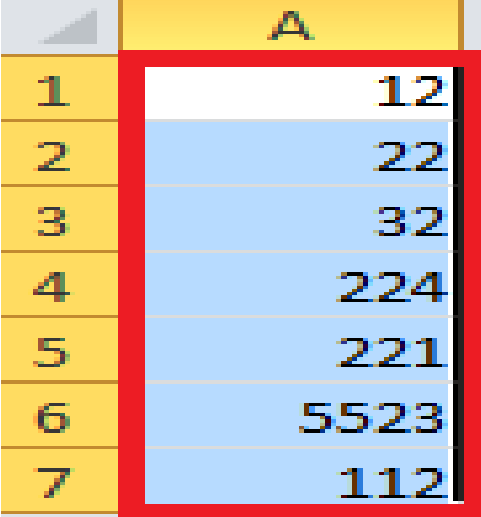


# sorting

- **Hold the left click button on the mouse**
- **Drag the mouse until all desired boxes are highlighted.**

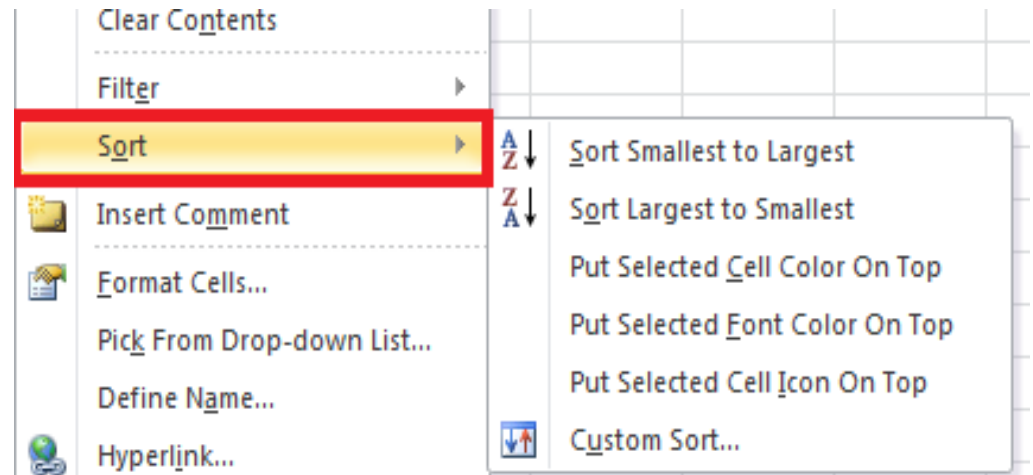


A screenshot of a spreadsheet showing a selection of cells. The selection is a 7x2 area, starting from row 1, column A and ending at row 7, column B. The cells are highlighted in blue, and the entire selection is enclosed in a red border. The data in the selected cells is as follows:

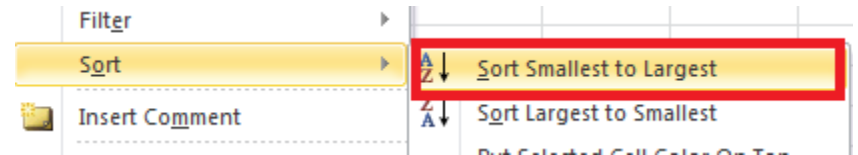
	A
1	12
2	22
3	32
4	224
5	221
6	5523
7	112

- **Right click** on the highlighted portion.

- Point your mouse to **Sort**.



- In the drop down box that appears to the right, **left click on *Sort Smallest to Largest***.



- The cells will now be sorted in order of smallest at the top and largest at the bottom.