MODULE 14   SORTING

This module explains Sorting. Text may be sorted by number, letter, or symbol in ascending or descending order.

PREREQUISITES

Completion of Modules 5, 6, 7, and 9.

OBJECTIVES

At the end of this module you will have learned:

    1.   How to sort alphabetically and numerically.

    2.   How to sort in descending order.

    3.   How to input document for sorting.

SORTING

Sorting allows you to order items by number, letter or symbol in ascending or descending order.

The Sort command is found in the Main menu. You will have to Detail the menu to see it.

Material which is to be sorted must be typed in tabular form. Tabs must be used to separate the columns. The entire text to be sorted must be selected before the Sorting begun. After the text has been selected, insert the number of the column to be sorted the brackets following Sort <>. Then mark Sort.

You are going to sort the document <SORTING>.

) Get the document <SORTING>.

You want to sort the entire document:

) Select the entire document.

) Detail the Main menu.

The System recognizes columns by tabs. Since the first column of this table was typed the left margin, the System considers that column to be 0.

) Type 0 in the brackets after Sort <0>.

) Mark Sort.

When that column has been sorted:

) Select the entire document.

) Type 2 in the brackets.

) Mark Sort.

) Sort columns 1.

If you wanted to sort a column in descending order, you would type a D after the column number. You are going to ask the system to sort the cities (Column 2) in descending order.

)   Select the entire document.

)   Type 2D in the brackets.

)   Mark Sort.

)   Print this document.

)   Save the document under the title <your initials-SORT>.

Type the following list:

Douglas, Marshal	415 647 9252
Anderson, Sally	206 454 2234
Rossman, G. A.	309 756 2965
Winters, Marie	509 454 6789
Kirkham, Robert	213 656 9087
Bailey, James	703 777 8000
Dea, Darrell	415 734 5656
Kis, Roy	602 334 5675
Adams, Robert	309 578 2255
Caldwell, Roger	702 777 8899
Prudden, Thomas	713 888 9090
Zimmerman, Helen	502 676 4532
Taylor, Betty	213 788 9543
Baze, Davis	309 121 3333
McCann, Celia	415 333 8117
Ripley, Jackson	605 777 8792
Able, Martin	519 733 4562
Langley, John	202 333 4578
Lindquist, Harry	916 408 9987
Johnson, Mary	513 233 4476

Sort it alphabetically and print it.

Sort it numerically and print it.

Save the document under title <your initials-SORT1>.

Quit from the Editor.

SUMMARY   SORTING

==

SELECT THE INFORMATION TO BE SORTED.

Position cursor:...............In the brackets following Sort in the Document
                               menu.

Type in:......................The column number....Remember, if the first
                               column is typed at the margin, it is 0.

Mark: ....Sort.......................

==