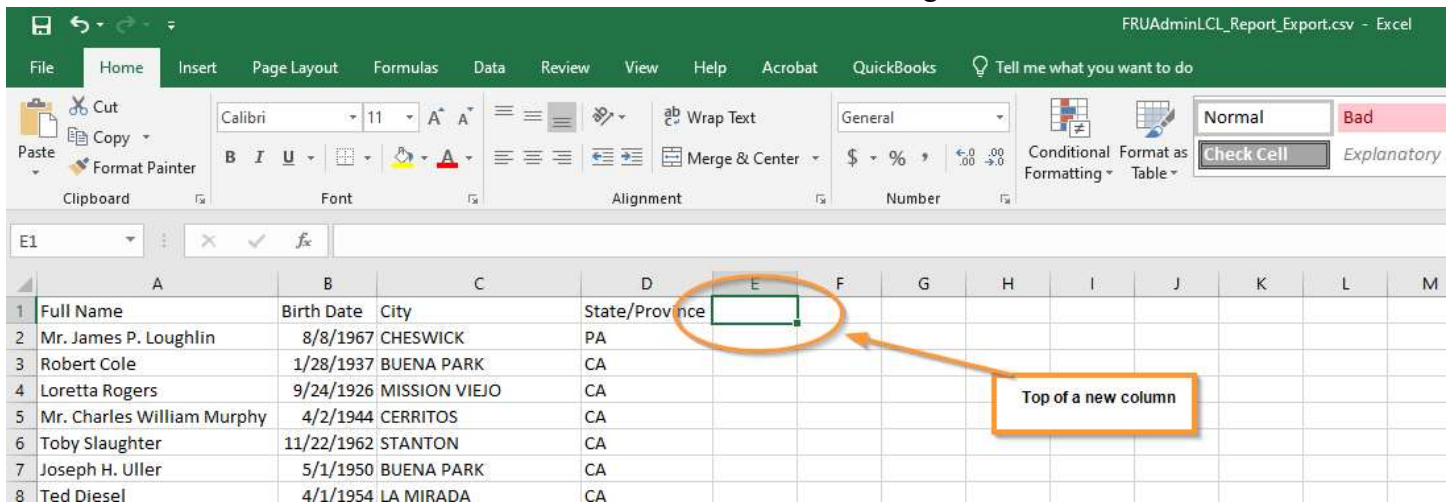


Microsoft Excel Sort by Month Instructions

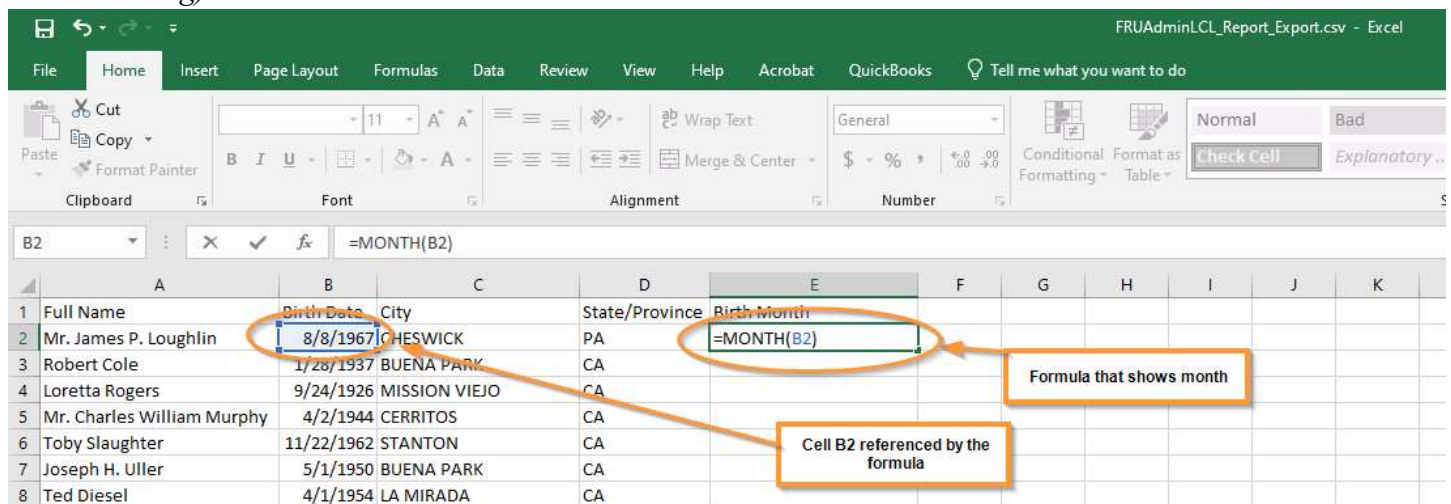
To perform a Sort in Microsoft Excel by Month from a full Date:

Follow the steps below to perform a Sort in Microsoft Excel by Month using the Helper Column Method:

1. Once in the Data List go to an empty column and add a Header Name in the Header Row for the new column.
 - a. Use a name such as Birth Month, to be used as the sorting Header Name.



2. In the cell just below the new Header Name enter the formula =MONTH(First Cell with Date for Sorting)



- To add the formulas to all of the cells below that point, float the cursor over the bottom right hand corner of the cell until a + sign appears and then Click Hold and Drag Down.

