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Try-it!   **Transcript**

Sort data in Excel quickly, in just a few clicks. To change the order of your data, sort it. To focus on a specific set of data, filter a range of cells or a table.

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 (headers) that you create to identify columns or rows.

Sort quickly

1. Select a single cell in the column you want to sort.

2. Click **Sort A to Z** to perform an ascending sort (A to Z or smallest number to largest).

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

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Sort data using a custom list

Filter data in a range or table

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