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Volume 1

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Excel – Sorting Data

Excel is a wonderful tool to work your data into a format that can be used in many ways (e.g. Word mail merges, address lists, e-mail lists, finances, or tracking transactions). Excel allows you to sort a section of data or the whole sheet. The sort can be done in groups of three levels and in ascending or descending order.

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Before sorting, think about what order you want your list in.

- For instance, let's say your list includes (in columns) names, addresses, job titles, and company and your boss wants to know if the list contains multiple people from the same company and their company location.
- To get the right results you would sort the list by company, zip code and last name (in that order)

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How to Sort:

1. Choose the data to sort: columns, rows or sections

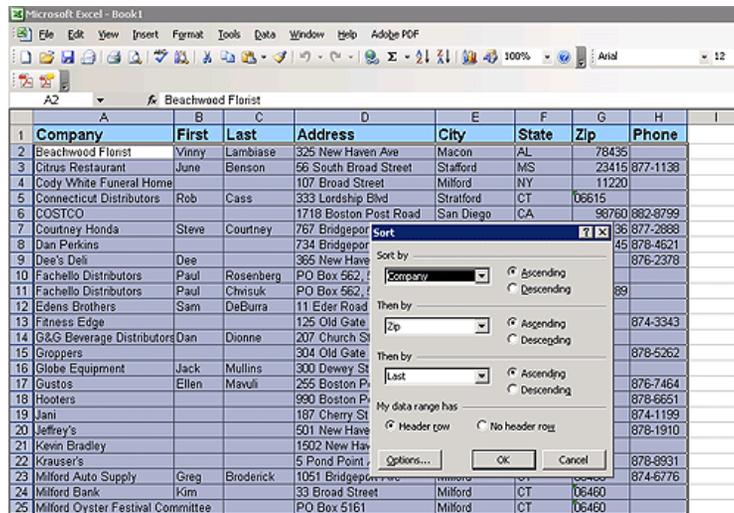
- If your spreadsheet contains all the data that needs to be sorted in columns or rows, put your cursor on the column area (A, B, C ...) or row area (1, 2, 3 ...), click and drag to include all columns or rows needed for the sort. (in the example below all data contained in rows 2-25 will be sorted). There is no need to include your header rows (Row 1 in example below).
- If you only want to sort a section of the worksheet – highlight just that data. Note - the non-highlighted data around it will maintain its order after sorting.

2. Choose the sorting order

- On the menu bar click Data, Sort. The Sort popup window will appear. In the example below I have chosen to sort Column A first (Company), then G (Zip) and finally C (Last).

3. Choose to have each displayed in ascending or descending order

- So for Column A if you choose descending it would sort the Company column from Z to A.



Using LinkedIn - Part 1 of a series

Whether you already use LinkedIn or haven't signed up yet, this series of articles will give you hints and guidance on using LinkedIn for your success.

What is LinkedIn? LinkedIn is a huge online network community for business people. Joining is free and the benefits are enormous.

LinkedIn was officially launched in May, 2003. As of August 4, 2011, it's the world's largest professional network on the Internet with more than 120 million members in over 200 countries and territories. Professionals are signing up to join at a rate that is faster than two new members per second. Imagine what knowledge and connections you can achieve by joining this huge network.

August, 2011: LinkedIn had 120 million members in over 200 countries and territories.

What you can do with LinkedIn

(this is a brief list and future articles will expand on these subjects)

- Connect with colleagues in your industry, people you know from former jobs and schools.
- Find people that your connections know – think of the concept of [six degrees of separation](#).
- Post your resume and business history.
- Get recommendations from others.
- Find a job or find an employee.
- Share with others you know what is new in your business life.
- Read and join in discussions within groups that have similar interests as you.
- Research people and their roles in companies.
- Reach decision makers and experts in your field – both domestically and globally.
- Get answers to questions.
- Find business prospects.
- Promote/profile your business.
- Promote your blog and articles.

How to get started

- Go to www.Linkedin.com
- Enter your name, email address and a password. Your email address and password will be used going forward for logging in – so be sure to write this information down.
- Click Join Now.
- Begin to build your profile. The system will guide you through completing each step. You don't have to complete all parts immediately. Your profile can be edited whenever you log into your account by clicking "Profile" in the top menu.

In the next issue we will discuss how best to build your profile and how to connect to people you know.

You Have To Laugh

Video: Who Got Into the Garbage?

<http://www.youtube.com/watch?v=PuA6ZjpEJys>

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