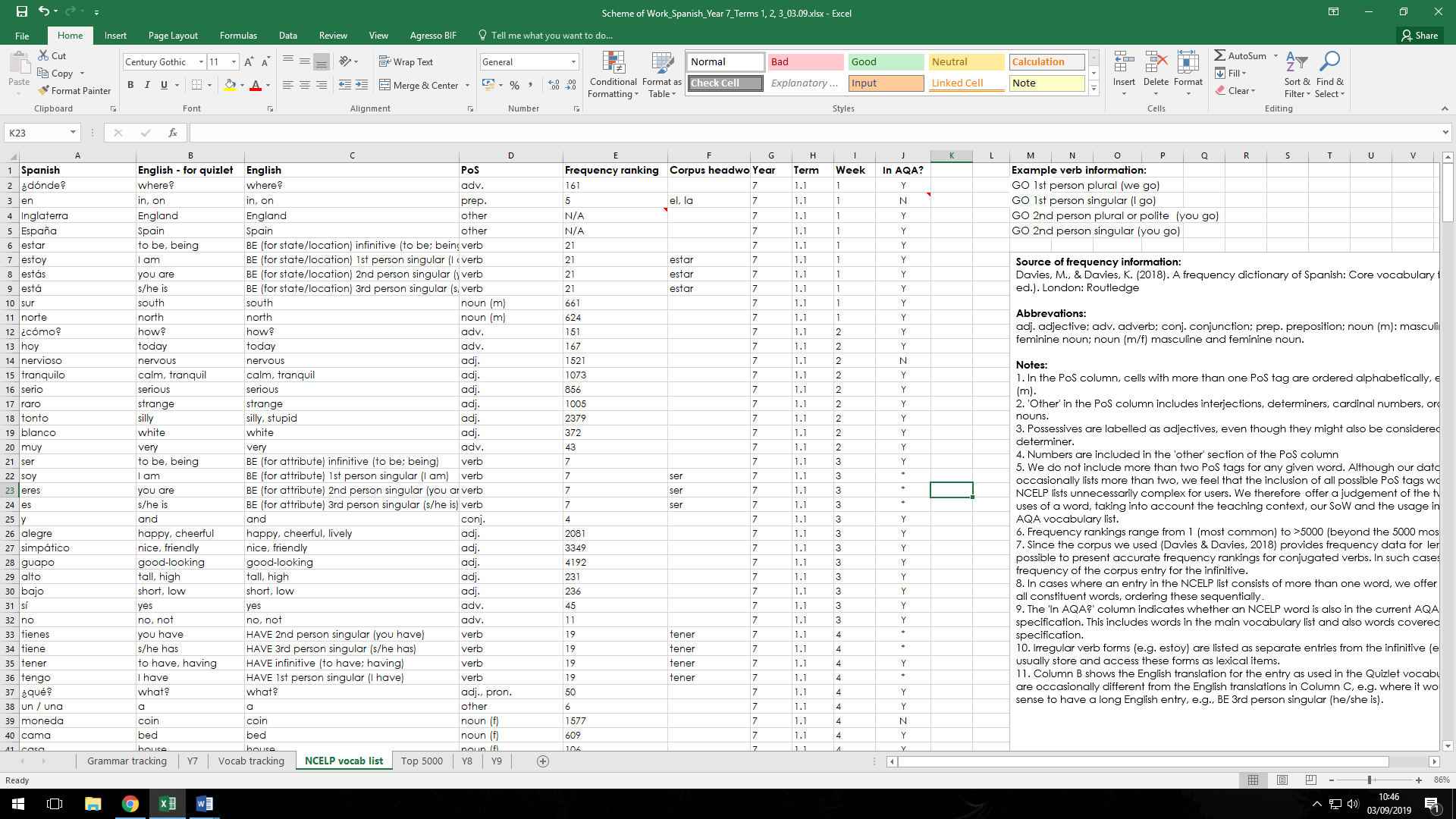
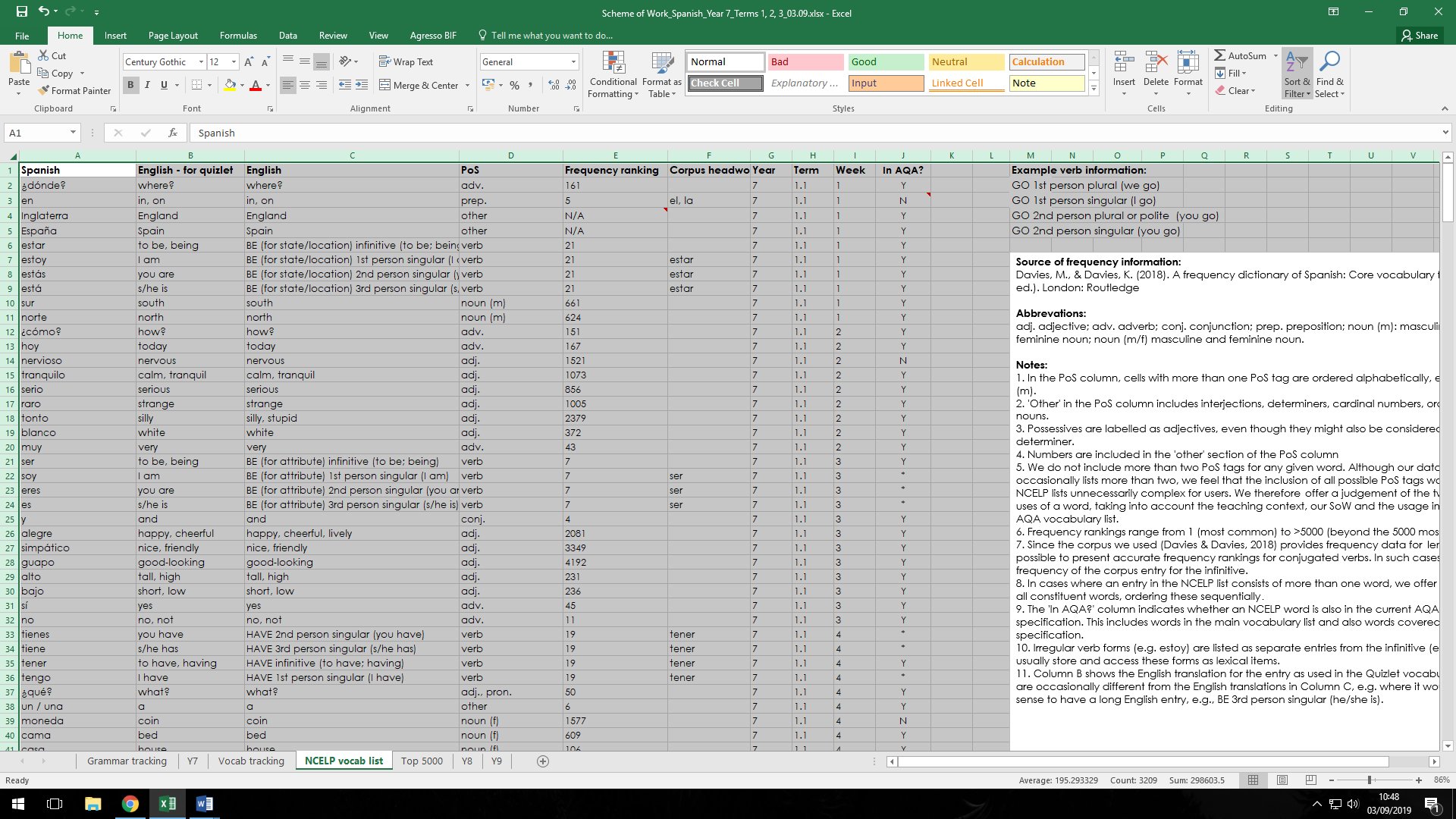
Three uses of the NCELP SoW word list in Excel

