Introduction

Wordman's Table Sort for PowerPoint add-in, Table Sort.ppam, provides the ability to sort tables, a function missing from Microsoft® PowerPoint. The add-in is compatible with PowerPoint 2007, 2010, and 2013.

Installation

Save Table Sort.ppam to the following hidden folder on your PC, where {User} is your user ID:
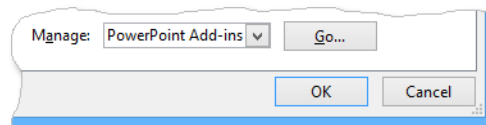
C:\Users\{User}\AppData\Roaming\Microsoft\AddIns

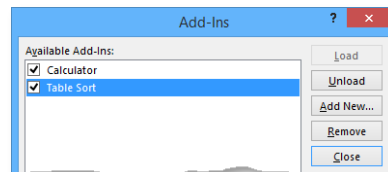Note that AppData is a hidden folder. To view hidden folders, press ⊞+ E to display an Explorer window, and then:

- Windows 7: go to Organize > Folder and search options. In the Folder options dialog, select the View tab. Select Show hidden files, folder or drives, and then click OK

- Windows 8, Windows 10: go to View > Show/hide, and check Hidden items

Start Microsoft PowerPoint. Go to File > Options > Add-ins. At the bottom of the PowerPoint Options dialog, select PowerPoint Add-ins in the Manage dropdown list and click Go...
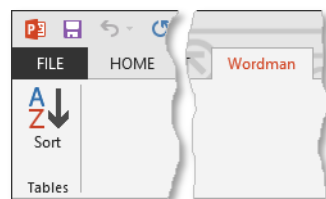

PowerPoint displays the Add-Ins dialog. Check Table Sort, and then click OK.
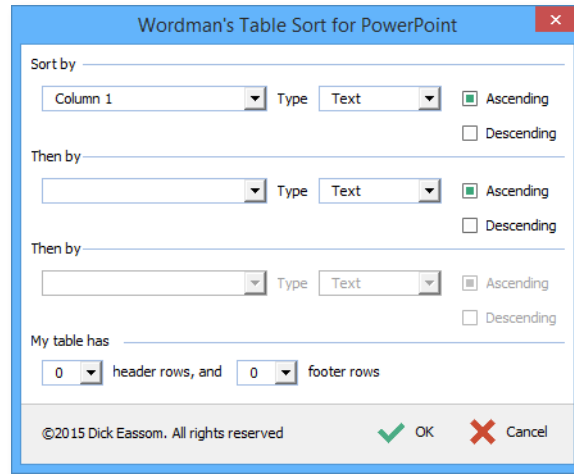

Use

To use *Wordman's Table Sort for PowerPoint*, click your cursor in a table, and then click Sort in the Tables group of the Wordman ribbon tab:

Wordman's Table Sort for PowerPoint displays the Wordman's Table Sort for PowerPoint dialog:

The dialog functions identically to the table sort tool built in to Microsoft Word, except for the header and footer rows options. Since tables function differently in PowerPoint, you must select the number of header and footer rows in the complete table before you start the sort.

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