FRUAdminLCL_Report_Export.csv - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat QuickBooks Tell me what you want to do

Clipboard Font Alignment Number

Normal Bad Check Cell Explanatory..

B2 X ✓ fx =MONTH(B2)

	A	B	C	D	E	F	G	H	I	J	K
1	Full Name	Birth Date	City	State/Province	Birth Month						
2	Mr. James P. Loughlin	8/8/1967	CHESWICK	PA	=MONTH(B2)						
3	Robert Cole	1/28/1937	BUENA PARK	CA							
4	Loretta Rogers	9/24/1926	MISSION VIEJO	CA							
5	Mr. Charles William Murphy	4/2/1944	CERRITOS	CA							
6	Toby Slaughter	11/22/1962	STANTON	CA							
7	Joseph H. Uller	5/1/1950	BUENA PARK	CA							
8	Ted Diesel	4/1/1954	LA MIRADA	CA							

Plus Sign Click Hold and Drag Down

- Release the mouse button once the range of cells matches the length of the Birth Date Column. The correct Birth Month will appear in all of the cells that have been updated in this manner.

E2 X ✓ fx =MONTH(B2)

	A	B	C	D	E
1	Full Name	Birth Date	City	State/Province	Birth Month
2	Mr. James P. Loughlin	8/8/1967	CHESWICK	PA	8
3	Robert Cole	1/28/1937	BUENA PARK	CA	1
4	Loretta Rogers	9/24/1926	MISSION VIEJO	CA	9
5	Mr. Charles William Murphy	4/2/1944	CERRITOS	CA	4
6	Toby Slaughter	11/22/1962	STANTON	CA	11
7	Joseph H. Uller	5/1/1950	BUENA PARK	CA	5
8	Ted Diesel	4/1/1954	LA MIRADA	CA	4

Correct Birth Month

- Select the all of the columns by clicking on the square above the first number and to the left of the first number on the spreadsheet.

A1 X ✓ fx Full Name

	A	B	C	D	E	F	G	H
1	Full Name	Birth Date	City	State/Province	Birth Month			
2	Mr. James P. Loughlin	8/8/1967	CHESWICK	PA	8			
3	Robert Cole	1/28/1937	BUENA PARK	CA	1			
4	Loretta Rogers	9/26/1926	MISSION VIEJO	CA	9			
5	Mr. Charles William Murphy	4/2/1944	CERRITOS	CA	4			
6	Toby Slaughter	11/22/1962	STANTON	CA	11			
7	Joseph H. Uller	5/1/1950	BUENA PARK	CA	5			
8	Ted Diesel	4/1/1954	LA MIRADA	CA	4			
9	Diane O'Bryan	9/22/1955	ANAHEIM	CA	9			
10	Andres Gonzalez	4/15/1986	WALNUT PARK	CA	4			
11	Mr. Edwin Emerson	11/19/1965	YUCAIPA	CA	11			
12	David Neil McNought	1/8/1973	LAKEWOOD	CA	1			

Select All Cells Click Here

6. Now select the Data menu command Sort.

7. Then select the sort option, Sort By and click on the down arrow and click on the header that contains the Birth Month and then OK.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Sort' command is highlighted in the 'Sort & Filter' group. A 'Sort By option' dialog box is open, showing the 'Sort by' dropdown set to 'Birth Month'. The spreadsheet data is visible in the background, showing columns A through L and rows 1 through 22.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Full Name	Birth Date	City	State/Province	Birth Month							
2	Mr. James P. Loughlin	8/8/1967	CHESWICK	PA	8							
3	Robert Cole	1/28/1937	BUENA PARK	CA	1							
4	Loretta Rogers	9/24/1926	MISSION VIEJO	CA	9							
5	Mr. Charles William Murphy	4/2/1944	CERRITOS	CA	4							
6	Toby Slaughtner	11/22/1962	STANTON	CA	11							
7	Joseph H	5/1/1950	BUENA PARK	CA	5							
8	Ted Diesel											
9	Diane O'Bryan											
10	Andres Gonzalez											
11	Mr. Edwin Emerson											
12	David Neil McNought											
13	David J. Derosa											
14	Rene Vidrio											
15	Mr. Mario Suarez											
16	Sandra Shannon											
17	Diana Dunnington											
18	Bill Britt											
19	Phil Silverthorn											
20	Donald Nielsen											
21	Danny Samarin	2/5/1958	LA HABRA HGTS	CA	2							
22	Heather Williamson	11/25/1971	BUENA PARK	CA	11							

8. Your spreadsheet is now sorted by Birth Month.

A1							
1	Full Name	Birth Date	City	State/Province	Birth Month		
2	Robert Cole	1/28/1937	BUENA PARK	CA		1	
3	David Neil McNought	1/8/1973	LAKEWOOD	CA		1	
4	David J. Derosa	1/16/1959	BUENA PARK	CA		1	
5	Delta Newton	1/16/1970	NORWALK	CA		1	
6	Paige Pilchowski	1/27/1967	LA MIRADA	CA		1	
7	Rachel Long	1/7/1986	BUENA PARK	CA		1	
8	Gerald Goulet	1/6/1932	CYPRESS	CA		1	
9	Jason Jefferson	1/22/1973	LA HABRA	CA		1	
10	Vince Cavillo	1/18/1966	BUENA PARK	CA		1	
11	Ashley Go	1/15/1982	CYPRESS	CA		1	