

Exemplar: Sorting data

Overview

In the exercise *Sorting Data* you had to use the Sort feature to reorganize the data so that you could become more familiar with it.

More specifically, you were instructed to complete the following tasks in the worksheet:

- Sort text and numeric data.
- Perform a multi-level **Sort**.

This reading provides you with a step-by-step guide for this process and includes screenshots that you can compare against your own copy. You can also review sorting techniques in the video *Sorting and filtering data in Excel*.

Step 1: Getting Started

1. Download the *Adventure Works Inventory.xlsx* file and open it in Microsoft Excel. The workbook contains only one worksheet called **Products**.
2. Highlight the cells **A32 to I32** and apply a yellow background. From the **Home** tab, select the **Font** group then select the **background color**. This provides a reference point for when the data is being sorted.

	A	B	C	D	E	F	G	H	I	J	K
1	Category	Date Entered	Product Name	Supplier	Unit Price	Units In Stock	Units On Order	Reorder Level	Discontinued		
17	Frames	01/01/22	14City	Imortadores Neptuno	22	530	0	0	No		
18	Tyres	12/27/21	Tubular	Tyresaz	23.25	350	0	0	No		
19	Tyres	12/27/21	Clincher	Tyresaz	23.25	350	0	0	No		
20	Tyres	02/01/22	Clincher	Tyresaz	31	310	0	0	No		
21	Tyres	02/01/22	Tubeless	Tyresaz	31	310	0	0	No		
22	Frames	12/15/21	A2Mountain	Imortadores Neptuno	31.23	150	0	0	No		
23	Frames	12/15/21	A2Mountain	Imortadores Neptuno	31.23	150	0	0	No		
24	Saddles	08/06/23	Narrow	Sadleab	32.8	0	0	0	Yes		
25	Saddles	08/06/23	Narrow	Sadleab	32.8	0	0	0	Yes		
26	Gear Components	10/18/21	Chain	Z123	34	190	0	0	No		
27	Gear Components	10/18/21	shifter	Z123	34	190	0	0	No		
28	Gear Components	05/13/23	shifter	Z123	34.8	140	0	0	No		
29	Gear Components	05/13/23	shifter	Z123	34.8	140	0	0	No		
30	Gear Components	07/22/21	derailleurs	Z123	38	860	0	0	No		
31	Gear Components	07/22/21	derailleurs	Z123	38	860	0	0	No		
32	Saddles	01/12/22	All weather	Sadleab	39	0	0	0	Yes		
33	Saddles	01/12/22	Comfort	Sadleab	39	0	0	0	Yes		
34	Frames	12/05/21	Zelectric	Imortadores Neptuno	40	60	0	0	No		
35	Frames	12/05/21	Zelectric	Imortadores Neptuno	40	60	0	0	No		
36	Tyres	01/18/22	Tubeless	Tyresaz	45.6	260	0	0	Yes		
37	Tyres	01/18/22	Tubular	Tyresaz	45.6	260	0	0	Yes		
38	Frames	09/08/21	Rac325	Imortadores Neptuno	49.3	170	0	0	No		

Step 2: Sorting the Data

1. You want to view the data organized by **Product Name**. Position the cursor in column C. On the **Data** ribbon select **Sort A to Z**.

	A	B	C	D	E	F	G	H	I	J	K
	Category	Date Entered	Product Name	Supplier	Unit Price	Units In Stock	Units On Order	Reorder Level	Discontinued		
1											
2	Frames	01/23/22	14City	Imortadores Neptuno	4.5	200	0	0	Yes		
3	Frames	01/23/22	Rac564	Imortadores Neptuno	4.5	200	0	0	Yes		
4	Frames	07/14/23	Rac325	Imortadores Neptuno	9.5	360	0	0	No		
5	Frames	07/14/23	A2Mountain	Imortadores Neptuno	9.5	360	0	0	No		
6	Tyres	06/29/23	Clincher	Tyresaz	12	950	0	0	No		
7	Tyres	06/29/23	Tubular	Tyresaz	12	950	0	0	No		
8	Brake System	12/19/21	Levers	Cyclesaz	14	260	0	0	Yes		
9	Brake System	12/19/21	Pads	Cyclesaz	14	260	0	0	Yes		
10	Frames	06/19/23	14City	Imortadores Neptuno	21.05	760	0	0	No		
11	Frames	06/19/23	Rac564	Imortadores Neptuno	21.05	760	0	0	No		
12	Frames	01/02/22	Rac325	Imortadores Neptuno	21.35	0	0	0	Yes		
13	Frames	01/02/22	A1Mountain	Imortadores Neptuno	21.35	0	0	0	Yes		
14	Gear Components	06/24/23	derailleurs	Z123	21.5	260	0	0	No		
15	Gear Components	06/24/23	belt drives	Z123	21.5	260	0	0	No		
16	Frames	01/01/22	Rac564	Imortadores Neptuno	22	530	0	0	No		
17	Frames	01/01/22	14City	Imortadores Neptuno	22	530	0	0	No		
18	Tyres	12/27/21	Tubular	Tyresaz	23.25	350	0	0	No		
19	Tyres	12/27/21	Clincher	Tyresaz	23.25	350	0	0	No		
20	Tyres	02/01/22	Clincher	Tyresaz	31	310	0	0	No		
21	Tyres	02/01/22	Tubeless	Tyresaz	31	310	0	0	No		
22	Frames	12/15/21	A2Mountain	Imortadores Neptuno	31.23	150	0	0	No		
23	Frames	12/15/21	A2Mountain	Imortadores Neptuno	31.23	150	0	0	No		

