

5. Choose Locate.
6. Use the **UP ARROW** and **DOWN ARROW** to move between records, and use the **LEFT ARROW** and **RIGHT ARROW** to move between fields.
7. When finished, press **ESC** or **ENTER** to exit **FIND** mode.
8. Choose Close.

To create output cells:

1. Select a cell that will become the upper left corner of the output cells, and then copy the names of the fields you want to include in the extract.
2. Name the cells, making sure it is an area with enough space to hold extracted data plus the names of the fields.
3. In the criteria table, specify the search criteria.
4. From the Tools menu, choose Data Tools, and then, from the submenu, choose Notebook Query.
5. From the Notebook Data Query dialog box, in the Output Cells text box, enter the output cells' cell coordinates or cell name.
6. Choose Extract.
7. Choose Close.

To use a single sort key:

1. Select the sort cells.
2. From the Tools menu, choose Sort.
3. In the Data Sort dialog box, in the Top to bottom area, in the 1st text box, type the cell name of the primary field or the cell coordinates by which you want to arrange your database.
4. Select the Ascending check box to sort in ascending order, if necessary.
or

4. Deselect the Ascending check box to sort in descending order.
5. Choose Sort.

To use multiple sort keys:

1. Select the sort cells.
2. From the Tools menu, choose Sort.
3. In the Data Sort dialog box, in the Top to bottom area, in the 1st text box, type the field name of the first field or the cell coordinates by which you want to arrange your database.
4. If necessary, select the Ascending check box to sort in ascending order.
or
4. Deselect the Ascending check box to sort in descending order.
5. In the Top to bottom area, in the 2nd text box, type the field name of the secondary field or the cell coordinates by which you want to arrange your database.
6. If necessary, select the Ascending check box to sort in ascending order.
or
6. Deselect the Ascending check box to sort in descending order.
7. If you want to sort by additional keys, move to the next text box and repeat steps 5 and 6.
8. Choose Sort.