

Quick Start: MS Excel Worksheet

Sorting Data

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Sorting

Applies To: Excel 2010

When you sort information in a worksheet, you can see data the way you want and find values quickly. You can sort a range or table of data on one or more columns of data. Example: sort employees first by department name and then by last name.

How?

Select the data that you want to sort

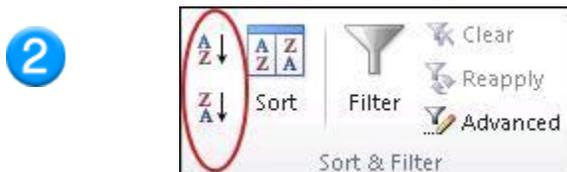
- Select a range of data, such as A1:L5 (multiple rows and columns) or C1:C80 (a single column). The range can include titles that you created to identify columns or rows.

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Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
40	38	44	46	51	56	67	72	70	59	45	41
34	33	38	41	45	48	51	55	54	45	41	38
61	69	79	83	95	97	100	101	94	87	72	66
0	2	9	24	28	32	36	39	35	21	12	4

Sort quickly

1. Select a single cell in the column on which you want to sort.
2. Click  to perform an ascending sort (A to Z or smallest number to largest).



3. Click  to perform a descending sort (Z to A or largest number to smallest).

Sort by specifying criteria

- 3 You can choose the columns on which to sort by clicking the **Sort** command in the **Sort & Filter** group on the **Data** tab.

1. Select a single cell anywhere in the range that you want to sort.

2. On the **Data** tab, in the **Sort & Filter** group, click **Sort**.



The **Sort** dialog box appears.

3. In the **Sort by** list, select the first column on which you want to sort.
4. In the **Sort On** list, select either **Values**, **Cell Color**, **Font Color**, or **Cell Icon**.
5. In the **Order** list, select the order that you want to apply to the sort operation — alphabetically or numerically ascending or descending (that is, A to Z or Z to A for text or lower to higher or higher to lower for numbers).

Click the Link for More Help

- Free Learning Video (5:50): [Sorting Data Excel 2013](#)
- Video - [Sorting data in action](#)
- Learn more about - sorting, including [how to sort on more than one column](#)