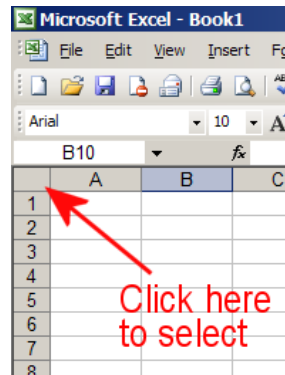
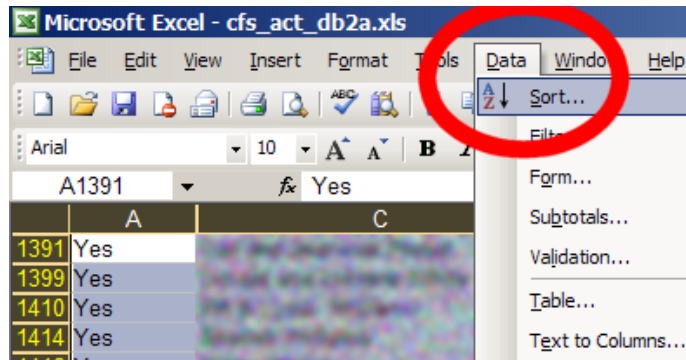


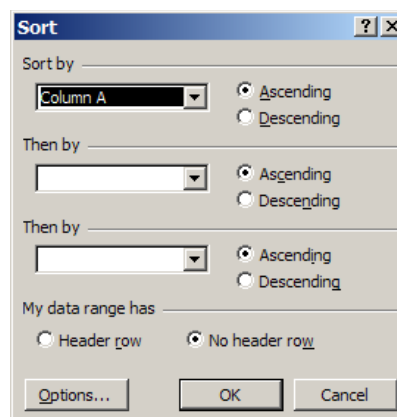
1. Click on the upper-left corner of the spreadsheet to select the whole sheet.



2. Once the entire sheet is selected, it will turn blue. When it does, go to "Data" on the menu, then click "Sort" from the drop-down menu.



3. In the "Sort" window that comes up, pick the column you wish to sort by.



(Be sure to note whether or not there are column headers, which describe what each column means, and check the appropriate box.)