How to Sort NNPs

All NNPs must be sorted by size.

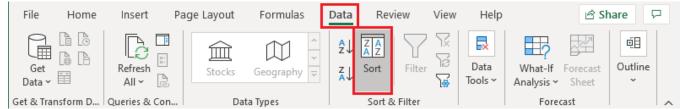
LIST MUST BE GROUPED BY SIZE FROM SMALLEST TO LARGEST

For production purposes, NNPs should also be sorted by number, especially when there are more than 10 units.

1. Highlight the contents you want to sort. ** DO NOT highlight column A. ** File Home Page Layout Review View Help 🖻 Share \Box Insert Formulas Data AC 1 ēΞ ₽↓ Ē. ſΠΠ A A ìg Data Outline Get Refresh Z↓ Sort What-If Forecast Stocks Geography B 72 Tools ~ Data 🗸 ~ IIA Analysis ~ Get & Transform D., Oueries & Con., Data Types Sort & Filter Forecast fr B23 Ŧ \times XS D Δ В F F G н Т . 1 2 BOATHOUSE THIS DOCUMENT 3 4 MUST BE SENT NAME-NUMBER-POSITION LIST 5 TO BOATHOUSE Adult Sizes Youth Sizes (NNP) VIA EMAIL XS YS 6 3 To be completed by Customer s 3 YM 7 М To be completed by Boathouse 3 YL 8 L 3 YXL 9 10 Account Name XL 3 YXS/YS 11 Ouote Number 2X3 YM/YL Style Name 3X 3 YG 12 Style Number 4X 3 Total 0 13 NNP Filename 5X 3 14 S/M 15 THE FOLLOWING INFORMATION WILL BE APPLIED TO YOUR L/XL 16 GARMENTS EXACTLY AS IT APPEARS BELOW. 2X/3X 17 LIST MUST BE GROUPED BY SIZE FROM SMALLEST TO LARGEST G 18 % denotes line breaks for production purposes OS 19 Total 27 20 21 Size Number Position Name 2X22 Ex. John 23 D 23 XS 24 Names S 3 24 2 Font Type Μ 21 25 3 L 18 Color 4 26 27 5 XL 1 Location 2X13 Notes 28 6 3X 10 29 7 4X 22 30 8 5X 16 0 Numbers 31 10 XS 20 32 17 33 11 S Font Type 12 Μ 11 Fill Color 34 13 O/L Color T. 6 35 14 XL 4 Location 36 15 2X25 Size 37 38 16 3X 14 Notes 39 17 4X 5 9 40 18 5X 10 n...... NNP List Font Examples . ۱Þ. 田 円 Average: 14 Count: 54 Sum: 378 Ξ + 85% ÷



2. From the DATA tab, select "Sort."



3. Select "Sort By" Column B (or 2X if you have headers turned on). ‡

Sort	? ×	Sort	? ×
+ Add Level Copy Level Optio	ns My data has <u>h</u> eaders	+ Add Level X Delete Level C Sopy Level ∧ ∨ Options	My data has <u>h</u> eaders
Column Sort On Sort by Column B Column C Column D	Order A to Z	Column Sort On Order Sort by Cell Values A to Z 2X John 23	Y
	OK Cancel	C	K Cancel

4. Select "Add Level" and select "Then By" Column D (or 23 if you have headers turned on).
 ¬ Alternatively/Additionally you can sort by Column C if you would like to sort Alphabetically.

Sort		? ×	Sort	? ×
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5. Your NNP is now sorted by size and then by number.

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18	LIST M	UST BE GROUPED BY S			G		
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24 2	2X		15				
25 3	2X		25		Font Type		
26 4	3X		10		Color		
27 5	3X		14		Location		
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35 13			6		O/L Color		
36 14			18		Location		
37 15			19		Size		
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44 22			1		Fill Color		
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26					-		
1	•	🖹 NNP List 🖹 Fon	t Examples 🛛 🕀	: [▲		•
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‡ To sort in actual size order, you will need to add a Custom List...

Sort							?	×
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	<u>Size List</u>
Custom Lists ?	× YXS
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Your NNP is now sorted in size order and then by number.