

**Sorting Data in PivotTable** (BestBusinessSchoolsRanking.xlsx)

You can sort data in PivotTable in multiple ways. Here the PivotTable displays Best Business School Rankings by Rank. You want it to be in alphabetical order. To get this, click the **list arrow** shown on right corner of **Row Labels** from the popup menu click **Sort A to Z** (Ascending order). Now the PivotTable displays schools by their Name.

If you want to sort data by a Value Field (**Rank**), place cursor in any value of the Value Field, and click the **Sort button** shown on Ribbons, **Sort By Value** dialogue box appears on screen, from that select sort options (Smallest to Largest) by clicking in Radio Button and then click **OK**. Now the PivotTable displays schools by their Rank.

You can also sort data manually. To do this, place cursor in any of the cell, hover the cursor on cell border to see Move icon and hold mouse left click button and drag the column / row to desired position. The cell is moved to new location. Repeat for each item as necessary.