Excel performs an alpha-numeric sort on the data. The text entries appear alphabetically. Any entries starting with a number are positioned at the top of the column.

	A	B	C	D	E	F	G	H	I	J	K
	Category	Date Entered	Product Name	Supplier	Unit Price	Units In Stock	Units On Order	Reorder Level	Discontinued		
29	Frames	07/29/23	A2Mountain	Imortadores Neptuno	12.75	150	70	25	No		
30	Frames	08/15/21	A2Mountain	Imortadores Neptuno	19	170	40	25	No		
31	Frames	08/15/21	A2Mountain	Imortadores Neptuno	19	170	40	25	No		
32	Frames	11/19/21	A2Mountain	Imortadores Neptuno	25	120	0	25	No		
33	Frames	08/31/21	A2Mountain	Imortadores Neptuno	28.5	1130	0	25	No		
34	Saddles	01/12/22	All weather	Sadleab	39	0	0	0	Yes		
35	Saddles	01/31/22	All weather	Sadleab	97	290	0	0	Yes		
36	Saddles	01/31/22	All weather	Sadleab	97	290	0	0	Yes		
37	Saddles	01/19/22	All weather	Sadleab	123.79	0	0	0	Yes		
38	Saddles	07/02/23	All weather	Sadleab	24	1150	0	20	No		
39	Gear Components	06/24/23	belt drives	Z123	21.5	260	0	0	No		
40	Gear Components	10/10/21	belt drives	Z123	55	790	0	0	No		
41	Gear Components	01/06/22	belt drives	Z123	2.5	1120	0	20	No		
42	Gear Components	09/16/21	belt drives	Z123	12.5	0	70	20	No		
43	Gear Components	09/16/21	belt drives	Z123	12.5	0	70	20	No		
44	Brake System	08/05/23	Cables	Cyclesaz	7	380	0	25	No		
45	Brake System	01/09/22	Cables	Cyclesaz	38	210	10	30	No		
46	Gear Components	10/18/21	Chain	Z123	34	190	0	0	No		
47	Gear Components	10/10/21	Chain	Z123	55	790	0	0	No		
48	Gear Components	07/14/21	Chain	Z123	21	220	30	30	No		
49	Gear Components	07/14/21	Chain	Z123	21	220	30	30	No		
50	Tyres	06/29/23	Clincher	Tyresaz	12	950	0	0	No		

The row that you have shaded yellow has moved to a new location. It is now row **34**.

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	A	B	C	D	E	F	G	H	I	J	K
	Category	Date Entered	Product Name	Supplier	Unit Price	Units In Stock	Units On Order	Reorder Level	Discontinued		
29	Frames	07/29/23	A2Mountain	Imortadores Neptuno	12.75	150	70	25	No		
30	Frames	08/15/21	A2Mountain	Imortadores Neptuno	19	170	40	25	No		
31	Frames	08/15/21	A2Mountain	Imortadores Neptuno	19	170	40	25	No		
32	Frames	11/19/21	A2Mountain	Imortadores Neptuno	25	120	0	25	No		
33	Frames	08/31/21	A2Mountain	Imortadores Neptuno	28.5	1130	0	25	No		
34	Saddles	01/12/22	All weather	Sadleab	39	0	0	0	Yes		
35	Saddles	01/31/22	All weather	Sadleab	97	290	0	0	Yes		
36	Saddles	01/31/22	All weather	Sadleab	97	290	0	0	Yes		
37	Saddles	01/19/22	All weather	Sadleab	123.79	0	0	0	Yes		
38	Saddles	07/02/23	All weather	Sadleab	24	1150	0	20	No		
39	Gear Components	06/24/23	belt drives	Z123	21.5	260	0	0	No		
40	Gear Components	10/10/21	belt drives	Z123	55	790	0	0	No		
41	Gear Components	01/06/22	belt drives	Z123	2.5	1120	0	20	No		
42	Gear Components	09/16/21	belt drives	Z123	12.5	0	70	20	No		
43	Gear Components	09/16/21	belt drives	Z123	12.5	0	70	20	No		
44	Brake System	08/05/23	Cables	Cyclesaz	7	380	0	25	No		
45	Brake System	01/09/22	Cables	Cyclesaz	38	210	10	30	No		
46	Gear Components	10/18/21	Chain	Z123	34	190	0	0	No		
47	Gear Components	10/10/21	Chain	Z123	55	790	0	0	No		
48	Gear Components	07/14/21	Chain	Z123	21	220	30	30	No		
49	Gear Components	07/14/21	Chain	Z123	21	220	30	30	No		
50	Tires	06/29/23	Clincher	Turecaz	12	950	0	0	No		

