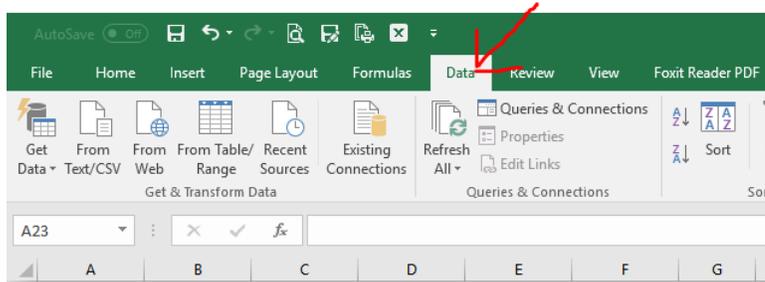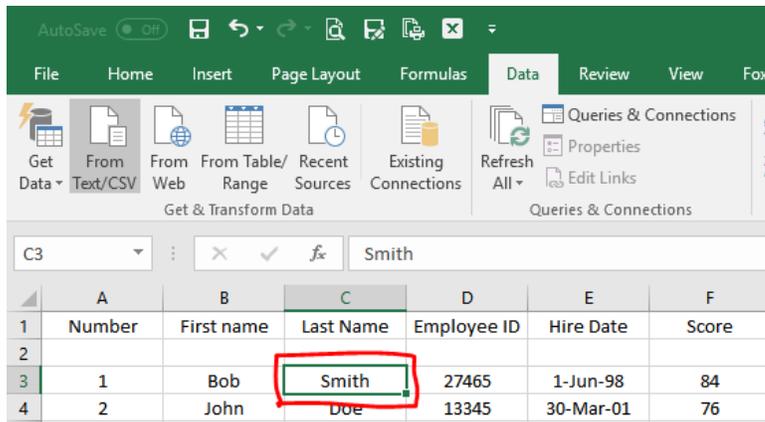SORTING IN EXCEL – BY GARETH BALCH

In Excel data can be sorted in a variety of ways; alphabetically, numerically, by date, in ascending order, descending order, or even by color. To sort text:

1. Open the workbook to be sorted.

2. Select the Data tab.

3. Select a cell in the column you want to sort on.

4. In the Sort & Filter group select the A to Z option to sort in ascending order alphabetically, from lowest number to highest, or from earliest to latest date/time.

OR

5. In the Sort & Filter group select the Z to A option to sort in descending order alphabetically, from highest number to lowest, or from latest to earliest date/time.

NOTE: Ensure that there are no leading spaces as spaces will be sorted first. Additionally, ensure that the data in the cells is in the format you wish to sort on; text is text, numbers are numbers, dates are dates, and time is time.
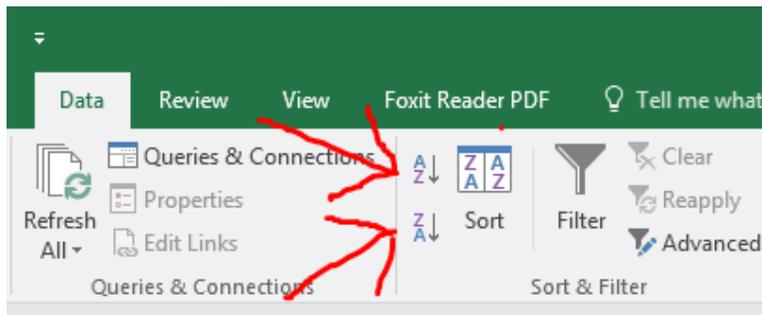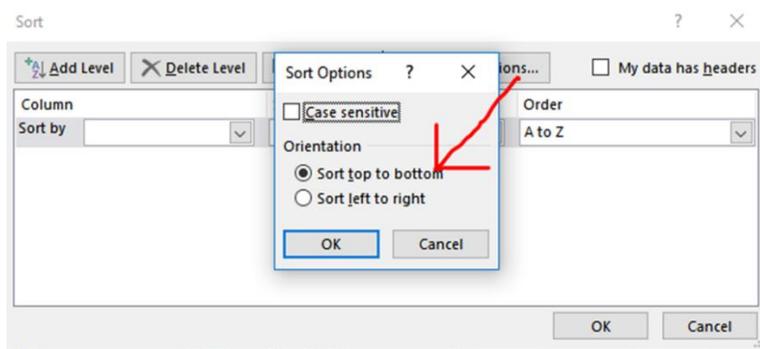

