Scentwork UK

SORTING YOUR RESULTS INTO THE CORRECT ORDER

1. Start by creating a copy of your results for backup, as sorting will rearrange your data.

2. Open your Excel worksheet and locate the data you want to sort. This should be from column B (starting at row 4, denoted as 'Reg ID') through to column T ('Title Placing').

3. Highlight all the data of the competitors you want to include in the sort. For instance, if you have 10 competitors, you should select rows 4 to 13 from columns B to T.

4. Once the data is highlighted, navigate to the 'Data' tab located on the Excel ribbon at the top of the screen.

5. In the 'Data' tab, click on the 'Sort' button. This will open a 'Sort' dialog box.

6. In the 'Sort By' dropdown menu within the dialog box, scroll down until you find 'Column T' or the equivalent column header if it's named differently.

7. Check the 'Order' dropdown menu and ensure it is set to 'A to Z'. This will sort your data in ascending order.

8. Click 'OK' to start the sorting process.

After these steps, your data in 'Title Placing' column (column T) should be sorted in the correct order. Remember, always keep a copy of your original data to prevent any permanent changes or loss of information.