Products

- You need to view data organized by **Product Name** in descending order. Position the cursor in the **Product Name** column. On the **Data** ribbon choose **Sort Z to A**. The data block is now resorted. The sort key is still the **Product Name** entries but they appear in reverse order. The row shaded yellow has now moved to row 115.

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C33

	A	B	C	D	E	F	G	H	I	J	K
	Category	Date Entered	Product Name	Supplier	Unit Price	Units In Stock	Units On Order	Reorder Level	Discontinued		
110	Gear Components	06/24/23	belt drives	Z123	21.5	260	0	0	No		
111	Gear Components	10/10/21	belt drives	Z123	55	790	0	0	No		
112	Gear Components	01/06/22	belt drives	Z123	2.5	1120	0	20	No		
113	Gear Components	09/16/21	belt drives	Z123	12.5	0	70	20	No		
114	Gear Components	09/16/21	belt drives	Z123	12.5	0	70	20	No		
115	Saddles	01/12/22	All weather	Sadleab	39	0	0	0	Yes		
116	Saddles	01/31/22	All weather	Sadleab	97	290	0	0	Yes		
117	Saddles	01/31/22	All weather	Sadleab	97	290	0	0	Yes		
118	Saddles	01/19/22	All weather	Sadleab	123.79	0	0	0	Yes		
119	Saddles	07/02/23	All weather	Sadleab	24	1150	0	20	No		
120	Frames	07/14/23	A2Mountain	Imortadores Neptuno	9.5	360	0	0	No		
121	Frames	12/15/21	A2Mountain	Imortadores Neptuno	31.23	150	0	0	No		
122	Frames	12/15/21	A2Mountain	Imortadores Neptuno	31.23	150	0	0	No		
123	Frames	09/08/21	A2Mountain	Imortadores Neptuno	49.3	170	0	0	No		
124	Frames	01/26/22	A2Mountain	Imortadores Neptuno	81	400	0	0	No		
125	Frames	05/26/23	A2Mountain	Imortadores Neptuno	14	520	0	10	No		
126	Frames	05/11/21	A2Mountain	Imortadores Neptuno	263.5	170	0	15	No		
127	Frames	05/11/21	A2Mountain	Imortadores Neptuno	263.5	170	0	15	No		
128	Frames	06/19/23	A2Mountain	Imortadores Neptuno	17	40	100	20	No		
129	Frames	07/29/23	A2Mountain	Imortadores Neptuno	12.75	150	70	25	No		
130	Frames	08/15/21	A2Mountain	Imortadores Neptuno	19	170	40	25	No		
131	Frames	08/15/21	A2Mountain	Imortadores Neptuno	19	170	40	25	No		

Products

There are still blocks of rows containing the same **Category** entries grouped together because of the way that the information is structured. It would be easy to misinterpret the display of information and believe that row 13 was the last entry for frames, which is not the case.

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Get & Transform Data Queries & Connections Data Types Sort & Filter Data Tools Forecast

C33 Tubeless

	A	B	C	D	E	F	G	H	I	J	K
	Category	Date Entered	Product Name	Supplier	Unit Price	Units In Stock	Units On Order	Reorder Level	Discontinued		
2	Frames	12/05/21	Zelectric	Imortadores Neptuno	40	60	0	0	No		
3	Frames	12/05/21	Zelectric	Imortadores Neptuno	40	60	0	0	No		
4	Frames	01/26/22	Zelectric	Imortadores Neptuno	81	400	0	0	No		
5	Frames	01/24/22	Zelectric	Imortadores Neptuno	10	30	40	5	No		
6	Frames	12/28/21	Zelectric	Imortadores Neptuno	15.5	390	0	5	No		
7	Frames	06/12/21	Zelectric	Imortadores Neptuno	18	690	0	5	No		
8	Frames	01/14/22	Zelectric	Imortadores Neptuno	43.9	240	0	5	No		
9	Frames	06/29/23	Zelectric	Imortadores Neptuno	20	100	60	15	No		
10	Frames	05/24/23	Zelectric	Imortadores Neptuno	18	570	0	20	No		
11	Frames	06/26/23	Zelectric	Imortadores Neptuno	7.75	1250	0	25	No		
12	Frames	08/23/21	Zelectric	Imortadores Neptuno	10	130	70	25	No		
13	Frames	12/13/21	Zelectric	Imortadores Neptuno	43.9	490	0	30	No		
14	Tyres	06/29/23	Tubular	Tyresaz	12	950	0	0	No		
15	Tyres	12/27/21	Tubular	Tyresaz	23.25	350	0	0	No		
16	Tyres	01/18/22	Tubular	Tyresaz	45.6	260	0	0	Yes		
17	Tyres	01/13/22	Tubular	Tyresaz	62.5	420	0	0	No		
18	Tyres	12/31/21	Tubular	Tyresaz	9.65	850	0	10	No		
19	Tyres	11/27/21	Tubular	Tyresaz	30	150	0	10	No		
20	Tyres	06/28/23	Tubular	Tyresaz	9.5	50	70	15	No		
21	Tyres	01/05/22	Tubular	Tyresaz	25.89	100	0	15	No		
22	Tyres	12/30/21	Tubular	Tyresaz	18.4	1230	0	30	No		
23	Tyres	02/01/22	Tubular	Tyresaz	31	310	0	0	No		