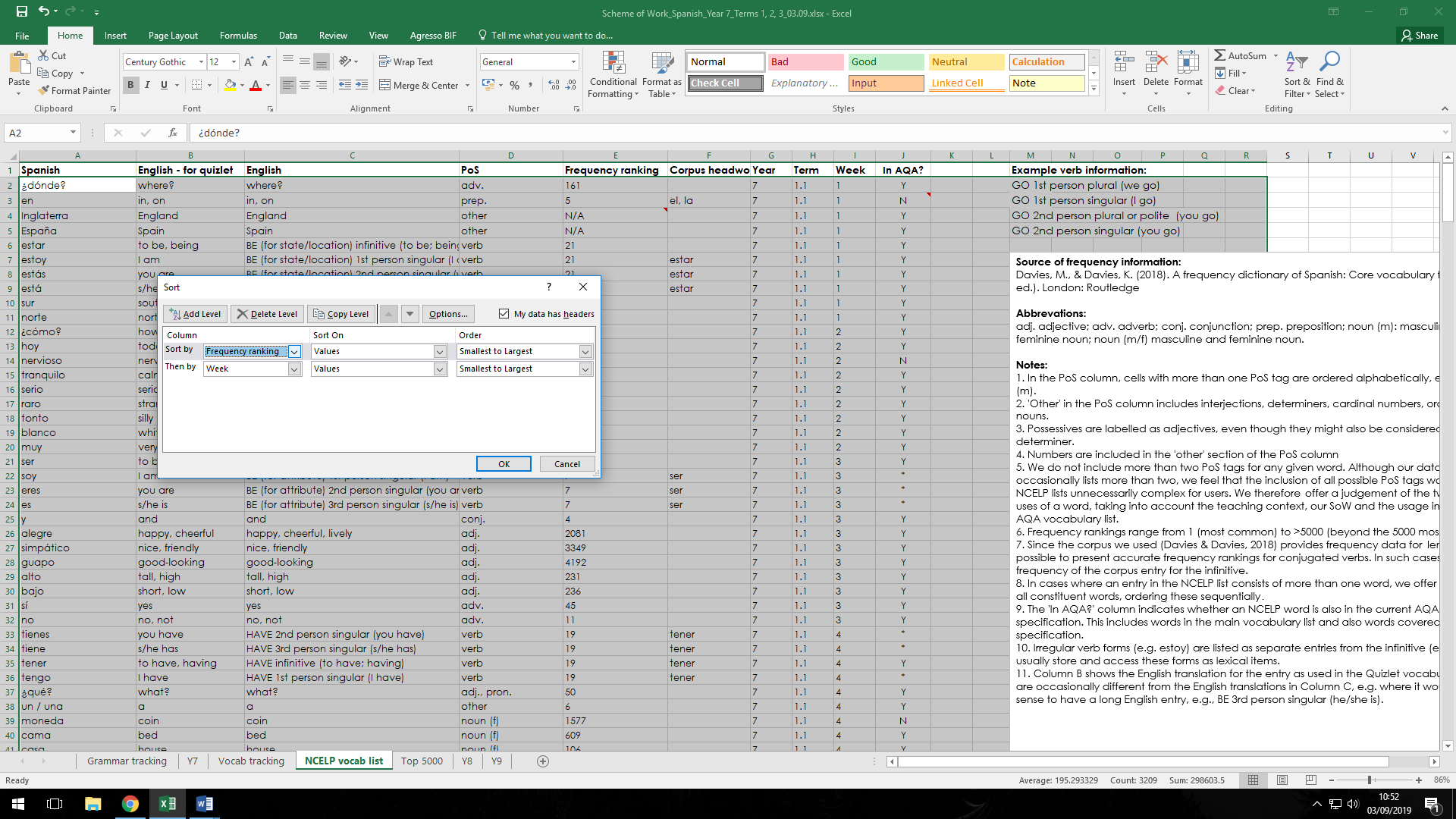
# Sort the word list by frequency ranking

