



Computer Application

Third Stage

Lec 7

Microsoft Excel

MS.c Mortada Haider

LISTS and Sorting Conditions

In this lecture, we will cover two main topics:

1. **Working with Lists in Excel.**
2. **Conditions for Creating a Sorting List in Excel.**

Definition of a List:


A list is a collection of data that shares the same category or type, such as a list of employees, products, or sales.

How to Create a List in Excel:

1. Select the data you want to turn into a list.
2. From the **Home** tab in the ribbon, choose **Format as Table**.
3. In the pop-up window, make sure to check the option **My table has headers** if the data includes column headers.
4. Click **OK**.

Now, your data is converted into a **list** on which you can apply filtering and sorting.

عدد سكان الدول العربية	
الدولة	عدد السكان (2024) بالمليون
السعودية	35.6
مصر	106.9
الجزائر	45.7
العراق	43.2
السودان	47.7
المغرب	39.9
الإمارات	9.7



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Features:

- **Headers:** Lists usually contain a header row for each column, like "Name," "Age," "Sales," etc.
- **Filtering:** You can filter the data within the list based on specific conditions using the **Filter** feature.
- **Sorting:** You can sort the data within the list using sorting options.

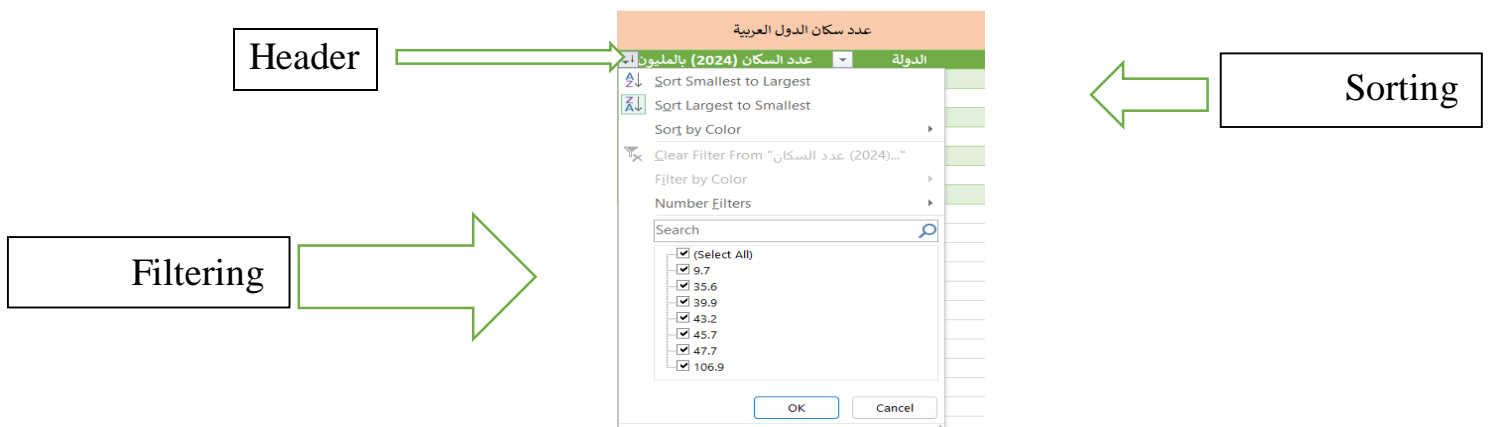
Creating a Sorting List (Sorting)

Sorting is the process of arranging data in a specific order, either ascending or descending. Sorting helps in organizing data to make analysis easier.

Types of Sorting in Excel:

1. **Ascending Order (A to Z / 1 to 10)**
2. **Descending Order (Z to A / 10 to 1)**

After converting the data into a table, a mark will appear at the top of the column (Header) through which you can sort and filter the data



Important Conditions When Creating a Sorting List:

1. **Consistent Data:** Ensure that all the data in the column is of the same type (e.g., if the column contains dates, make sure every cell contains a date).
2. **No Empty Cells:** Empty cells in the list may cause inaccurate results during sorting.
3. **AutoFilter:** If the table has headers, you can enable **AutoFilter**, which allows you to sort and filter quickly.