

Custom Sort Order in Excel

You can use Excel to sort data in a custom order. In the example below, we would like to sort by Priority (High, Normal, Low).

1. Click any cell inside the data set.

	A	B	C	D	E	F
1	Last Name	Sales	Country	Quarter	Priority	
2	Smith	\$16,753.00	UK	Qtr 3	Low	
3	Johnson	\$14,808.00	USA	Qtr 4	High	
4	Williams	\$10,644.00	UK	Qtr 2	Low	
5	Jones	\$1,390.00	USA	Qtr 3	Normal	
6	Brown	\$4,865.00	USA	Qtr 4	High	
7	Williams	\$12,438.00	UK	Qtr 1	Normal	
8	Johnson	\$9,339.00	UK	Qtr 2	High	
9	Smith	\$18,919.00	USA	Qtr 3	High	
10	Jones	\$9,213.00	USA	Qtr 4	Low	
11	Jones	\$7,433.00	UK	Qtr 1	Normal	
12	Brown	\$3,255.00	USA	Qtr 2	Normal	
13	Williams	\$14,867.00	USA	Qtr 3	Low	
14	Williams	\$19,302.00	UK	Qtr 4	High	
15	Smith	\$9,698.00	USA	Qtr 1	Normal	
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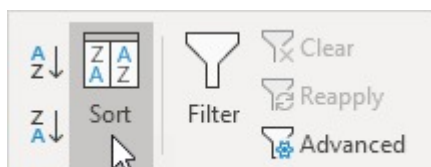
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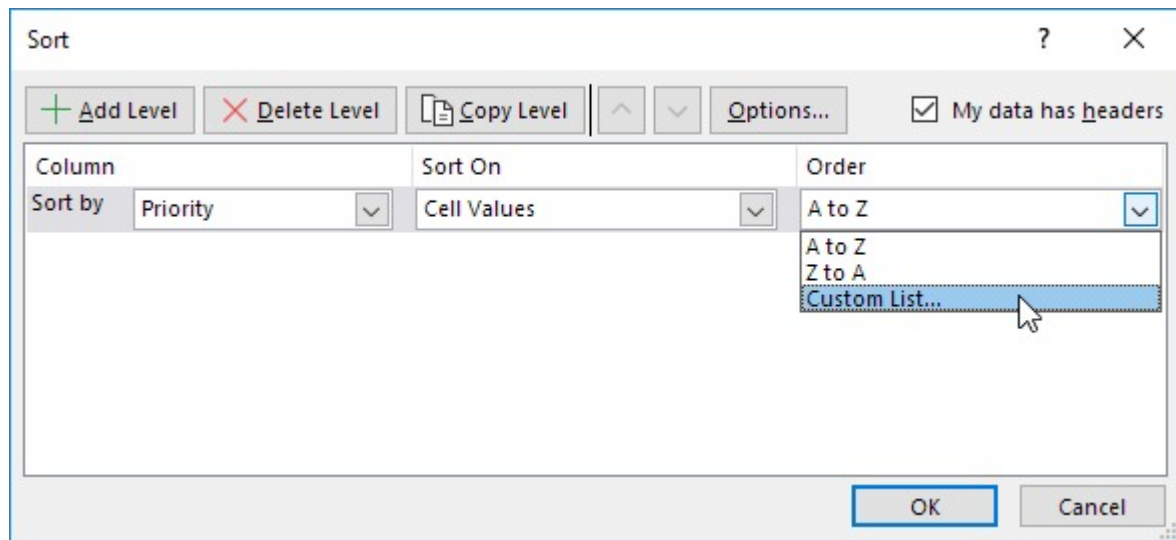
2. On the Data tab, in the Sort & Filter group, click Sort.



The Sort dialog box appears.

3. Select Priority from the 'Sort by' drop-down list.

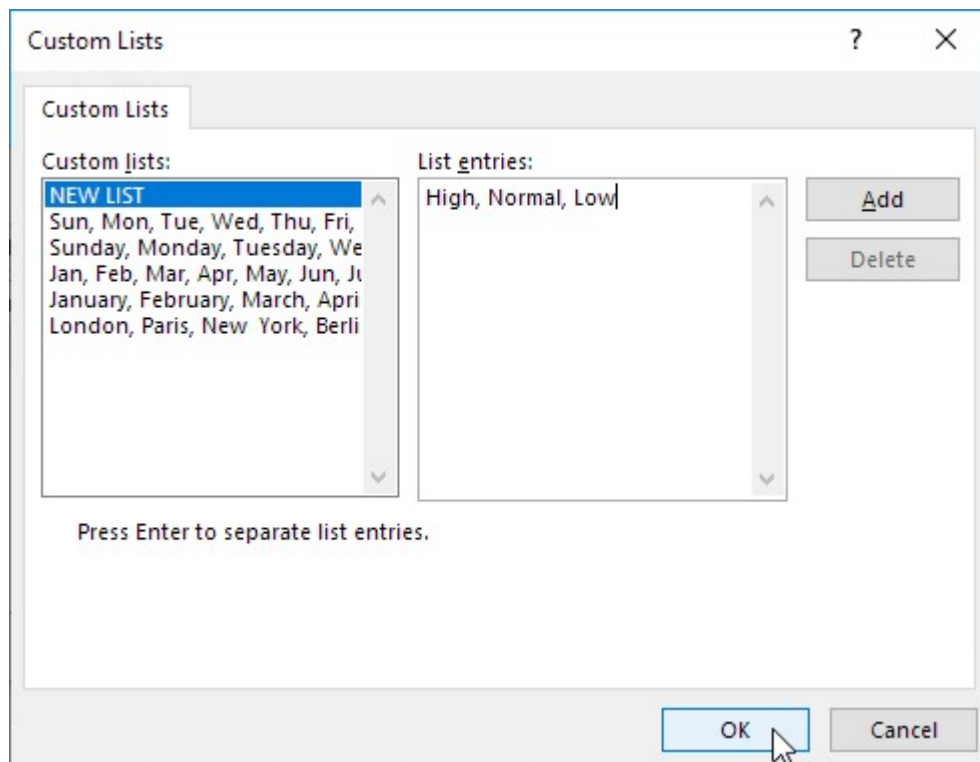
4. Select Custom List from the 'Order' drop-down list.



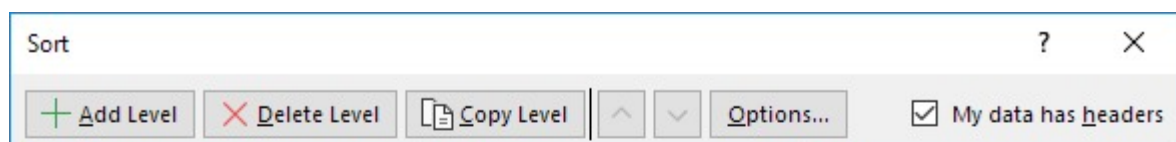
The Custom Lists dialog box appears.

5. Type the list entries.

6. Click OK.



7. Click OK again.



Column	Sort On	Order
Sort by: Priority	Cell Values	High, Normal, Low

Result: records are sorted by Priority (High, Normal, Low).

	A	B	C	D	E	F
1	Last Name	Sales	Country	Quarter	Priority	
2	Johnson	\$14,808.00	USA	Qtr 4	High	
3	Brown	\$4,865.00	USA	Qtr 4	High	
4	Johnson	\$9,339.00	UK	Qtr 2	High	
5	Smith	\$18,919.00	USA	Qtr 3	High	
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