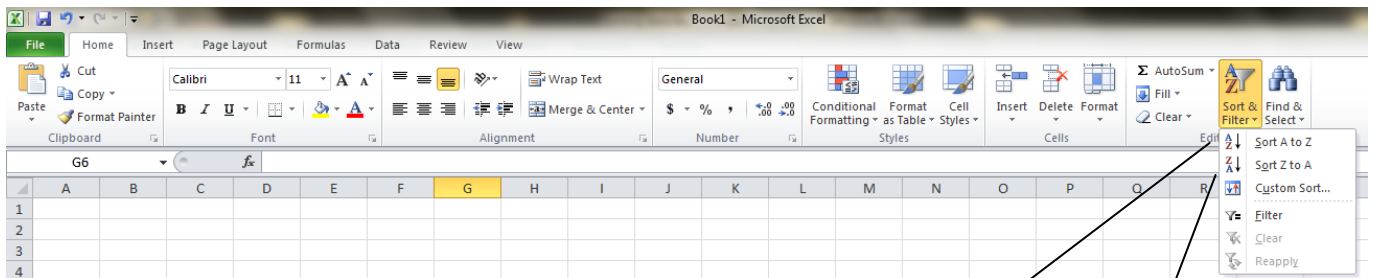


Sorting data

Microsoft Excel



Ascending order
(0-9, A-Z)

Descending order
(9-0, Z-A)

Sort 1 column

1. Click any cell > Click on **Sort & Filter** > **Sort A to Z** or **Sort Z to A** button

	A
1	Elephant
2	Monkey
3	Chicken
4	Horse
5	Bird

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 Fruit

2. Click on **Sort & Filter** > **Sort A to Z** or **Sort Z to A** button.

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

Tip

You don't need to highlight the entire column.

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



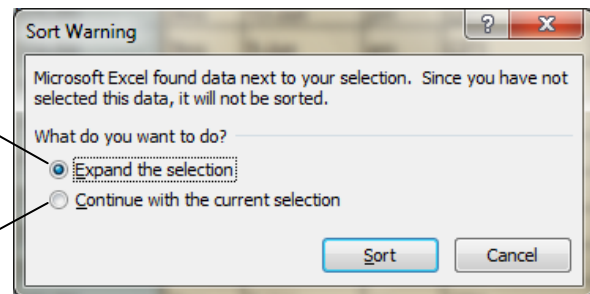
Tip: WARNING!

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 C was highlighted and was sorted ascending order.

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

Before sorting

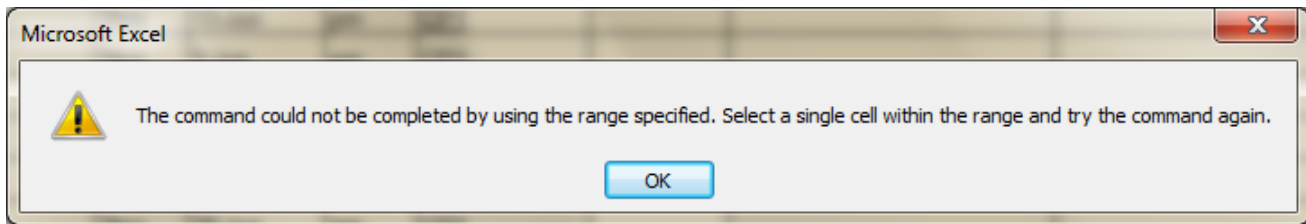
	A	B	C	D
1	CustId	Firstname	Lastname	Address
2	102	Nora	Pulaski	199 Maria Vista
3	103	Alan	Foxx	999 Pierhurst N
4	104	Yvonne	Anders	01 E Orange
5	105	Caitlin	May	9033 W Putnam
6	113	Nora	Albert	193 La Jolla
7	114	Heather	Place	3133 W Farris
8	115	Tom	Snyder	103 N Aloha
9	116	H. R.	Baker	331 Harbor Se
10	121	Brian	Herman	91 Division St. #B
11	122	Lorenzo	Wilson	3 Evergreen Plaza
12	123	Alonzo	Lu	98 Cherry
13	127	Don	Chun	77 Federal Ave S
14	128	George	Wilson	3313 Holden St
15	129	Heidie	Perry	3113 W 3th
16	130	Andrea	Krupke	933-b 331th N #91
17	131	Chris	Butler	87 White Street
18	132	Jean	Neuhoff	5597 Plaines Lane
19	133	George	Lyman	568 East Westbourm
20	134	Fredricka	Cooke	5788 Certified Way
21	135	Alexander	Campbell	5988 Accountant Way
22	136	Ellis	Lock	78 Rye Street
23	137	David	Greystoke	8 East Westbourm
24	138	David	Mitchell	8653 Rita Drive
25	146	Bob	Lock	894 Grig Road
26	147	Arthur	Greystoke	894 Grigsby Road
27	150	Paul	Lakeland	288 Certified Way
28	151	William	Cooke	1232 Bluffside Road
29	152	Wendy	Campbell	12397 Plaines Lane

