3) In the Sort dialog (Figure 310):

a) Decide whether you want to sort in the direction of rows or columns. The default sorting direction is by rows, which results in sorting the data in a column.

b) Select up to three keys to sort on, in the correct order.

c) For each key, select which column or row to sort on, whether the sort is Numeric or Alphanumeric and whether it is Ascending or Descending.

d) Click **OK** to perform the sort.

> ✅ **Note**
>
> You have to select all cells that might be affected by the sorting. For example, if you select only the cells of one column, the sort affects that column only, while the others remain unchanged. In such a case, you risk mixing the data of the rows.
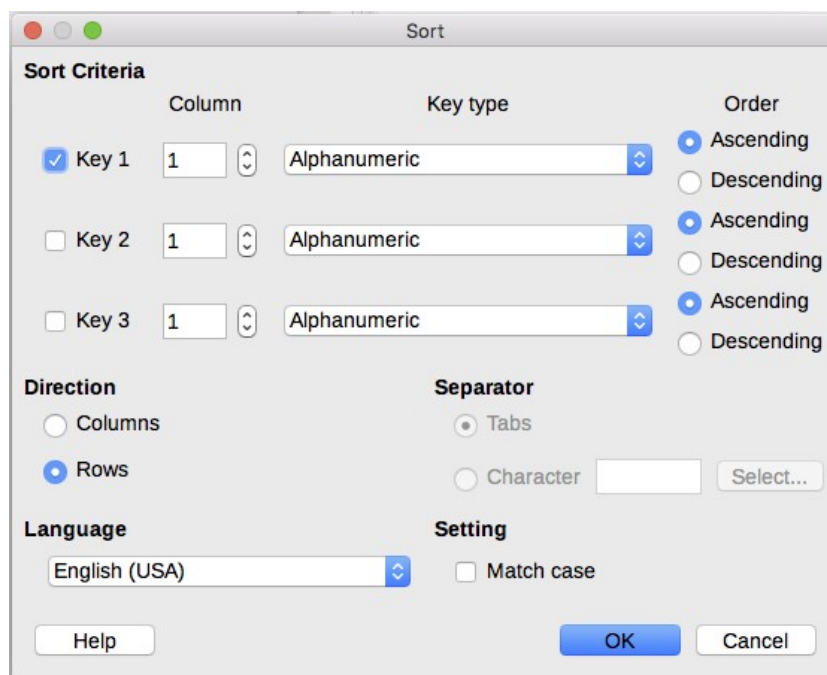

Figure 310: Selecting criteria for sorting

Using spreadsheet functions in a table

For many simple mathematical functions, Writer tables can be used as basic spreadsheets. Just as in a spreadsheet, each table cell is identified by a letter (for the column) and a number (for the row). For example, cell C4 is the cell in the third column from the left and fourth row from the top. When the cursor is in a cell, the table name and this cell reference is displayed on the status bar.

> ℹ️ **Tip**
>
> Basic spreadsheet functions in tables are much the same as in LibreOffice Calc. The main difference is that cell references are formatted differently. Cell A2 (first column, second row) is referred to in Calc as A2 (or A2 for an absolute reference). In Writer tables, it is referred to as <A2>.

For example, suppose you had two numbers in cells <B1> and <C2> and wanted to display the sum of the two in cell <A1>, as shown in Figure 311.