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					

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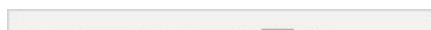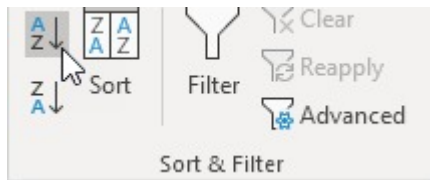
Result:

	A	B	C	D	E
1	**Last Name**	**Sales**	**Country**	**Quarter**	
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.

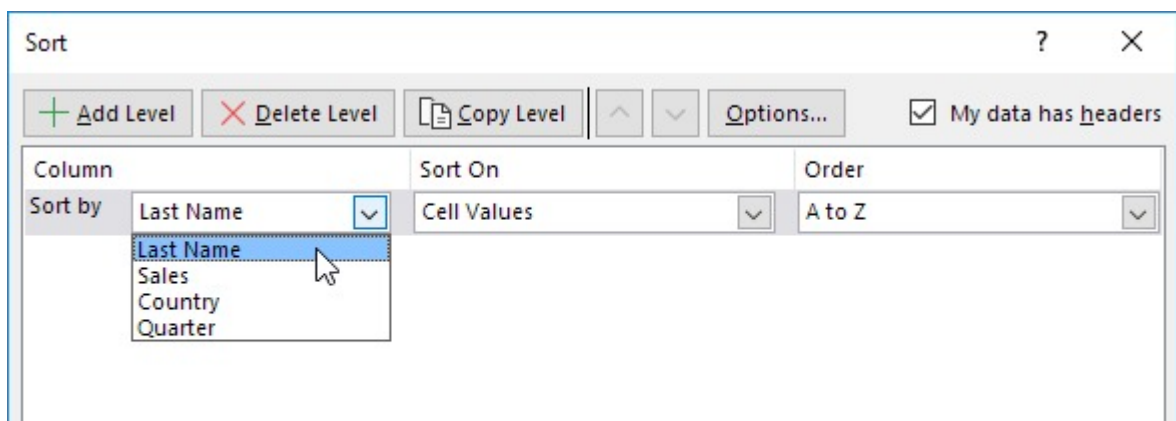## ✦ Sort by Multiple Columns

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

1. On the Data tab, in the Sort & Filter group, click Sort.
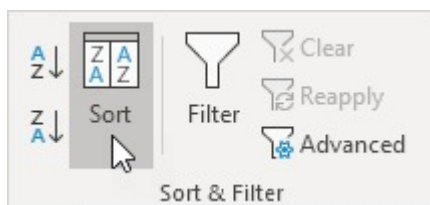
The Sort dialog box appears.

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

3. Click on Add Level.

4. Select Sales from the 'Then by' drop-down list.

5. 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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