

How to sort a column in Minitab

1. Click on the menuitem **Data** to get a drop-down menu, from which you select the item **Sort**..
2. The column you wish to sort, 'Ques1', will appear in the left hand box (in this application it will be the only column there, unless you have created new columns since opening the worksheet). This column must appear in the **Sort columns(s)**: box and this is accomplished by either: a) double-clicking on 'Ques1' in the left-hand box, b) clicking on 'Ques1' and then clicking the **Select** box or c) clicking in the **Sort columns(s)**: box and typing Ques1.
3. Once Minitab has sorted this column it must put the results somewhere, and you need to decide where. A good place would be next to Ques1 in the current worksheet, say column C2. If this is where you want to put the results, click on the button entitled **Column(s) of current worksheet:** and then click in the box below this phrase, where you then type C2 there. (n.b. you could put the results in 'Ques1', i.e. overwrite your original data with the sorted data. In general this is not good practice, as original data should not be changed, so that if you make a mistake you can, at least, start again.)
4. You might think that you have typed enough now, but you haven't. This is because the Sort command is quite a powerful data-manipulation command that has several uses, of which ours is just the simplest. To fit in with these more sophisticated possibilities, you must add one further piece of information, namely that the column in the **Sort columns(s)**: box must be sorted so that 'Ques1' is in ascending order when the command has been executed. To do this, click in the first **By column:** box and then once again double click on Ques1 in the left hand box (as you did in item 2 above).
5. Now click on **OK**

[Return to Example Sheet 1](#)