

# Sort Data in Excel

You can sort your Excel data by one column or multiple columns. You can sort in ascending or descending order.

## ♦ Sort by One Column

To sort by one column in Excel, execute the following steps.

1. Click any cell in the column you want to sort.

	A	B	C	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8	Johnson	\$9,339.00	UK	Qtr 2	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
11	Jones	\$7,433.00	UK	Qtr 1	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
14	Williams	\$19,302.00	UK	Qtr 4	
15	Smith	\$9,698.00	USA	Qtr 1	
16					

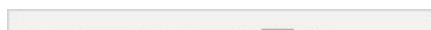
**Start building  
for free**

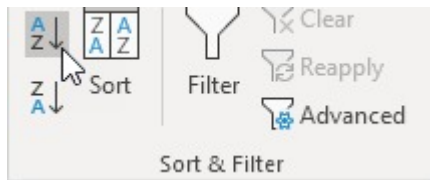
Run anywhere, scale confidently,  
and reduce complexity.



MongoDB Atlas

2. To sort in ascending order, on the Data tab, in the Sort & Filter group, click AZ.





Result:

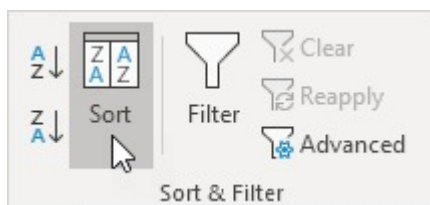
	A	B	C	D	E
1	<b>Last Name</b>	<b>Sales</b>	<b>Country</b>	<b>Quarter</b>	
2	Brown	\$4,865.00	USA	Qtr 4	
3	Brown	\$3,255.00	USA	Qtr 2	
4	Johnson	\$14,808.00	USA	Qtr 4	
5	Johnson	\$9,339.00	UK	Qtr 2	
6	Jones	\$1,390.00	USA	Qtr 3	
7	Jones	\$9,213.00	USA	Qtr 4	
8	Jones	\$7,433.00	UK	Qtr 1	
9	Smith	\$16,753.00	UK	Qtr 3	
10	Smith	\$18,919.00	USA	Qtr 3	
11	Smith	\$9,698.00	USA	Qtr 1	
12	Williams	\$10,644.00	UK	Qtr 2	
13	Williams	\$12,438.00	UK	Qtr 1	
14	Williams	\$14,867.00	USA	Qtr 3	
15	Williams	\$19,302.00	UK	Qtr 4	
16					

Note: to sort in descending order, click ZA.

## ◆ Sort by Multiple Columns

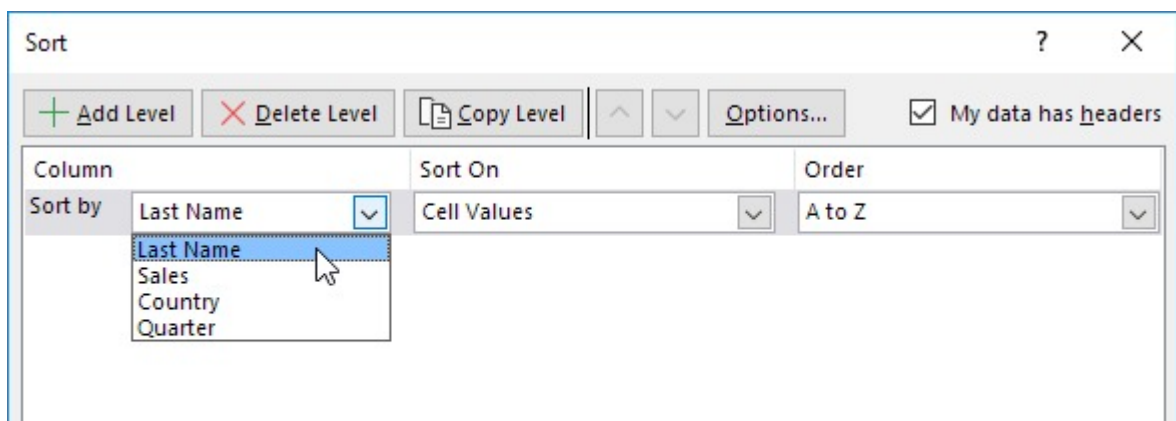
To sort by multiple columns in Excel, execute the following steps.

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



The Sort dialog box appears.

2. Select Last Name from the 'Sort by' drop-down list.



OK

Cancel

- Click on Add Level.
- Select Sales from the 'Then by' drop-down list.

Sort

?

×

+

 Add Level
 

×

 Delete Level
 

Copy Level

^

v

Options...

☒ My data has headers

Column

Sort by

Last Name

Sort On

Cell Values

Order

A to Z

Then by

Cell Values

A to Z

Last Name

Sales

Country

Quarter

OK

Cancel

- Click OK.
- Result: records are sorted by Last Name first and Sales second.

	A	B	C	D	E
1	Last Name	Sales	Country	Quarter	
2	Brown	\$3,255.00	USA	Qtr 2	
3	Brown	\$4,865.00	USA	Qtr 4	
4	Johnson	\$9,339.00	UK	Qtr 2	
5	Johnson	\$14,808.00	USA	Qtr 4	
6	Jones	\$1,390.00	USA	Qtr 3	
7	Jones	\$7,433.00	UK	Qtr 1	
8	Jones	\$9,213.00	USA	Qtr 4	
9	Smith	\$9,698.00	USA	Qtr 1	
10	Smith	\$16,753.00	UK	Qtr 3	
11	Smith	\$18,919.00	USA	Qtr 3	
12	Williams	\$10,644.00	UK	Qtr 2	
13	Williams	\$12,438.00	UK	Qtr 1	
14	Williams	\$14,867.00	USA	Qtr 3	
15	Williams	\$19,302.00	UK	Qtr 4	
16					

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