6. To change from columns to rows, sort by multiple columns or rows, or to create custom sorts, select the Sort button in the Sort & Filter group.
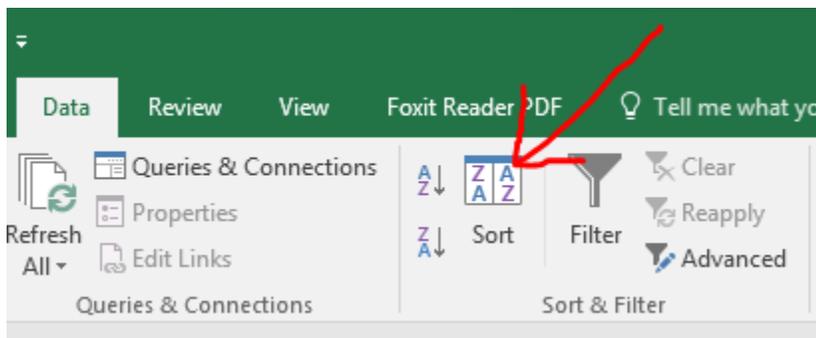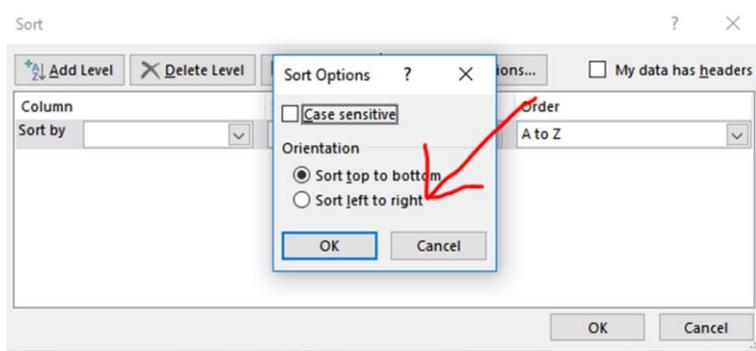

7. To change the sort between columns and rows select the Options button.
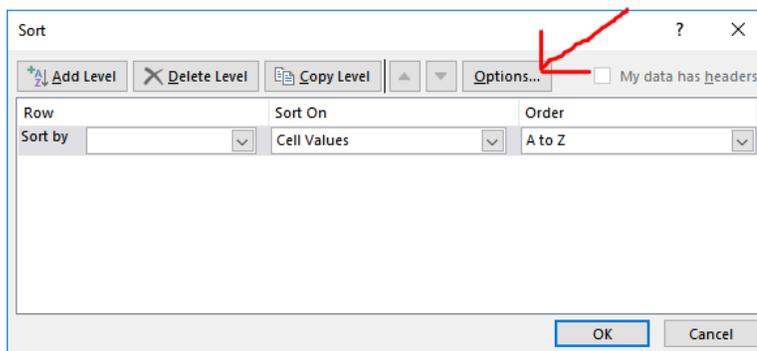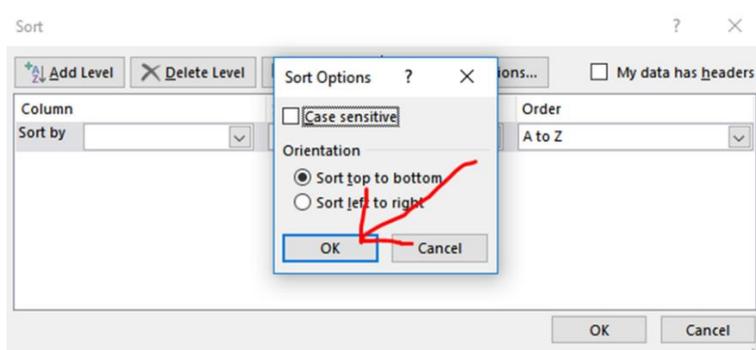
8. In the Sort Options window select Sort top to bottom to sort by columns.
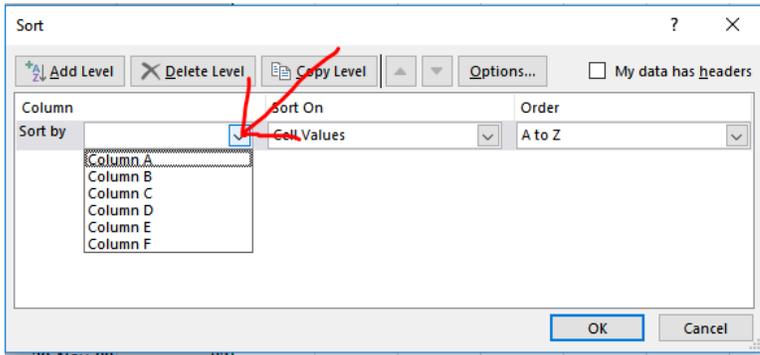