Products

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There are additional entries for frames beginning on row 41.

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Get & Transform Data Queries & Connections Data Types Sort & Filter Data Tools Forecast

C33 Tubeless

	A	B	C	D	E	F	G	H	I	J	K
	Category	Date Entered	Product Name	Supplier	Unit Price	Units In Stock	Units On Order	Reorder Level	Discontinued		
32	Tyres	01/29/22	Tubeless	Tyresaz	26	110	50	25	No		
33	Tyres	01/29/22	Tubeless	Tyresaz	26	110	50	25	No		
34	Tyres	12/30/21	Tubeless	Tyresaz	18.4	1230	0	30	No		
35	Gear Components	10/18/21	shifter	Z123	34	190	0	0	No		
36	Gear Components	05/13/23	shifter	Z123	34.8	140	0	0	No		
37	Gear Components	05/13/23	shifter	Z123	34.8	140	0	0	No		
38	Gear Components	09/24/21	shifter	Z123	32	90	40	25	No		
39	Gear Components	09/24/21	shifter	Z123	32	90	40	25	No		
40	Saddles	07/11/23	Racing	Sadleab	7.45	210	0	10	No		
41	Frames	01/23/22	Rac564	Imortadores Neptuno	4.5	200	0	0	Yes		
42	Frames	06/19/23	Rac564	Imortadores Neptuno	21.05	760	0	0	No		
43	Frames	01/01/22	Rac564	Imortadores Neptuno	22	530	0	0	No		
44	Frames	12/28/21	Rac564	Imortadores Neptuno	15.5	390	0	5	No		
45	Frames	01/14/22	Rac564	Imortadores Neptuno	43.9	240	0	5	No		
46	Frames	01/11/22	Rac564	Imortadores Neptuno	17.45	290	0	10	No		
47	Frames	06/17/23	Rac564	Imortadores Neptuno	12.5	60	10	15	No		
48	Frames	06/18/23	Rac564	Imortadores Neptuno	13	320	0	15	No		
49	Frames	06/20/21	Rac564	Imortadores Neptuno	14	1110	0	15	No		
50	Frames	12/21/21	Rac564	Imortadores Neptuno	19.45	270	0	15	No		
51	Frames	05/24/23	Rac564	Imortadores Neptuno	18	570	0	20	No		
52	Frames	12/20/21	Rac564	Imortadores Neptuno	46	170	10	25	No		
53	Frames	05/18/23	Rac564	Imortadores Neptuno	15	150	10	30	No		

Products

Ready Accessibility: Good to go Display Settings 100%

And on row 120.

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Queries & Connections: Refresh All, Properties, Edit Links

Data Types: Organization, Stocks

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Text to Columns, What-If Analysis, Forecast, Outline