1. Click on the top left-hand corner of the spreadsheet to select all cells.



2. Then click on ‘Sort & Filter’, and ‘Custom Sort’.

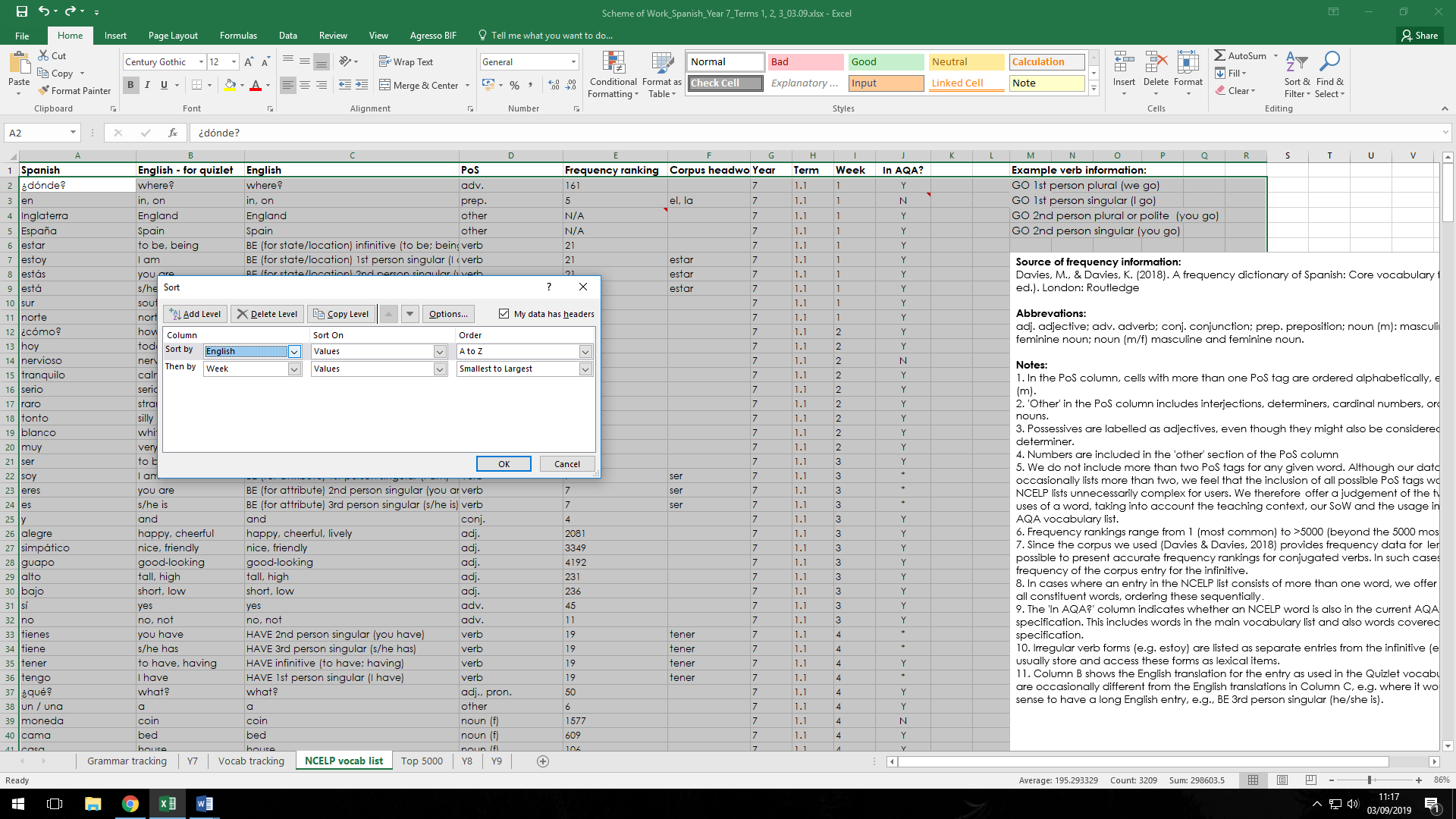


3. Ensure that ‘My data has headers’ is ticked.

4. Next to ‘Sort by’, select ‘Frequency ranking’. The two adjacent boxes should already be correct (as seen here).