9. In the Sort Options window select Sort left to right to sort by rows.


10. Select OK when done.

11. To select the column/row to sort on, in the Sort window click on the Column(Row)/Sort by drop-down button to select the column or row.


12. Click on the Sort On/Sort by drop-down button to select the value to sort on. "Cell Values" is the most common sort but sorts by color or conditional sorting can also be accomplished.
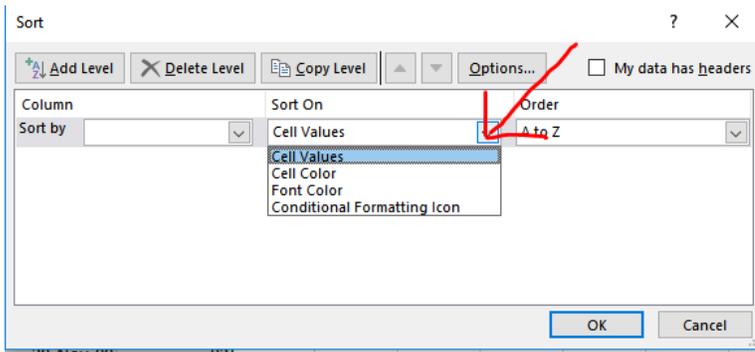

13. Click the Order/Sort by drop-down button to select the sort order desired. The Order options will change dependent upon the type of data being sorted such as Oldest to Newest for dates. Custom order lists can also be created.
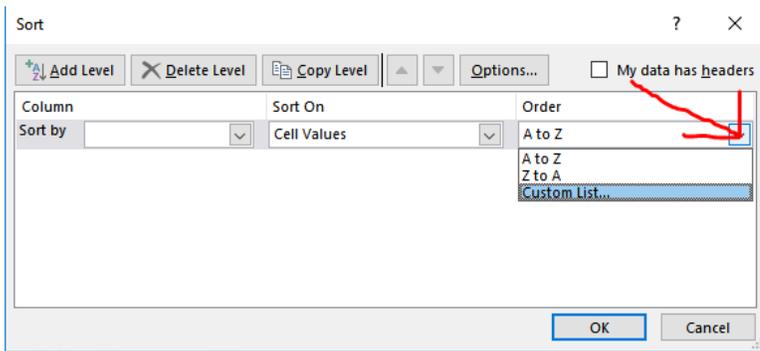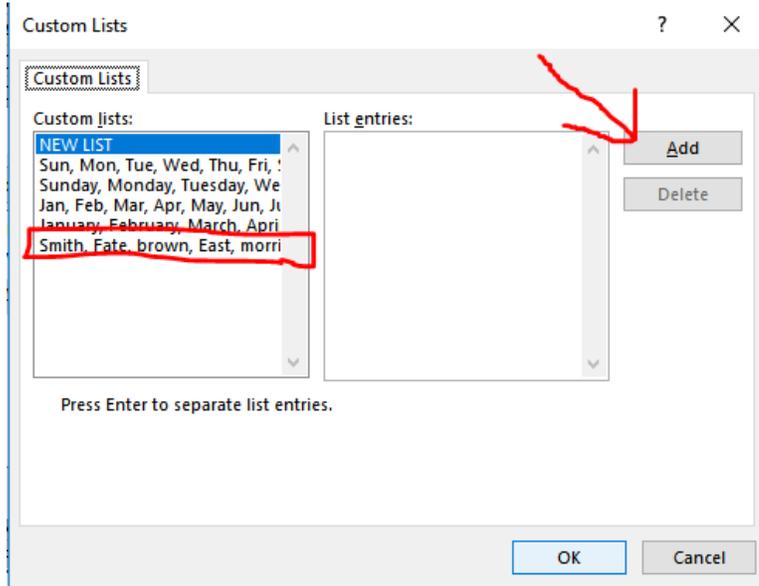
14. To create a custom Order list, select custom list from the drop-down menu.
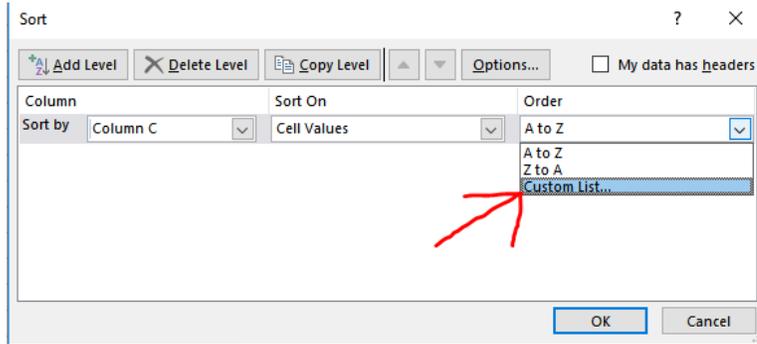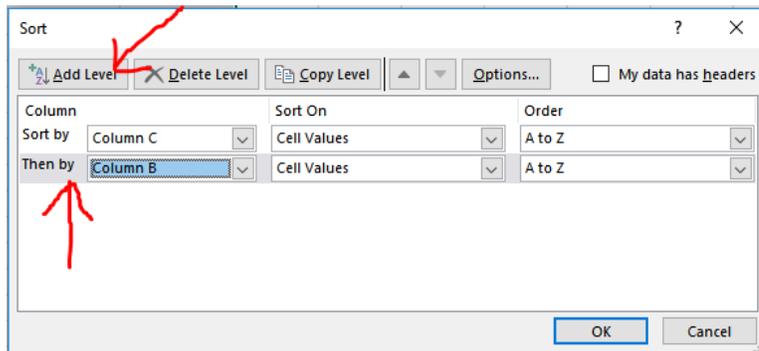