Formulas: =C33

	A	B	C	D	E	F	G	H	I	J	K
	Category	Date Entered	Product Name	Supplier	Unit Price	Units In Stock	Units On Order	Reorder Level	Discontinued		
110	Gear Components	06/24/23	belt drives	Z123	21.5	260	0	0	No		
111	Gear Components	10/10/21	belt drives	Z123	55	790	0	0	No		
112	Gear Components	01/06/22	belt drives	Z123	2.5	1120	0	20	No		
113	Gear Components	09/16/21	belt drives	Z123	12.5	0	70	20	No		
114	Gear Components	09/16/21	belt drives	Z123	12.5	0	70	20	No		
115	Saddles	01/12/22	All weather	Sadleab	39	0	0	0	Yes		
116	Saddles	01/31/22	All weather	Sadleab	97	290	0	0	Yes		
117	Saddles	01/31/22	All weather	Sadleab	97	290	0	0	Yes		
118	Saddles	01/19/22	All weather	Sadleab	123.79	0	0	0	Yes		
119	Saddles	07/02/23	All weather	Sadleab	24	1150	0	20	No		
120	Frames	07/14/23	A2Mountain	Imortadores Neptuno	9.5	360	0	0	No		
121	Frames	12/15/21	A2Mountain	Imortadores Neptuno	31.23	150	0	0	No		
122	Frames	12/15/21	A2Mountain	Imortadores Neptuno	31.23	150	0	0	No		
123	Frames	09/08/21	A2Mountain	Imortadores Neptuno	49.3	170	0	0	No		
124	Frames	01/26/22	A2Mountain	Imortadores Neptuno	81	400	0	0	No		
125	Frames	05/26/23	A2Mountain	Imortadores Neptuno	14	520	0	10	No		
126	Frames	05/11/21	A2Mountain	Imortadores Neptuno	263.5	170	0	15	No		
127	Frames	05/11/21	A2Mountain	Imortadores Neptuno	263.5	170	0	15	No		
128	Frames	06/19/23	A2Mountain	Imortadores Neptuno	17	40	100	20	No		
129	Frames	07/29/23	A2Mountain	Imortadores Neptuno	12.75	150	70	25	No		
130	Frames	08/15/21	A2Mountain	Imortadores Neptuno	19	170	40	25	No		
131	Frames	08/15/21	A2Mountain	Imortadores Neptuno	19	170	40	25	No		

Products | Ready | Accessibility: Good to go | Display Settings | 100%

- Next, you need to sort the data so that the oldest entry is on top. Move the cursor to column **B** which contains the date information. With the cursor in this column, select the **Sort ascending** choice (the **A-Z** button). Excel performs a numeric sort on the data which means that it now appears in date order. The row shaded yellow has been repositioned again and now appears as row **77**.

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Queries & Connections: Refresh All, Properties, Edit Links

Data Types: Organization, Stocks

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Text to Columns, What-If Analysis, Forecast, Outline