5. If another level appears automatically (as seen here), then just click on 'Then by' and ‘Delete Level'. Click OK.

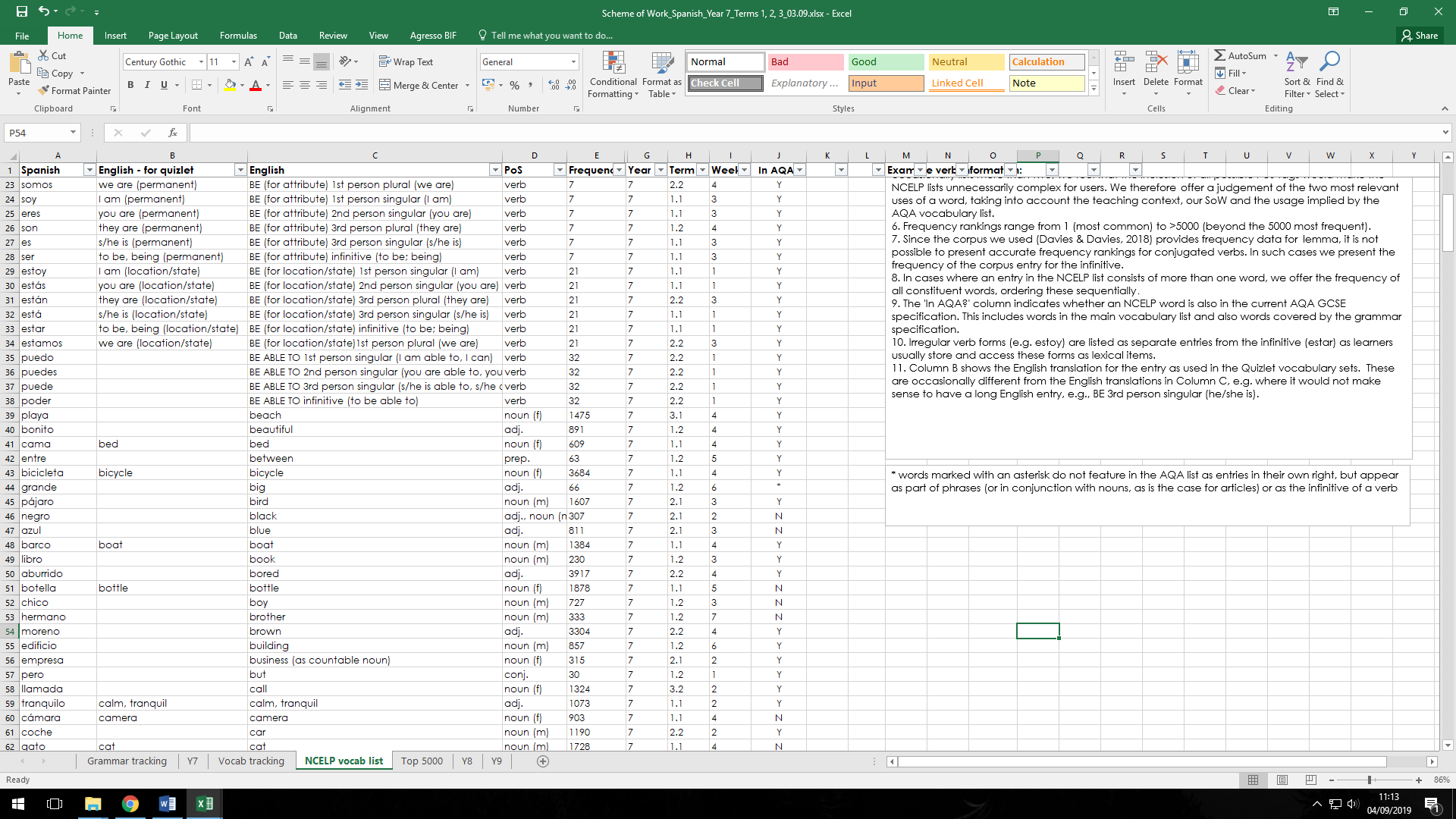
# Track when different forms of an irregular verb are taught in the SoW

Repeat steps 1, 2 & 3 above.

