






How do I sort a list?

You can sort any list that contains the **Ascending / Descending Sort** button  within the column heading.

The **Ascending / Descending Sort** button  can be in either Ascending Sort mode  or Descending Sort mode .

When the button is in Ascending Sort mode the top part of the button is highlighted .

When the button is in Descending Sort mode the lower part of the button is highlighted .

Ascending / Descending Sort button is a toggle button, which means clicking it once will sort the list in ascending order, clicking it again will sort the list in Descending order, clicking it again will sort the list in ascending order.

For example, if you want to sort the Student list by Last Name, then click the **Ascending / Descending Sort** button in the Last Name column header. Notice the top part of the **Ascending / Descending Sort** button is highlighted and the list is now sorted in ascending last name order, so Brown is at the top of the list and Smith is at the bottom of the list.

To reverse the order of this column to descending order, click the **Ascending / Descending Sort** button again. Notice the lower part of the **Ascending / Descending Sort** button is highlighted and the list is now sorted in descending last name order, so Smith is at the top of the list and Brown is at the bottom of the list.

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