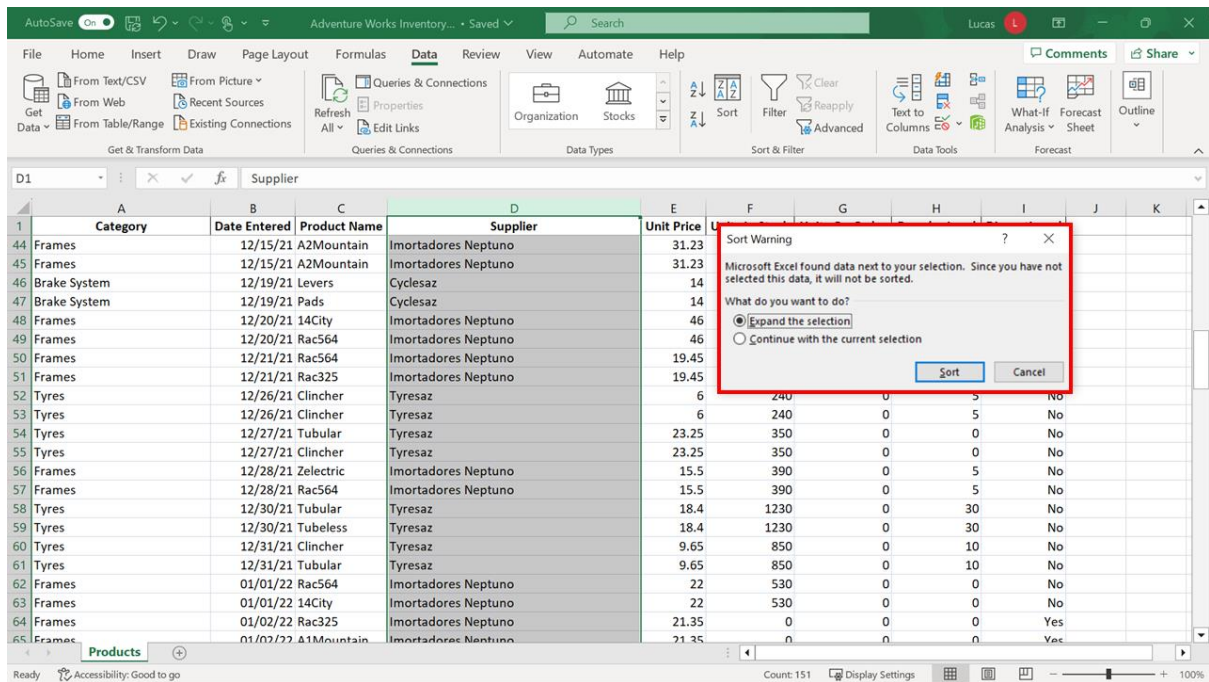
Formulas: =B112, =TODAY()-34

	A	B	C	D	E	F	G	H	I	J	K
	Category	Date Entered	Product Name	Supplier	Unit Price	Units In Stock	Units On Order	Reorder Level	Discontinued		
1	Frames	01/01/22	Rac564	Imortadores Neptuno	22	530	0	0	No		
62	Frames	01/01/22	14City	Imortadores Neptuno	22	530	0	0	No		
64	Frames	01/02/22	Rac325	Imortadores Neptuno	21.35	0	0	0	Yes		
65	Frames	01/02/22	A1Mountain	Imortadores Neptuno	21.35	0	0	0	Yes		
66	Tyres	01/05/22	Tubular	Tyresaz	25.89	100	0	15	No		
67	Tyres	01/05/22	Tubeless	Tyresaz	25.89	100	0	15	No		
68	Gear Components	01/06/22	Crankset	Z123	2.5	1120	0	20	No		
69	Gear Components	01/06/22	belt drives	Z123	2.5	1120	0	20	No		
70	Brake System	01/09/22	Levers	Cyclesaz	38	210	10	30	No		
71	Brake System	01/09/22	Cables	Cyclesaz	38	210	10	30	No		
72	Brake System	01/10/22	Pads	Cyclesaz	19.5	360	0	20	No		
73	Brake System	01/10/22	Levers	Cyclesaz	19.5	360	0	20	No		
74	Frames	01/11/22	Rac564	Imortadores Neptuno	17.45	290	0	10	No		
75	Frames	01/11/22	Rac325	Imortadores Neptuno	17.45	290	0	10	No		
76	Saddles	01/12/22	Comfort	Sadleab	39	0	0	0	Yes		
77	Saddles	01/12/22	All weather	Sadleab	39	0	0	0	Yes		
78	Tyres	01/13/22	Tubular	Tyresaz	62.5	420	0	0	No		
79	Tyres	01/13/22	Clincher	Tyresaz	62.5	420	0	0	No		
80	Frames	01/14/22	Zelectric	Imortadores Neptuno	43.9	240	0	5	No		
81	Frames	01/14/22	Rac564	Imortadores Neptuno	43.9	240	0	5	No		
82	Tyres	01/18/22	Tubular	Tyresaz	45.6	260	0	0	Yes		
83	Tyres	01/18/22	Tubeless	Tyresaz	45.6	260	0	0	Yes		

Products | Ready | Accessibility: Good to go | Display Settings | 100%

- Next, you need to sort the data by **Supplier** in ascending order. Position the cursor in the **Supplier** column and then select **Sort A to Z** to accomplish this.

A common error is to select a whole column before choosing **Sort**. If you select the column letter **D**, the whole column is highlighted. A warning dialog would appear if you then choose **Sort A to Z** because Excel is aware that there is data around the block of cells you highlighted.



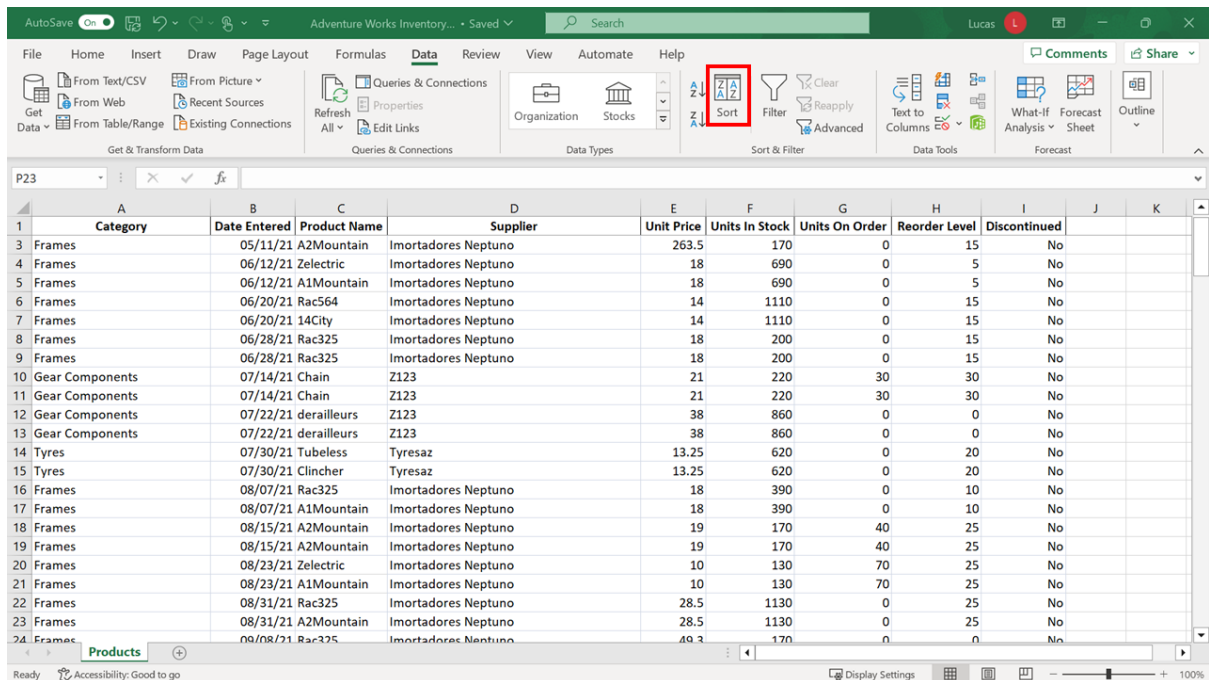
If you selected the **Continue with the current selection** choice in the warning dialog, Excel would sort the content in column **D** independently of the related information in each row.

