You can sort and filter data in [Google Sheets](#) to organize and analyze it

Note: [Filter views](#) are only available on a computer. See the [FILTER](#) article for info about the function.

Sort a range of data

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. Highlight the group of cells you'd like to sort.
3. Click Data Sort range.
4. If your columns have titles, click Data has header row.
5. Select the column you'd like to be sorted first and whether you would like that column sorted in ascending or descending order. This also sorts numbers.
6. Click Sort. Your range will be sorted.

Sort an entire sheet

Tip: If your sheet includes a header row, [freeze the first row](#).

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. At the top, click the letter of the column you want to sort by.
3. Right-click the column.
4. Click Sort sheet by A to Z or Sort sheet Z to A.

Filter your data

To see and analyze data in a spreadsheet, use filters. Filters let you hide data that you don't want to see. You'll still be able to see all your data when you turn the filter off.

Filters vs. filter views

Both filters and filter views help you analyze a set of data in a spreadsheet.

Filters can be useful if:

- You want everyone viewing your spreadsheet to see a specific filter when they open it.
- You want your data to stay sorted after using the filter.

Filter views can be useful if:

- You want to save multiple views.

- You want to name your view.
- You want others to be able to view the data differently. Since filter views need to be turned on by each person viewing a spreadsheet, each person can view a different filter view at the same time.
- You want to share different filters with people. You can send different filter view links to different people so everyone will see the most relevant information for them.
- You want to make a copy or create another view with similar rules.
- You don't have edit access to a spreadsheet and still want to filter or sort. In this case, a temporary filter view will be created.

Note: You can import and export filters, but not filter views.

Use filters in a spreadsheet

To temporarily hide data in a spreadsheet, add a filter.

Note: When you add a filter, anyone with access to your spreadsheet will see the filter too. Anyone with permission to edit your spreadsheet will be able to change the filter.

Filter your data:

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. Select a range of cells.
3. Click **Data Create a filter**.
4. To see filter options, go to the top of the range and click Filter .
5. To turn the filter off, click **Data Turn off filter**.

Sort your data while it's filtered:

- You can sort data with a filter turned on.
- When you sort your data, only the data in the filtered range will be sorted.
- You'll see a green border around the cells in the filtered range.

Create, name, and save a filter view

Use a filter view when:

- You want to save your filter and use it later.
- You don't want to disrupt others' view of the data.
- You want to share a link to a specific filter with others.
- You can't edit a spreadsheet, but you want to filter or sort data.

For more information on how to [sort & filter your data](#).