

# Sorting data

## Microsoft Excel 2003



Ascending order  
(0-9, A-Z)

Descending order  
(9-0, Z-A)

### Sort 1 column

1. Click any cell > Click on the **Sort Ascending** or **Sort Descending** button

	A
1	Elephant
2	Monkey
3	Chicken
4	Horse
5	Bird
6	

2. Sorted (e.g., Ascending order)

	A
1	Bird
2	Chicken
3	Elephant
4	Horse
5	Monkey

### Sort by 1 column

You have multiple columns and wish to sort by a particular column.

1. Select any cell in the column that you wish to **sort by**

	A	B	C
1	Elephant	10	Banana
2	Monkey	52	Apple
3	Chicken	1978	Orange
4	Horse	823	Lemon
5	Bird	1	Kiwi fruits
6			

2. Click **Sort Ascending** or **Sort Descending** > Sorted.

	A	B	C
1	Bird	1	Kiwi fruits
2	Chicken	1978	Orange
3	Elephant	10	Banana
4	Horse	823	Lemon
5	Monkey	52	Apple
6			

#### Tip

You don't need to highlight the entire column.

	A	B	C
1	Bird	1	Kiwi fruits
2	Chicken	1978	Orange
3	Elephant	10	Banana
4	Horse	823	Lemon
5	Monkey	52	Apple
6			
7			



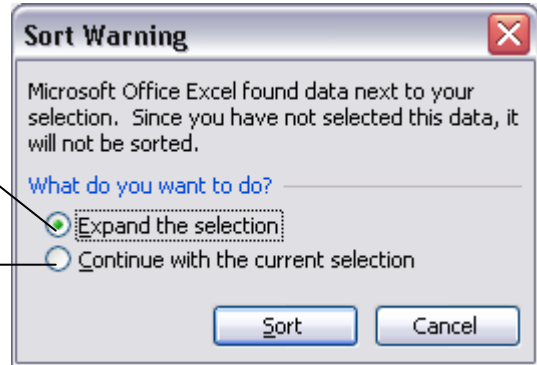
**Tip: WARNING!**

Be careful when you perform sorting. **DO NOT highlight the whole column** when sorting. Otherwise, your data can get mixed up easily. The Sort Warning message comes up when you highlight the column. Read the message carefully, or click **Cancel** to start again.

This option enables you to do the same sorting as above.

This option sorts one single column only and ignores the rest of the data, i.e., when you have multiple columns next to each other, non-highlighted columns will stay as they are. Only the data in the highlighted column will be sorted. After sorting, the other corresponding row data won't be sorted so your data would become incorrect information.

When you select the entire column, you are defining the area to be sorted. It is not to be used as *sort by*.



When you highlight the entire column and sort it, your sorting result is as below. For instance, column B was highlighted and was sorted ascending order.

The *Last Name* column is sorted in alphabetical order.

**Before sorting**

	A	B	C
1	<b>First Name</b>	<b>Last Name</b>	<b>Domestic</b>
2	Andre	Adams	Auckland Aces
3	Chris	Martin	Auckland Aces
4	Kyle	Mills	Auckland Aces
5	Scott	Styris	Auckland Aces
6	Lou	Vincent	Auckland Aces
7	Shane	Bond	Canterbury Wizards
8	Peater	Fulton	Canterbury Wizards
9	Brendon	McCullum	Canterbury Wizards
10	Michael	Papps	Canterbury Wizards
11	Michael	Papps	Canterbury Wizards
12	Jamie	How	Central Stag
13	Michael	Mason	Central Stag
14	Jacob	Oram	Central Stag
15	Mathew	Sinclair	Central Stag
16	Ross	Taylor	Central Stag
17	Hamish	Marshall	Northern Knights
18	Daryl	Tuffy	Northern Knights
19	Daniel	Vettori	Northern Knights
20	Craig	Cumming	Otago Volts
21	Stephen	Fleming	Wellington Firebirds
22	James	Franklin	Wellington Firebirds
23	Mark	Gillespie	Wellington Firebirds
24	Jeetan	Patel	Wellington Firebirds
25			

**After sorting**

	A	B	C
1	<b>First Name</b>	<b>Last Name</b>	<b>Domestic</b>
2	Andre	Adams	Auckland Aces
3	Chris	Bond	Auckland Aces
4	Kyle	Cumming	Auckland Aces
5	Scott	Fleming	Auckland Aces
6	Lou	Franklin	Auckland Aces
7	Shane	Fulton	Canterbury Wizards
8	Peater	Gillespie	Canterbury Wizards
9	Brendon	How	Canterbury Wizards
10	Michael	Marshall	Canterbury Wizards
11	Michael	Martin	Canterbury Wizards
12	Jamie	Mason	Central Stag
13	Michael	McCullum	Central Stag
14	Jacob	Mills	Central Stag
15	Mathew	Oram	Central Stag
16	Ross	Papps	Central Stag
17	Hamish	Papps	Northern Knights
18	Daryl	Patel	Northern Knights
19	Daniel	Sinclair	Northern Knights
20	Craig	Styris	Otago Volts
21	Stephen	Taylor	Wellington Firebirds
22	James	Tuffy	Wellington Firebirds
23	Mark	Vettori	Wellington Firebirds
24	Jeetan	Vincent	Wellington Firebirds
25			

Column A & C didn't come along with the *Last Name* column (B) data. They are in the same order as the original (before sorting).