15. Enter the custom values you wish to sort on using the Enter key between each item or separating with commas.
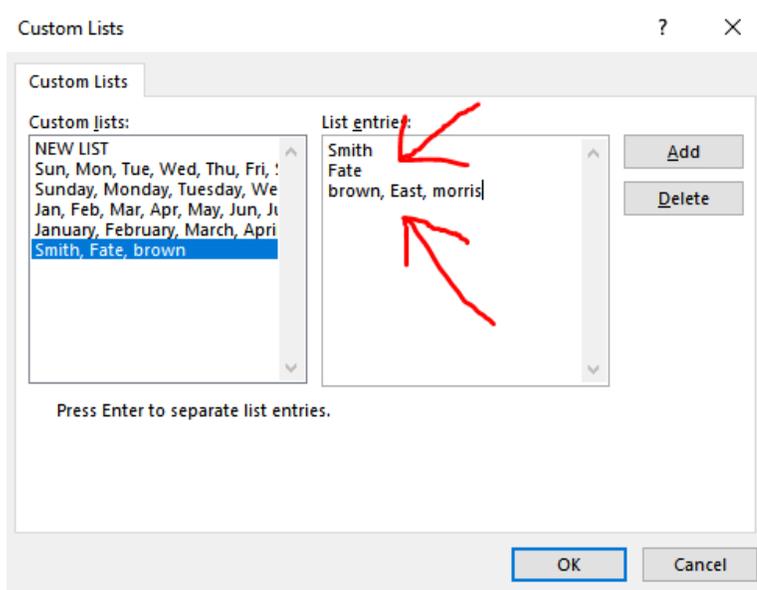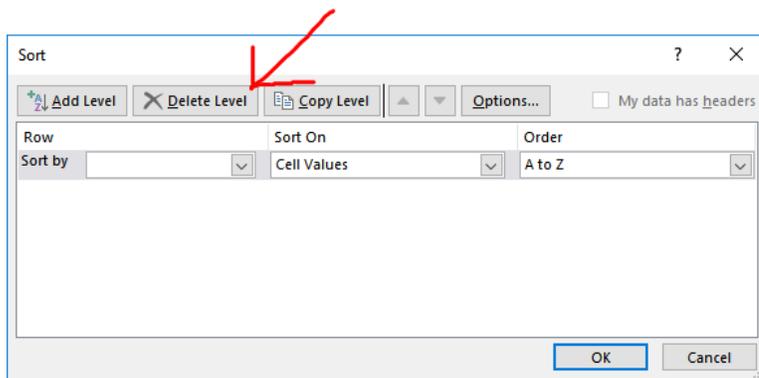
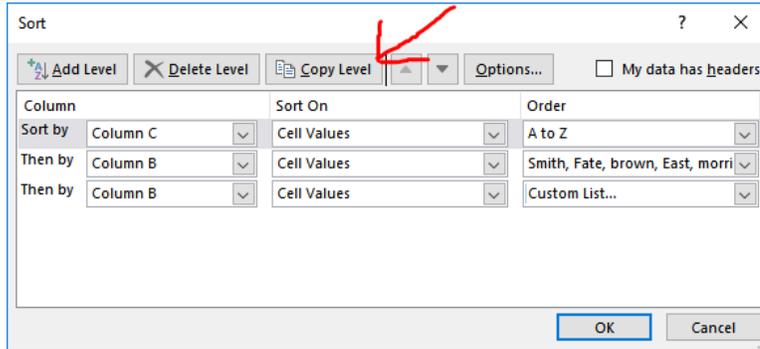16. Select the Add button to save the custom values.

17. To sort by multiple columns or rows, select the Add Level button and enter the additional sort criteria.
