

# 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   |   |
| 16 |           |             |         |         |          |   |

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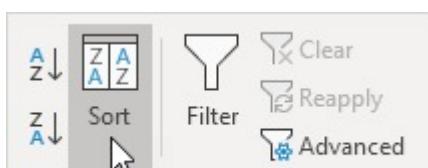
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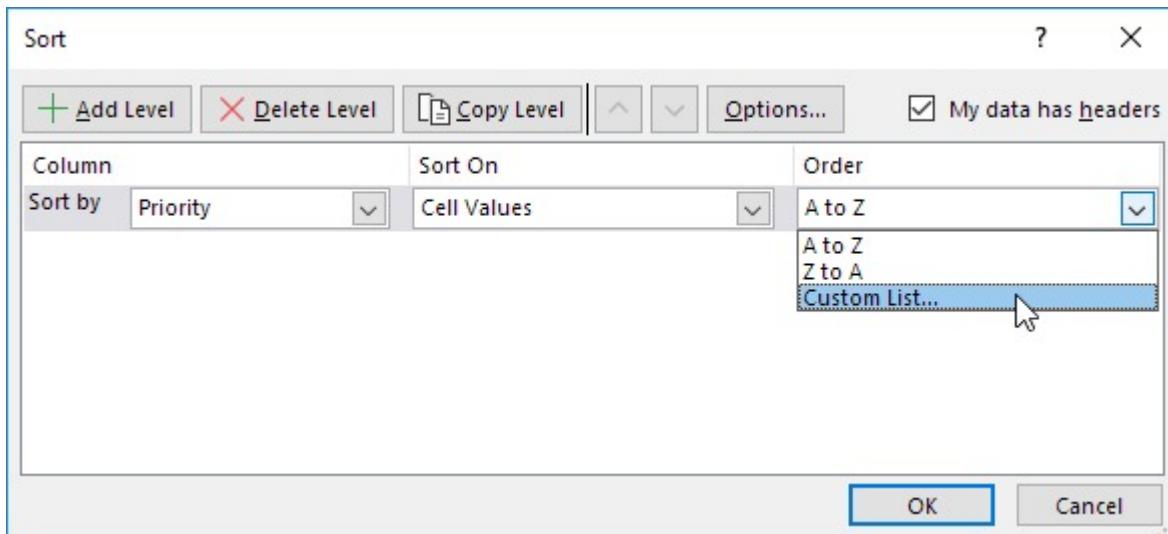
2. On the Data tab, in the Sort & Filter group, click Sort.



Sort & Filter

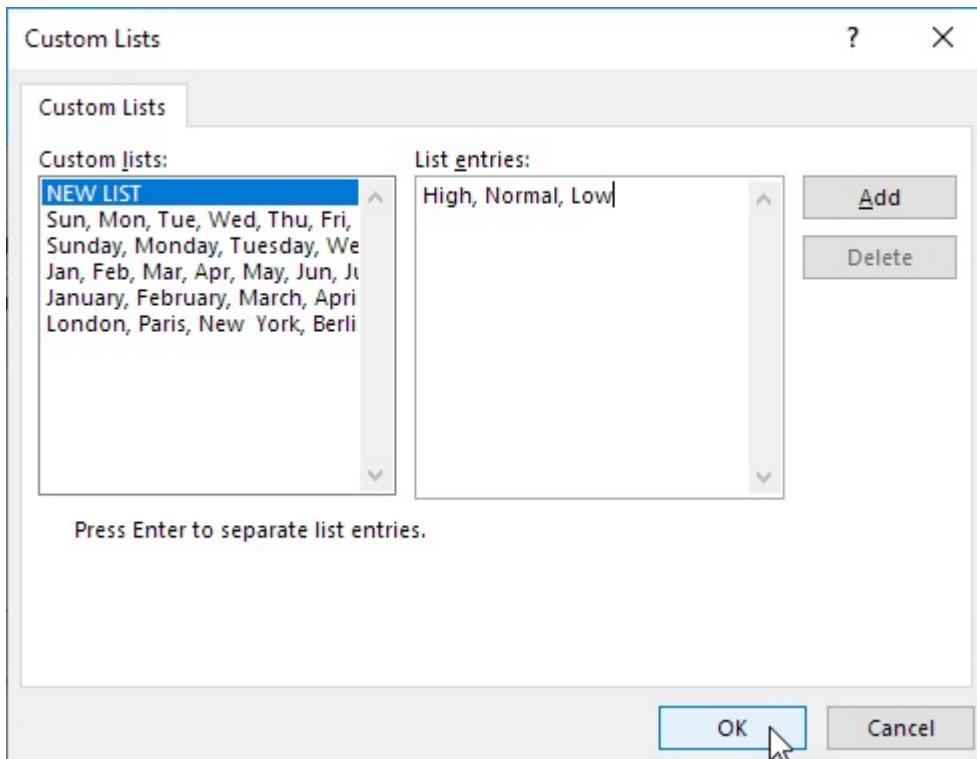
The Sort dialog box appears.

3. Select Priority from the 'Sort by' drop-down list.
4. Select Custom List from the 'Order' drop-down list.

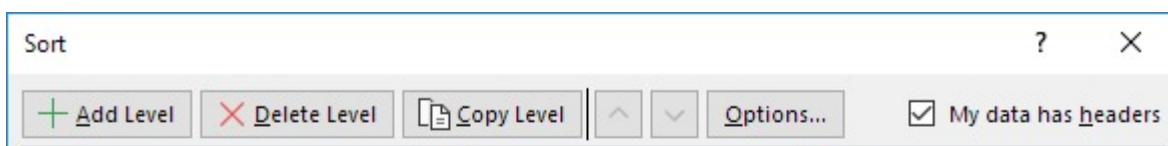


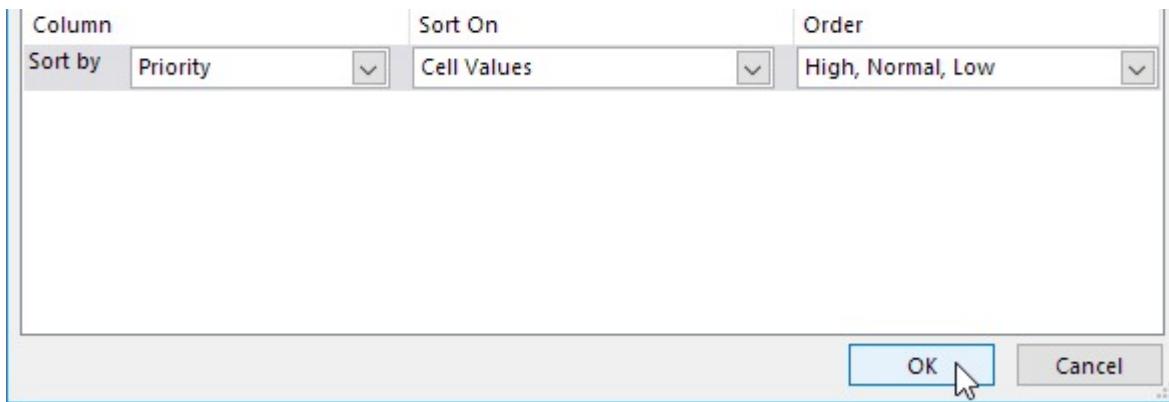
The Custom Lists dialog box appears.

5. Type the list entries.
6. Click OK.



7. Click OK again.





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

|    | A         | B           | C       | D       | E        | F |
|----|-----------|-------------|---------|---------|----------|---|
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