## Troubleshooting

When your mouse cursor was in an empty cell, and was outside of the data area, the following error message will appear. You cannot perform sorting.



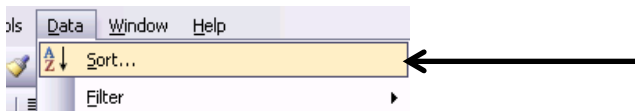
## Sort by 2 or 3 columns

You can have up to 3 columns to *sort by*.

1. Click any data that you wish to sort by a few columns

	A	B	C	D
1	<b>Firstname</b>	<b>Lastname</b>	<b>Address</b>	<b>City</b>
2	Willy	Cruz	1 School St	Anaheim
3	Patrice	Queen	1339 Sunset #	Hollywood
4	Nora	Pulaski	199 Maria Vista	San Jose
5	Alan	Foxx	999 Pierhurst N	San Diego
6	Yvonne	Anders	01 E Orange	Anaheim
7	Caitlin	May	9033 W Putnam	San Jose

2. **Data > Sort**



3. Click the drop list to choose the column for **Sort by** and **Then by** fields. Select **Ascending** and **Descending** options for each sorting. (Note: When there is no heading, it'll say "Column A", "Column B" and so on.)



4. Click the **OK** button. Your data will be sorted accordingly.

	A	B	C	D
1	<b>Firstname</b>	<b>Lastname</b>	<b>Address</b>	<b>City</b>
2	Nora	Albert	193 La Jolla	Hollywood
3	Yvonne	Anders	01 E Orange	Anaheim
4	H. R.	Baker	331 Harbor Se	Laguna Niguel
5	Raymond	Blue	13 W. Miller	Costa Mesa
6	Arthur	Brand	899 Gallatin Sw	Carson City
7	Claire	Brewer	819 S 30th #3	Los Angeles
8	Amy	Butler	9876 Rita Road	Bloomington
9	Chris	Butler	87 White Street	Knoxville
10	Jonathan	Butler	5433 Rita Drive	Mission Ridge
11	Rebecca	Butler	2716 Etoile Way	Roanoke
12	Carmen	Campbell	8897 Plaines Lane	Cheyenne

e.g., *Lastname* (Column B) was sorted first, **then** sorted by *City* (Column D). *Butler's* city name is in ascending order.

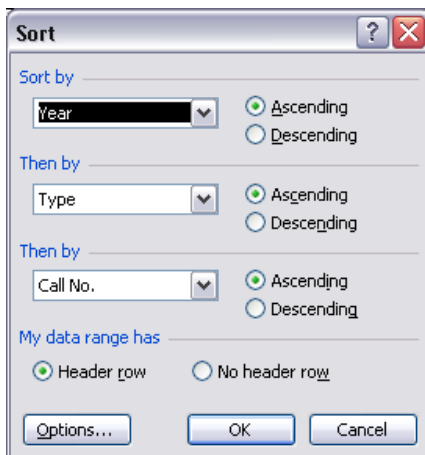
## Sort by 4 or more columns

You will need to perform sorting twice. Excel will keep them in their original order so you must sort *in reverse order*. For example, if you're sorting on 5 columns, first sort on columns, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> columns, then sort on 1<sup>st</sup> and 2<sup>nd</sup> columns.