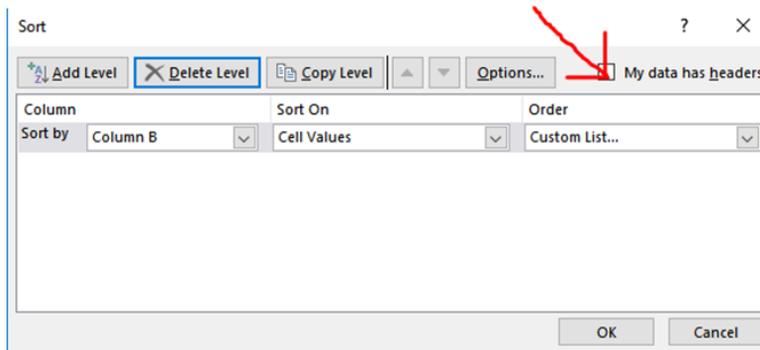

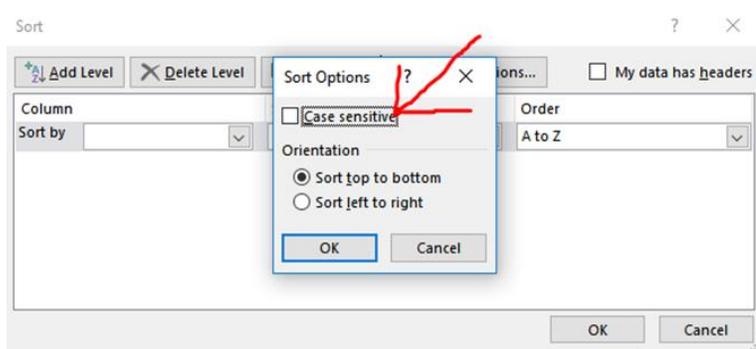18. Use the Delete Level button to delete unwanted sort levels.

19. Use the Copy Level button to duplicate a level.

20. If your worksheet has headers, check the My data has headers box to exclude the headers from the sort.

21. Check the Case sensitive box to sort lower case before upper case.

22. Click the OK box to complete the sort.