



### Sorting Data Overview

This document discusses how to sort your Excel 2007 worksheet data. The Sort command arranges worksheet data by text (e.g., A to Z, Z to A), numbers (e.g., smallest to largest, largest to smallest), dates, or times (e.g. oldest to newest, newest to oldest), and color.

Note: When sorting data, you don't lose any data, nor do you gain any data, you only reorganize the order of the data.

#### Process Summary

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### Using the Sort Button

If you simply want to sort your data by a single criteria (just one column of data), such as *Grades*, from smallest to largest or largest to smallest, you can do so with a single mouse click by clicking either the A to Z button to sort in ascending order or the Z to A button to sort in descending order.

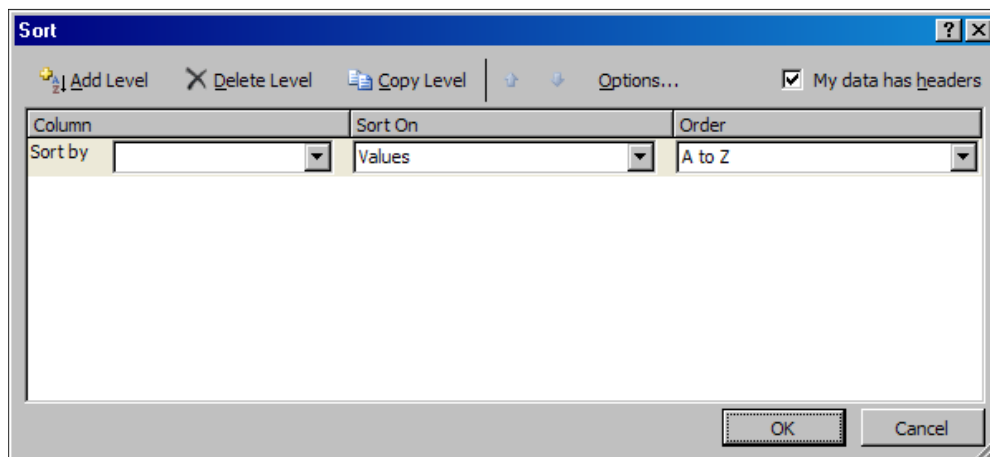
1. Select a cell in the column you wish to sort.
2. From the **Data** command tab, in the **Sort & Filter** group, click the **A to Z** button to sort in ascending order, or click the **Z to A** button to sort in descending order.
3. The selected column is sorted.

### Using the Sort Dialog Box

If you need to sort by more than one level (two or more columns), such as *Last Name* and *First Name*, you must use the *Sort* dialog box. In the Sort dialog box, you create multi-level sorts that meet a variety of specifications.

1. Select any cell in the table (e.g. any cell).
2. From the **Data** tab, in the **Sort & Filter** group, click the **Sort** button . The **Sort dialog box** appears (Figure 1).

Figure 1



### To Sort Values in Ascending or Descending Order

1. In the **Sort** dialog box, click the **Sort by** drop-down list.
2. Select the column by which you wish to sort.
3. In the **Sort On** drop-down list, select **Values**.
4. In the **Order** drop-down list, select **A to Z** or **Z to A**.
5. The data is sorted according to the selected order.

### To Sort According to a Custom list

1. In the **Sort** dialog box, click the **Sort by** drop-down list.
2. Select the column by which you wish to sort, e.g. a column containing days of the week.
3. In the **Sort On** drop-down list, select **Values**.
4. In the **Order** drop-down list, select **Custom List...** The **Custom Lists** dialog box opens.
5. Select the custom list by which you want to sort, e.g. Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.

### To Sort by Color

1. In the **Sort by** drop-down list, select the column you want to use to sort.
2. In the **Sort On** drop-down list, select the appropriate option, e.g. Cell Color.
3. In the **Order** drop-down list, select a color and appropriate sort order, e.g. Blue and On Top.

### To Sort by Multiple Criteria

You can sort your data by more than one column. Excel 2007 lets you sort up to 64 levels.

1. In the **Sort by** drop-down list, click the **Add Level** button to add another level by which to sort.
2. In the **Then by row** of the Sort dialog box, select the additional sort options.

### To Set Additional Sort Options

You can control how to sort list of days or months, case-sensitive data, and orientation

1. In the **Sort by** drop-down list, click the **Options** button.
2. The **Sort Options** dialog box appears (Figure 2).
3. Select the desired options, e.g. **Case Sensitive**.
4. When ready, click **OK** to close the **Sort Options** dialog box.
5. Click **OK**. The data is sorted.

Figure 2

