Method

To sort a view

1. On the Project menu, point to Sort.
2. From the Sort submenu, choose a sort option.

To sort a view using the Sort dialog box

1. On the Project menu, point to Sort.
2. From the Sort submenu, choose Sort by.
3. In the Sort dialog box, in the Sort by area, from the Sort by drop-down list, select a column by which you want to sort.
4. In the Sort by area, select the Ascending or Descending check box.
5. If desired, in the first Then by area, from the Then by drop-down list, select a secondary column by which you want to sort.
6. In the first Then by area, select the Ascending or Descending check box.
7. If desired, in the second Then by area, from the Then by drop-down list, select a third column by which you want to sort.
8. In the second Then by area, select the Ascending or Descending check box.
9. Choose Sort.

Exercise

In the following exercise, you will sort a view.

1.	On the Project menu, point to Sort	*The Sort submenu appears.*
2.	Choose by Cost	*The view is sorted by the Cost column.*
3.	On the Project menu, point to Sort	*The Sort submenu appears.*
4.	Choose Sort by	*The Sort dialog box appears.*
5.	In the Sort by area, from the Sort by drop-down list, select Duration	
6.	In the Sort by area, select the Descending check box	