Lesson 6. How to Group and Sort Tasks

Users usually group tasks to gather tasks with equal attributes and sort tasks to see them in a certain order. VIP Quality Software allows you to GROUP and SORT tasks the way you like.

**Group Tasks**

You can group tasks by almost any column in your task list. Just drag the column header and drop it to the space above the grid.

**Sort Tasks**

You can sort tasks within almost any column by clicking on triangle in the column header. For example, you can sort task Titles alphabetically from A to Z or from Z to A, task Priorities from Lowest to Urgent or from Urgent to Lowest, task Due Dates & Time from the earliest to the latest and vice versa, etc.