

Sorting

The rows and columns that consist of a crosstab are sorted by default in alphabetical order of the group names.

Sorting your crosstab

Select the heading you want to use for sorting, right click on it and select one of these options:



- **Sort Ascending**
- **Sort Descending**
- **Don't Sort**

The crosstab is automatically updated to display your sorting options. A blue dot will appear in the context menu next to the currently applied sort option to indicate that it is used as sorting. If the crosstab includes multiple row or column groups the inner groups are also sorted according to your selection. Finally, only one measure can be used for sorting at any one time.

Filtering top or bottom N values

Filter the numeric data shown in a crosstab to show only the rows with the top or bottom N values (N being the number you have specified). In order to do that simply:

- Right click on the heading you want to use for filtering and select one of the following:
 1. **Filter Top N Values**
 2. **Filter Bottom N Values**
 3. **Don't Filter Values**
- Specify the number of values you want to show in the crosstab.
- Choose if you want to show an aggregate of the unranked values in the crosstab.
- Choose if you want to apply the filter in all your created groups.
- Click on **OK** to finish.

After these steps, your crosstab will be displayed updated to show the changes you have made. Notice the  icon that appears in the heading when you are using top N values filtering. On the contrary, the  icon will appear if you are using the bottom N values filtering. A blue dot appears in the context menu next to the currently applied filter option. Only one measure can be used to filtering at any one time; changing the filtering or sort order for another measure resets the filtered column.