4. Next to ‘Sort by’, select ‘English’. The two adjacent boxes should already be correct (as seen here).

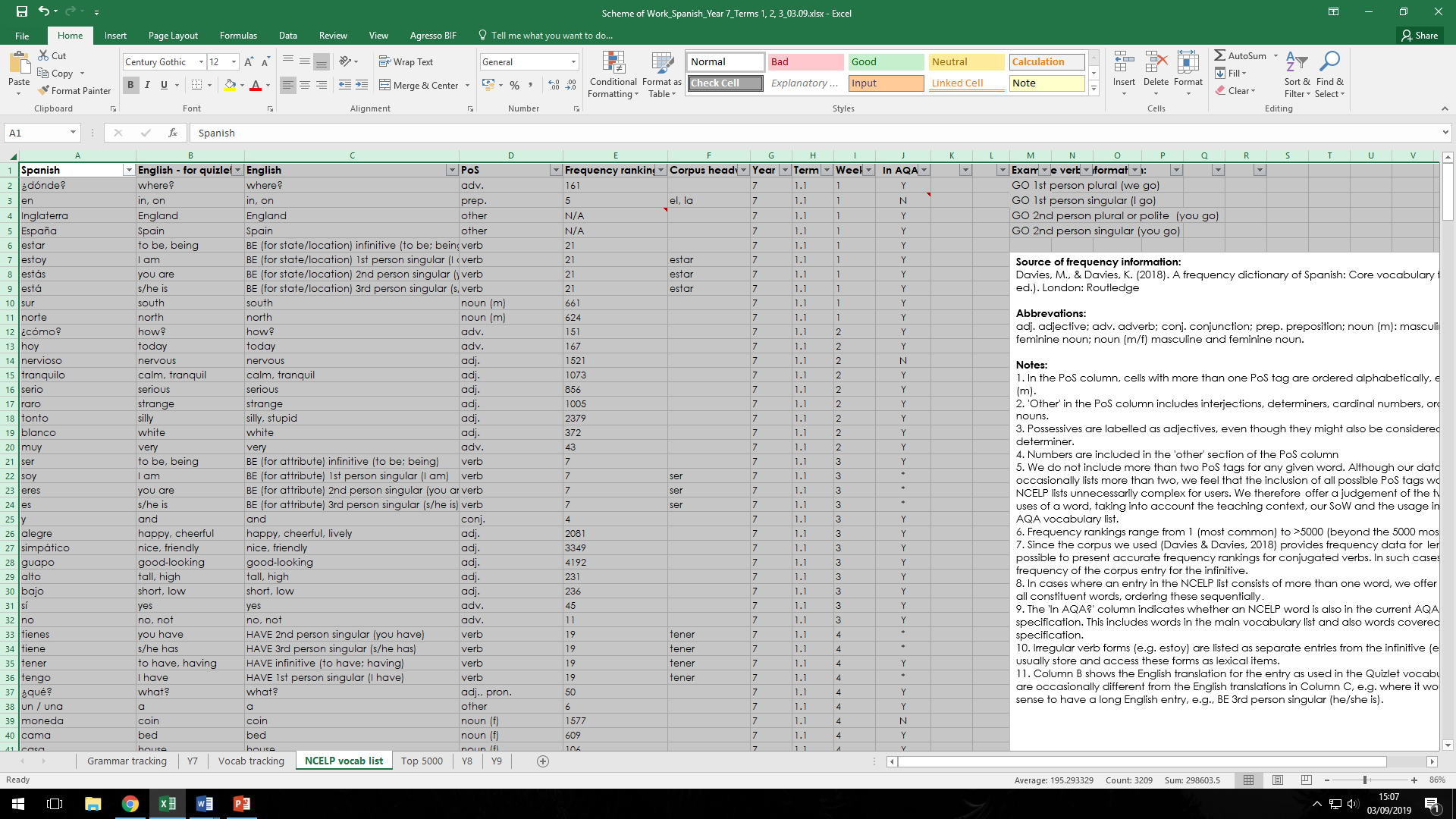
5. Check that ‘Order’ says ‘A to Z’.

6. If another level appears automatically (as seen here), then just click on 'Then by' and ‘Delete Level'. Click OK. This will bring up a list of all the English translations in alphabetical order.



You will see that the different forms of each irregular verb are grouped together. The term and week in which each is taught appear on the right-hand side.

