*. Once again, select "Sort" from the Data ribbon. In the upper-left-hand corner of the dialog box that appears, click "Add Level" and then choose the following:



The data should now appear as follows:

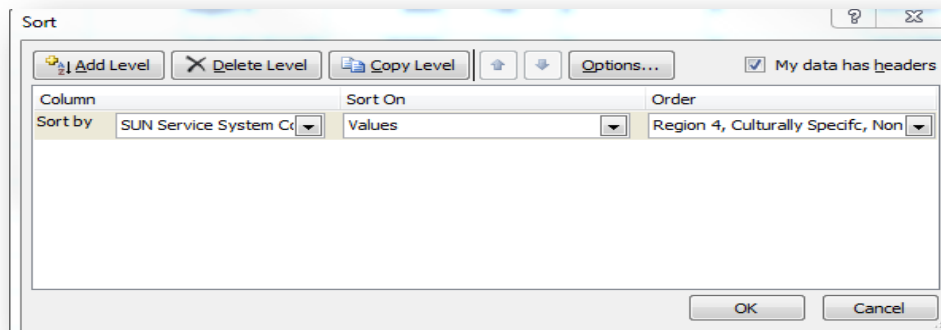
	Provider	Client ID	SUN Service System Contract	Entry Household ID	Head of Household	First Name	Last Name	Date of Birth	Entry Date	Exit Date	Last Service Date	Days Since Last Service
3	Multco		Region 4	9404	Yes	s	H	7/31/1981	2/1/2013		6/1/2013	318
4	Multco		Culturally-Specific	252586	Yes	O	K	10/4/1958	9/1/2013		12/1/2013	135
5	Multco		Region 4		Yes	C	W	3/16/1985	2/1/2013		12/1/2013	135
6	Multco		Region 4	138041	Yes	J	F	12/15/1987	8/20/2013		1/1/2014	104
7	Multco		Culturally-Specific	188539	Yes	Tatyana	B	3/1/1972	2/13/2013		1/1/2014	104
8												

CUSTOM SORTING

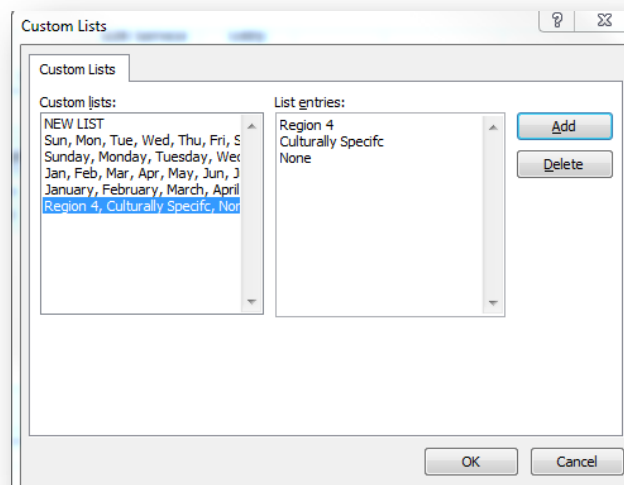
When you sort data with Excel, it is done by default alphabetically, numerically, or by date. Sometimes, you may have items in your list that you would like sorted in a different way.

For example, let's start with the original dataset (i.e., before sorting by Head of Household or Days Since Last Service). Suppose you want to sort by the variable *SUN Service System Contract*. Furthermore, you want to sort the variables in this order: Region 4, Culturally-Specific, None.

- 1 From the Sort dialog box, select "Custom List."



- 2 Enter the following in the List Entries section of the Custom Lists box:



- 3 Click "Add" to select the order of your variables. Click 'OK' and your data should appear sorted as you requested.