1. Click anywhere in the data area

	A	B	C	D	E	F	G
1	<b>Audio / Visual Lists</b>						
2							
3	<b>Call No.</b>	<b>Location</b>	<b>Title</b>	<b>Director/ Distributor</b>	<b>Publisher</b>	<b>Year</b>	<b>Type</b>
4	025.5 Cus	Turitea	Customer services: more than a smile		Library Video Network	1991	VHS
5	378.170281 Ana	Turitea	Analysing case studies	Student Learning Centre	Albany Campus, Massey Uni	2006	DVD
6	378.170281 Ana	Albany	Analysing case studies	Student Learning Centre	Albany Campus, Massey Uni	2006	DVD
7	378.170281 Ana	Wellington	Analysing case studies	Student Learning Centre	Albany Campus, Massey Uni	2006	DVD
8	378.170281 Ana c.2	Albany	Analysing case studies	Student Learning Centre	Albany Campus, Massey Uni	2006	DVD
9	791.4371 Gon	Turitea	Gohatto/Taboo	Nagisa Oshima	Momentum Pictures	1999	DVD
10	791.4372 A	Turitea	À bout de souffle	Optimum Releasing	Optimum Releasing	2000	DVD
11	791.4372 A c.2	Turitea	À bout de souffle	Optimum Releasing	Optimum Releasing	2000	DVD
12	791.4372 A c.3	Turitea	À bout de souffle	Optimum Releasing	Optimum Releasing	2000	DVD
13	791.4372 Bat	Albany	Batman begins	Christopher Nolan	Warner Bros. Entertainment	2005	DVD
14	791.4372 Bat c2	Albany	Batman begins	Christopher Nolan	Warner Bros. Entertainment	2005	DVD
15	791.4372 Bat c3	Albany	Batman begins	Christopher Nolan	Warner Bros. Entertainment	2005	DVD
16	791.4372 Lor	Turitea	Lord of the ring, the return of the king	Peter Jackson	Roadshow Entertainment	2004	DVD
17	791.4372 Lor	Albany	Lord of the ring, the return of the king	Peter Jackson	Roadshow Entertainment	2004	DVD
18	791.4372 Lor	Wellington	Lord of the ring, the return of the king	Peter Jackson	Roadshow Entertainment	2004	DVD
19	791.4372 Lor c.2	Turitea	Lord of the ring, the return of the king	Peter Jackson	Roadshow Entertainment	2004	DVD
20	791.4372 Wom	Albany	Women in love	Ken Russell	Warner Home Video	1984	VHS
21	791.4572 I	Turitea	I love Lucy. Lucy does a TV commercial.	Jess Oppenheimer	CBS/Fox Video	1989	VHS
22	796.358 Tea	Hokowhitu	Teaching basic cricket skills	Audio Visual Production	University of Otago	1987	VHS
23	915.204 Exp	Hokowhitu	Exploring Japan	Visual Education Media	Marcom Projects	2005	DVD
24	T154.222	Turitea	Women in love	Ken Russell	Warner Home Video	1984	VHS

2. The 1<sup>st</sup> Sort: *Year, Type, Call No.*



**Sort**

Sort by: Year (Ascending)

Then by: Type (Ascending)

Then by: Call No. (Ascending)

My data range has:  Header row  No header row

Options... OK Cancel

3. The 2<sup>nd</sup> Sort: *Title, Location*



4. The final result:

	A	B	C	D	E	F	G
1	<b>Audio / Visual Lists</b>						
2							
3	<b>Call No.</b>	<b>Location</b>	<b>Title</b>	<b>Director/ Distributor</b>	<b>Publisher</b>	<b>Year</b>	<b>Type</b>
4	791.4372 A	Turitea	À bout de souffle	Optimum Releasing	Optimum Releasing	2000	DVD
5	791.4372 A c.2	Turitea	À bout de souffle	Optimum Releasing	Optimum Releasing	2000	DVD
6	791.4372 A c.3	Turitea	À bout de souffle	Optimum Releasing	Optimum Releasing	2000	DVD
7	378.170281 Ana	Albany	Analysing case studies	Student Learning Centre	Albany Campus, Massey Uni	2006	DVD
8	378.170281 Ana c.2	Albany	Analysing case studies	Student Learning Centre	Albany Campus, Massey Uni	2006	DVD
9	378.170281 Ana	Turitea	Analysing case studies	Student Learning Centre	Albany Campus, Massey Uni	2006	DVD
10	378.170281 Ana	Wellington	Analysing case studies	Student Learning Centre	Albany Campus, Massey Uni	2006	DVD
11	791.4372 Bat	Albany	Batman begins	Christopher Nolan	Warner Bros. Entertainment	2005	DVD
12	791.4372 Bat c2	Albany	Batman begins	Christopher Nolan	Warner Bros. Entertainment	2005	DVD
13	791.4372 Bat c3	Albany	Batman begins	Christopher Nolan	Warner Bros. Entertainment	2005	DVD
14	025.5 Cus	Turitea	Customer services: more than a smile		Library Video Network	1991	VHS
15	915.204 Exp	Hokowhitu	Exploring Japan	Visual Education Media	Marcom Projects	2005	DVD
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20	791.4372 Lor c.2	Turitea	Lord of the ring, the return of the king	Peter Jackson	Roadshow Entertainment	2004	DVD
21	791.4372 Lor	Wellington	Lord of the ring, the return of the king	Peter Jackson	Roadshow Entertainment	2004	DVD
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25							