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Excel - Sorting Tricks

There are some really simple tricks that you might not have thought about that allow you to sort your data in multiple ways.

Let's use an address list that a friend recently asked me to convert from Word to Excel. The list needed to be used for a mass mailing and formatted in Excel so it can be cleaned for bad addresses, but I also needed the list to remain in the same order as she gave it to me.

So, here are the steps I took:

- Copied the data from Word and did a Paste Special (see [Volume 23](#)) to get the data into columns. But the City, State, and Zip were appearing together in one column, when I needed them in three separate columns.
- Using Data Text to Column (see [Volume 4](#)) I broke the data up.
- Now I needed to clean the list (by sorting it) to be sure that the City, State, and Zip columns have all the correct information and in the proper format, but I need to keep the list in the same order I got it.
- Here's one of my favorite tricks to achieve this – add an extra column to your sheet and give each row a numerical value. Note: I could have just entered the numbers 1-100 manually to achieve the same thing, but on a big list that takes way too long.
- Looking at the example below, in cell A1 I entered the number 1, then in cell A3 add the following formula =A2+1.
- Then I copied that formula all the way down to the bottom of my data – now all my rows are numbered 1-100 (because my list contains 100 addresses).

	A	B	C	D	E	F	G	H
1	added	Company	First	Last	Address	City	State	Zip
2	1	Beachwood Fil	Vinny	Lambias	325 New Haven Ave	Macon	AL	78435
3	2	Citrus Restaur	June	Benson	56 South Broad Str	Stafford	MS	23415
4	3	Cody White Funeral Home			107 Broad Street	Millford	NY	11220
5	4	Connecticut D	Rob	Cass	333 Lordship Blvd	Stratford	CT	06615
6	5	COSTCO			1718 Boston Post R	San Diego	CA	96760
7	6	Courtney Hond	Steve	Courtne	767 Bridgeport Aven	Battlefield	VA	57636
8	7	Dan Perkins			734 Bridgeport Ave	Ormada	NY	13445
9	8	Dee's Deli	Dee		365 New Haven Ave	Millford	CT	06460
10	9	Fachello Distri	Paul	Rosenb	PO Box 562, 55 Ma	Orange	CT	06477
11	10	Fachello Distri	Paul	Chvisuk	PO Box 562, 55 Ma	Orange Grove	FL	65789
12	11	Edens Brother	Sam	DeBurra	11 Eder Road	West Haven	CT	06516

- Next I needed to convert the formula in column A into a value. If I don't the calculation will just readjust itself when sorted and I would have lost the original order of the data. Using Paste Special (see [Volume 23](#)) I converted the data in column A from a formula to a value. In my sample below this column is titled "added"
- In order to clean the list (be sure all states and zip codes are appearing correctly) I used Data Sort (see issue 1) and sorted the list on the state and zip code columns (G & H in our example).
- Once I was sure the data was clean I simply resorted the list based on column A to get my data back in its original order!!!

By adding in extra columns and assigning values to those columns (they don't have to be numeric, it could be any value) you can sort your list in multiple ways and still come back to the original order if needed. If you have an Excel project that you need expert help with contact us at info@aapk.com.

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What Is FTP?

FTP is a means of moving files from one computer to another – no matter what type of computer is being used. You have probably used an FTP to move files ... Read More ... and didn't even know it.

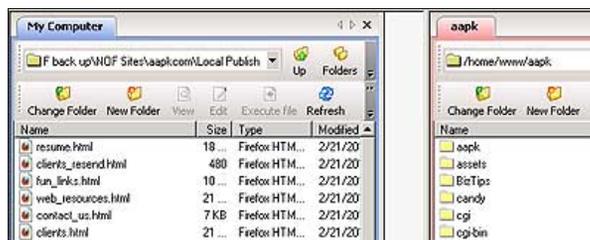
FTP stands File Transfer Protocol. It's used to download files (such as software), upload large files to a company or files to a hosting system to update web pages.

If you've downloaded any software from the web, you have used FTP to move the files from the server to your computer.

FTP is a great way to send large files (for instance a high resolution graphics or large work files) that can't be sent via email (due to file size limitations). Many companies (such as printers or vendors) have FTP sites set up that you can reach from the web – all you need is the FTP address, an id and password to access.

Web site designers use FTP constantly to move created (published) pages to the server for their clients' web sites. Many hosting companies provide an FTP service in the dashboard for a web account, but there are also FTP software available that is easier to use if you have to access multiple FTP clients.

Using WS-FTP (my FTP software of choice) I can see my computer and my server files in one view (see below). From there I can move files around, delete directories, move files from the server to my computer or update my site by moving files from my computer to the server.



This is a quick explanation of FTP. If you want to know more or have web related questions contact us at info@aapk.com.

You Have To Laugh

Video: Funny Penguin Falling Down - <http://www.youtube.com/watch?v=EP6GWt0-hbg>

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