You can appreciate how this choice made incorrectly, could create serious errors.

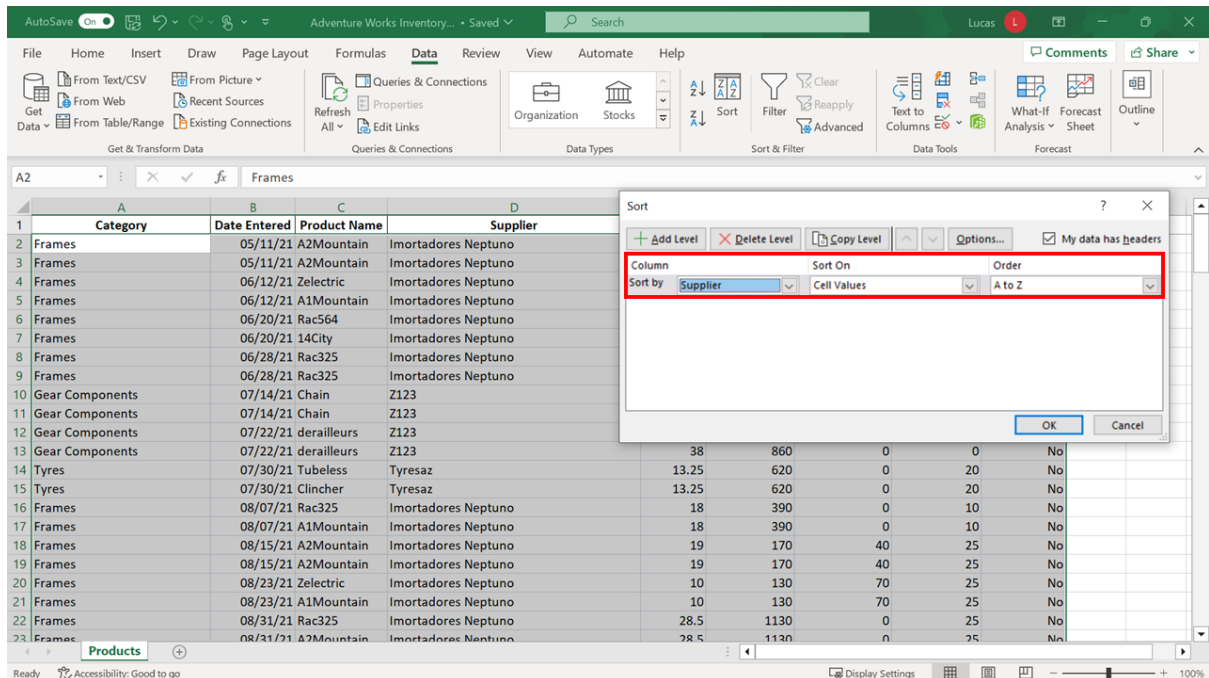
Tip: If you make a mistake in sorting, you can select **Undo** to reverse the sort and restore the entries to their correct positions.

If you have selected column **D** to see this **Sort Warning** dialog, select a cell anywhere in the spreadsheet to cancel the highlight.

5. You now need to sort the data by two criteria which cannot be achieved using the shortcut **Sort A to Z** or **Sort Z to A** choices. These choices are designed to carry out a single sort. Instead, you select **Sort** from the **Data** tab to begin a multi-level sort operation.



The **Sort** dialog opens with drop-down choices which allow you to customize and control the sort. In the first **Column** drop-down, select **Supplier**.



The **Sort On** selection is correctly set to **Cell Values**.

Tip: If you click on the drop-down, you will see that it is possible to sort by color in a spreadsheet. (Color can be generated automatically in a spreadsheet using a feature called **Conditional Formatting**. Please refer to the page *Use Conditional Formatting to Highlight information* in the *Additional Resources* reading.)

When you select the **Add Level** choice in the top left of the dialog, another sort line is added. Note that it begins on the left with the words **“Then By”**. This means that the choices made on this line will be the secondary sort. Select **Units in Stock** in the column drop-down and **Largest to smallest** in the **Order** column. Select **OK**.

