

## 0701 Source Data Best Practice – Contiguous – Instructions

1. Trace the header row
2. Select the last cell on the last column of the header row with data.
3. Press right arrow key once
4. Type **Sort** in the cell
5. Trace the last row with data
6. Select the last cell to the right with data.
7. Press right arrow key once
8. Type **End** [Text Sort and End should be in the same column]
9. Select cell with Sort text
10. Press down arrow key once
11. Type 1 and Enter: Cursor moves a row down
12. Press CTRL+SHIFT+DOWN ARROW – To select all the blank rows up to and include one with End text
13. Type Equal Sign "="
14. Type 1 then a plus sign [1+]
15. Press Up arrow key once to move a row up [to select cell reference with 1 as value]
16. Press CTRL+ENTER [to copy the formula in all the selected cells]
17. Select the column with formulas entered; Copy, Paste Special, Values on the same column [to convert the formulas into values]
18. Select any header containing a blank cell [e.g. Total Payments]
19. From the Main Tab select: Data Tab>Filter [Sort & Filter Group] >Enter
  - Small drop down filter arrow appear on the header titles
20. Click on the filter arrow and ensure <<**Select All**>> is checked
21. Select <<**Sort Smallest to Largest**>>
22. All blank rows are grouped together at the bottom
23. Select and Delete them
24. Select Sort on the header row and Press the filter arrow button
25. Select << **Sort Smallest to Largest**>>
26. Table is rearranged in the original order except for the blank rows
27. Delete the added column and you are ready to go.