Reverse List Order in Excel

This article teaches you how to reverse the order of a list in Excel. For example, we want to reverse the list in column A below.
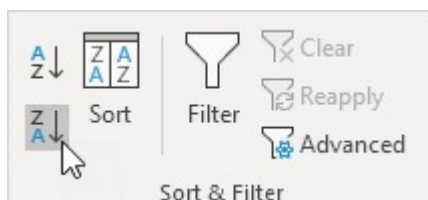
1. Enter the value 1 into cell B1 and the value 2 into cell B2.

2. Select the range B1:B2, click the lower right corner of this range, and drag it down to cell B8.

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3. Click any number in the list in column B.

4. To sort in descending order, on the Data tab, in the Sort & Filter group, click ZA.

Result: not only the list in column B, but also the list in column A has been reversed.

	A	B	C	D	E	F	G	H	I
1	Lync	8							
2	Publisher	7							
3	OneNote	6							
4	PowerPoint	5							
5	Outlook	4							
6	Access	3							
7	Word	2							
8	Excel	1							
9									

If you have Excel 365 or Excel 2021, use SEQUENCE, SORTBY and ROWS to sort a list in reverse order. The following formula is pretty awesome.

5. First, use the SEQUENCE function to generate a list of numbers. The SEQUENCE function below has 4 arguments. Rows = 8, Columns = 1, Start = 1, Step = 1.

B1		⋮	✕	✓	*fx*	=SEQUENCE(8,1,1,1)			

	A	B	C	D	E	F	G	H	I
1	Excel	1							
2	Word	2							
3	Access	3							
4	Outlook	4							
5	PowerPoint	5							
6	OneNote	6							
7	Publisher	7							
8	Lync	8							
9									

Note: the SEQUENCE function, entered into cell B1, fills multiple cells. Wow! This behavior in Excel 365/2021 is called spilling.

6. The SORTBY function sorts a range based on the values in a corresponding range. Use -1 (third argument) to sort in descending order.

D1		⋮	✕	✓	*fx*	=SORTBY(A1:A8,B1:B8,-1)			

	A	B	C	D	E	F	G	H	I
1	Excel	1		Lync					
2	Word	2		Publisher					
3	Access	3		OneNote					
4	Outlook	4		PowerPoint					
5	PowerPoint	5		Outlook					
6	OneNote	6		Access					
7	Publisher	7		Word					
8	Lync	8		Excel					
9									

7. Nest the SEQUENCE function inside the SORTBY function.

	A	B	C	D	E	F	G	H	I
				=SORTBY(A1:A8,SEQUENCE(8,1,1,1),-1)					
1	Excel			Lync					
2	Word			Publisher					
3	Access			OneNote					
4	Outlook			PowerPoint					
5	PowerPoint			Outlook					
6	OneNote			Access					
7	Publisher			Word					
8	Lync			Excel					
9									

8. If you have a longer list of say 20 names, change the value 8 to 20 in the formula shown above, or even better, use the ROWS function.

	A	B	C	D	E	F	G	H	I
				=SORTBY(A1:A8,SEQUENCE(ROWS(A1:A8),1,1,1),-1)					
1	Excel			Lync					
2	Word			Publisher					
3	Access			OneNote					
4	Outlook			PowerPoint					
5	PowerPoint			Outlook					
6	OneNote			Access					
7	Publisher			Word					
8	Lync			Excel					
9									

Note: the ROWS function simply counts the number of rows in a range.

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