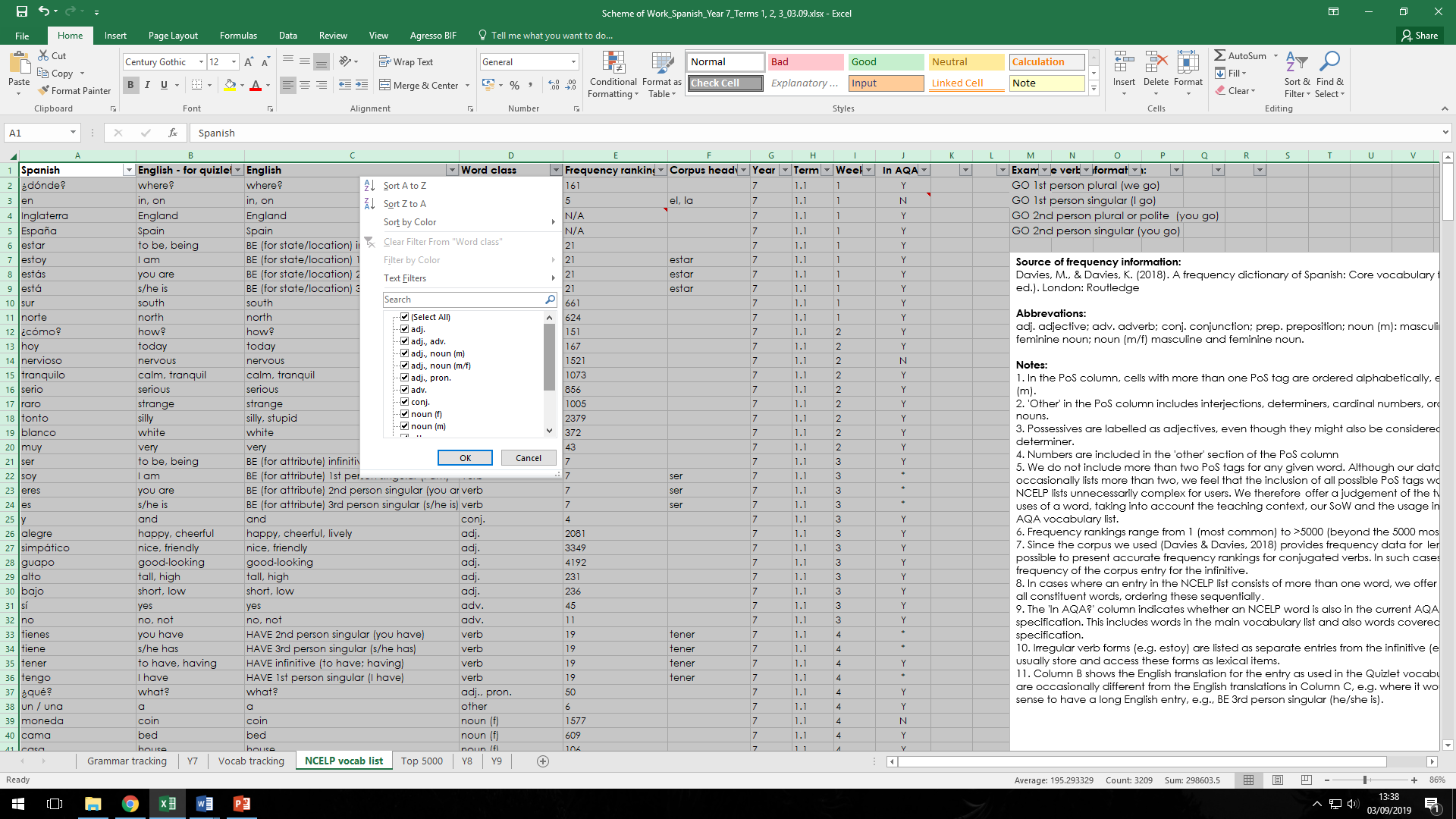
*Note.* ‘Corpus headword’ column has been hidden for ease of presentation.

Filter words by part of speech (e.g. verbs***)***

Repeat steps 1 and 2 above. This time, click on ‘Filter’.

Drop down boxes will appear for each of the column headers.

Click on the drop-down box for part of speech (‘PoS’).



All the different part of speech categories will initially appear with ticks (meaning that they will all show in a list), but we only want verbs, so:

3. Click on ‘(Select All)’ at the top to deselect all the options.

4. Scroll down to ‘verb’, tick that box and press OK.

5. You will then only see the verbs in the SoW.