The screenshot shows the 'Sort' dialog box in Microsoft Excel. The 'Add Level' button is selected. The first sort level is 'Supplier' (Cell Values, A to Z). The second sort level is 'Units in Stock' (Cell Values, Largest to Smallest). The background shows a table with columns: Category, Date Entered, Product Name, Supplier, and several numerical columns.

Category	Date Entered	Product Name	Supplier						
Frames	05/11/21	A2Mountain	Imortadores Neptuno						
Frames	05/11/21	A2Mountain	Imortadores Neptuno						
Frames	06/12/21	Zelectric	Imortadores Neptuno						
Frames	06/12/21	A1Mountain	Imortadores Neptuno						
Frames	06/20/21	Rac564	Imortadores Neptuno						
Frames	06/20/21	14City	Imortadores Neptuno						
Frames	06/28/21	Rac325	Imortadores Neptuno						
Frames	06/28/21	Rac325	Imortadores Neptuno						
Gear Components	07/14/21	Chain	Z123						
Gear Components	07/14/21	Chain	Z123						
Gear Components	07/22/21	derailleurs	Z123						
Gear Components	07/22/21	derailleurs	Z123						
Tyres	07/30/21	Tubeless	Tyresaz	38	860	0	0	No	
Tyres	07/30/21	Tubeless	Tyresaz	13.25	620	0	20	No	
Tyres	07/30/21	Clincher	Tyresaz	13.25	620	0	20	No	
Frames	08/07/21	Rac325	Imortadores Neptuno	18	390	0	10	No	
Frames	08/07/21	A1Mountain	Imortadores Neptuno	18	390	0	10	No	
Frames	08/15/21	A2Mountain	Imortadores Neptuno	19	170	40	25	No	
Frames	08/15/21	A2Mountain	Imortadores Neptuno	19	170	40	25	No	
Frames	08/23/21	Zelectric	Imortadores Neptuno	10	130	70	25	No	
Frames	08/23/21	A1Mountain	Imortadores Neptuno	10	130	70	25	No	
Frames	08/31/21	Rac325	Imortadores Neptuno	28.5	1130	0	25	No	
Frames	08/31/21	A2Mountain	Imortadores Neptuno	28.5	1130	0	25	No	

The Sadleab **Supplier** entries are grouped together. The entries are further sorted by **Units in Stock**.

The screenshot shows a table of products. The table has columns: Category, Date Entered, Product Name, Supplier, Unit Price, Units In Stock, Units On Order, Reorder Level, and Discontinued. A red box highlights a group of rows for 'Saddles' by 'Sadleab' supplier, sorted by 'Units In Stock'.

Category	Date Entered	Product Name	Supplier	Unit Price	Units In Stock	Units On Order	Reorder Level	Discontinued
Frames	01/24/22	A1Mountain	Imortadores Neptuno	10	30	40	5	No
Frames	01/02/22	Rac325	Imortadores Neptuno	21.35	0	0	0	Yes
Frames	01/02/22	A1Mountain	Imortadores Neptuno	21.35	0	0	0	Yes
Saddles	07/02/23	Narrow	Sadleab	24	1150	0	20	No
Saddles	07/02/23	All weather	Sadleab	24	1150	0	20	No
Saddles	01/31/22	All weather	Sadleab	97	290	0	0	Yes
Saddles	01/31/22	All weather	Sadleab	97	290	0	0	Yes
Saddles	07/11/23	Racing	Sadleab	7.45	210	0	10	No
Saddles	07/11/23	Narrow	Sadleab	7.45	210	0	10	No
Saddles	01/12/22	Comfort	Sadleab	39	0	0	0	Yes
Saddles	01/12/22	All weather	Sadleab	39	0	0	0	Yes
Saddles	01/19/22	Comfort	Sadleab	123.79	0	0	0	Yes
Saddles	01/19/22	All weather	Sadleab	123.79	0	0	0	Yes
Saddles	08/06/23	Narrow	Sadleab	32.8	0	0	0	Yes
Saddles	08/06/23	Narrow	Sadleab	32.8	0	0	0	Yes
Tyres	12/30/21	Tubular	Tyresaz	18.4	1230	0	30	No
Tyres	12/30/21	Tubeless	Tyresaz	18.4	1230	0	30	No
Tyres	01/28/22	Tubeless	Tyresaz	19	1120	0	20	No
Tyres	01/28/22	Tubeless	Tyresaz	19	1120	0	20	No
Tyres	04/29/23	Clincher	Tyresaz	15	1010	0	5	No
Tyres	04/29/23	Clincher	Tyresaz	15	1010	0	5	No
Tyres	06/29/23	Tubular	Tyresaz	12	950	0	0	No