After sorting

	A	B	C	D
1	CustId	Firstname	Lastname	Address
2	113	Nora	Albert	193 La Jolla
3	104	Yvonne	Anders	01 E Orange
4	116	H. R.	Baker	331 Harbor Se
5	131	Chris	Butler	87 White Street
6	135	Alexander	Campbell	5988 Accountant Way
7	152	Wendy	Campbell	12397 Plaines Lane
8	127	Don	Chun	77 Federal Ave S
9	134	Fredricka	Cooke	5788 Certified Way
10	151	William	Cooke	1232 Bluffside Road
11	103	Alan	Foxx	999 Pierhurst N
12	137	David	Greystoke	8 East Westbourm
13	147	Arthur	Greystoke	894 Grigsby Road
14	121	Brian	Herman	91 Division St. #B
15	130	Andrea	Krupke	933-b 331th N #91
16	150	Paul	Lakeland	288 Certified Way
17	136	Ellis	Lock	78 Rye Street
18	146	Bob	Lock	894 Grig Road
19	123	Alonzo	Lu	98 Cherry
20	133	George	Lyman	568 East Westbourm
21	105	Caitlin	May	9033 W Putnam
22	138	David	Mitchell	8653 Rita Drive
23	132	Jean	Neuhoff	5597 Plaines Lane
24	129	Heidie	Perry	3113 W 3th
25	114	Heather	Place	3133 W Farris
26	102	Nora	Pulaski	199 Maria Vista
27	115	Tom	Snyder	103 N Aloha
28	122	Lorenzo	Wilson	3 Evergreen Plaza
29	128	George	Wilson	3313 Holden St

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.



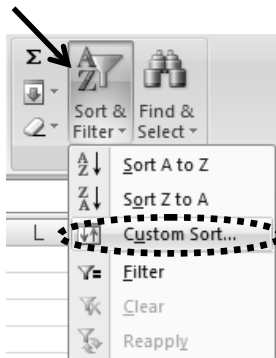
Sort by 2 or more columns

You can specify as many columns as required

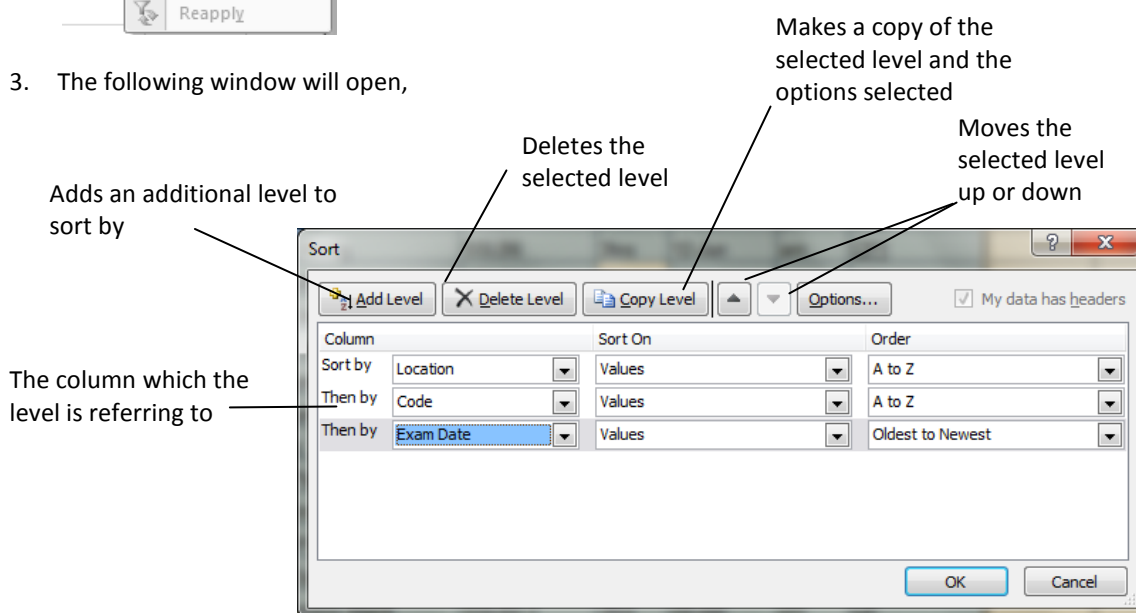
1. Click any data that you wish to sort by a few columns

	A	B	C	D
1	CustId	Firstname	Lastname	Address
2	113	Nora	Albert	193 La Jolla
3	104	Yvonne	Anders	01 E Orange
4	116	H. P.	Baker	331 Harbor Se
5	131	Chris	Butler	87 White Street
6	135	Alexander	Campbell	5988 Accountant Way
7	152	Wendy	Campbell	12397 Plains Lane

2. **Sort & Filter > Custom Sort...**



3. The following window will open,



Adds an additional level to sort by
 Deletes the selected level
 Makes a copy of the selected level and the options selected
 Moves the selected level up or down

Column	Sort On	Order
Sort by: Location	Values	A to Z
Then by: Code	Values	A to Z
Then by: Exam Date	Values	Oldest to Newest

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