**Instructions:**

Practise sorting the contents of the tables in different ways, as described above each table.

Remember: if you make a mistake, or want to go back to where you were, just press <Ctrl><Z> to undo.

**Table 1a**

Sort the table by the teachers’ Surname, in ascending order.

**Teachers – Online English project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** | **Province** | **Topic** | **Can-Travel** |
| Flaxman, G | GT | Composition | Yes |
| Varrie, AL | NW | Composition | Yes |
| Zubairu, LM | WC | Grammar | Yes |
| Souchon, JA | LP | Grammar | No |
| Snyman, BP | GT | Grammar | No |
| Sadick, T | WC | Idioms | Yes |
| Prokopos, L | NC | Idioms | Yes |
| Katuruza, A | WC | Literature | Yes |
| Aspeling, S | NC | Pronunciation | Yes |
| Williams, BP | GT | Style | Yes |
| Nortje, JS | EC | Style | No |
| Lehari, C | FS | Style | No |

**Table 1b**

Sort the table by Province, in descending order.

**Teachers – Online English project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** | **Province** | **Topic** | **Can-Travel** |
| Flaxman, G | GT | Composition | Yes |
| Varrie, AL | NW | Composition | Yes |
| Zubairu, LM | WC | Grammar | Yes |
| Souchon, JA | LP | Grammar | No |
| Snyman, BP | GT | Grammar | No |
| Sadick, T | WC | Idioms | Yes |
| Prokopos, L | NC | Idioms | Yes |
| Katuruza, A | WC | Literature | Yes |
| Aspeling, S | NC | Pronunciation | Yes |
| Williams, BP | GT | Style | Yes |
| Nortje, JS | EC | Style | No |
| Lehari, C | FS | Style | No |

**Table 1c**

Sort the table FIRST by the Can-Travel column, in descending order. All those who can travel (‘Yes’) must appear in the top part of the table, and all those who cannot travel (‘No’) must appear in the bottom part of the table.

THEN sort the table by Province, in ascending order.

**Teachers – Online English project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** | **Province** | **Topic** | **Can-Travel** |
| Flaxman, G | GT | Composition | Yes |
| Varrie, AL | NW | Composition | Yes |
| Zubairu, LM | WC | Grammar | Yes |
| Souchon, JA | LP | Grammar | No |
| Snyman, BP | GT | Grammar | No |
| Sadick, T | WC | Idioms | Yes |
| Prokopos, L | NC | Idioms | Yes |
| Katuruza, A | WC | Literature | Yes |
| Aspeling, S | NC | Pronunciation | Yes |
| Williams, BP | GT | Style | Yes |
| Nortje, JS | EC | Style | No |
| Lehari, C | FS | Style | No |

**Table 2a**

Sort the table FIRST by the Group column. The teachers must appear first (in the top part of the table), followed by the parents and finally the learners.

THEN sort the table by the Surname, Init column, in ascending order.

**Participants – Open Day**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname, Init** | **Group** | **Grade** | **Duty** |
| Abdool, M | Teacher | 11 |  |
| Zondo, LT | Teacher | 11 |  |
| Jizana, NB | Parent | -- |  |
| Gerber, NJ | Teacher | 9 | Afrikaans (subject) |
| Bateman, C | Parent | -- | Announcer |
| Maluleka, TH | Teacher | 10 | Art (subject) |
| Kammies, KM | Teacher | 8 | Biology Lab |
| Ford, W | Parent | -- | Catering |
| Mnguni, GK | Learner | 12 | Choir |
| Ramela, NS | Learner | 11 | Choir |
| Buitendach, Z | Learner | 11 | Choir |
| Ferreira, EP | Learner | 10 | Choir |
| Kganyago, LH | Learner | 10 | Choir |
| Berrangé, T | Learner | 9 | Choir |
| Mudau, P | Learner | 8 | Choir |
| Abel, J | Learner | 8 | Choir |
| Abrahams, I | Teacher | 12 | Computer Lab |
| Edwards, S | Teacher | 10 | Drama (subject) |
| Makitla, T | Learner | 11 | Drama performer |
| Smith, TK | Learner | 11 | Drama performer |
| Miller, DG | Teacher | 9 | EMS (subject) |
| Grobbelaar, C | Teacher | 9 | English (subject) |
| Dyer, TP | Teacher | 9 | German (subject) |
| Ngwenya, TF | Teacher | 8 | History (subject) |
| Du Plessis, M | Teacher | 9 | isiXhosa (subject) |
| Kriel, AM | Teacher | 10 | Music (subject) |
| Watson, LK | Teacher | 11 | Science (subject) |
| Muavha, NC | Teacher | 8 | Science Lab |
| Moraka, GW | Parent | -- | Security |
| Brummer, R | Parent | -- | Sound & PPT |

**Table 2b**

Sort the table FIRST by the Grade column. Those for whom no grade is assigned (i.e. the parents), must appear in the bottom part of the table.

THEN sort the table by the Group column, in ascending order.

THEN sort the table by the Surname, Init column, in ascending order.

**Participants – Open Day**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname, Init** | **Group** | **Grade** | **Duty** |
| Abdool, M | Teacher | 11 |  |
| Zondo, LT | Teacher | 11 |  |
| Jizana, NB | Parent | -- |  |
| Gerber, NJ | Teacher | 9 | Afrikaans (subject) |
| Bateman, C | Parent | -- | Announcer |
| Maluleka, TH | Teacher | 10 | Art (subject) |
| Kammies, KM | Teacher | 8 | Biology Lab |
| Ford, W | Parent | -- | Catering |
| Mnguni, GK | Learner | 12 | Choir |
| Ramela, NS | Learner | 11 | Choir |
| Buitendach, Z | Learner | 11 | Choir |
| Ferreira, EP | Learner | 10 | Choir |
| Kganyago, LH | Learner | 10 | Choir |
| Berrangé, T | Learner | 9 | Choir |
| Mudau, P | Learner | 8 | Choir |
| Abel, J | Learner | 8 | Choir |
| Abrahams, I | Teacher | 12 | Computer Lab |
| Edwards, S | Teacher | 10 | Drama (subject) |
| Makitla, T | Learner | 11 | Drama performer |
| Smith, TK | Learner | 11 | Drama performer |
| Miller, DG | Teacher | 9 | EMS (subject) |
| Grobbelaar, C | Teacher | 9 | English (subject) |
| Dyer, TP | Teacher | 9 | German (subject) |
| Ngwenya, TF | Teacher | 8 | History (subject) |
| Du Plessis, M | Teacher | 9 | isiXhosa (subject) |
| Kriel, AM | Teacher | 10 | Music (subject) |
| Watson, LK | Teacher | 11 | Science (subject) |
| Muavha, NC | Teacher | 8 | Science Lab |
| Moraka, GW | Parent | -- | Security |
| Brummer, R | Parent | -- | Sound & PPT |