

How to arrange incremental dates in Excel

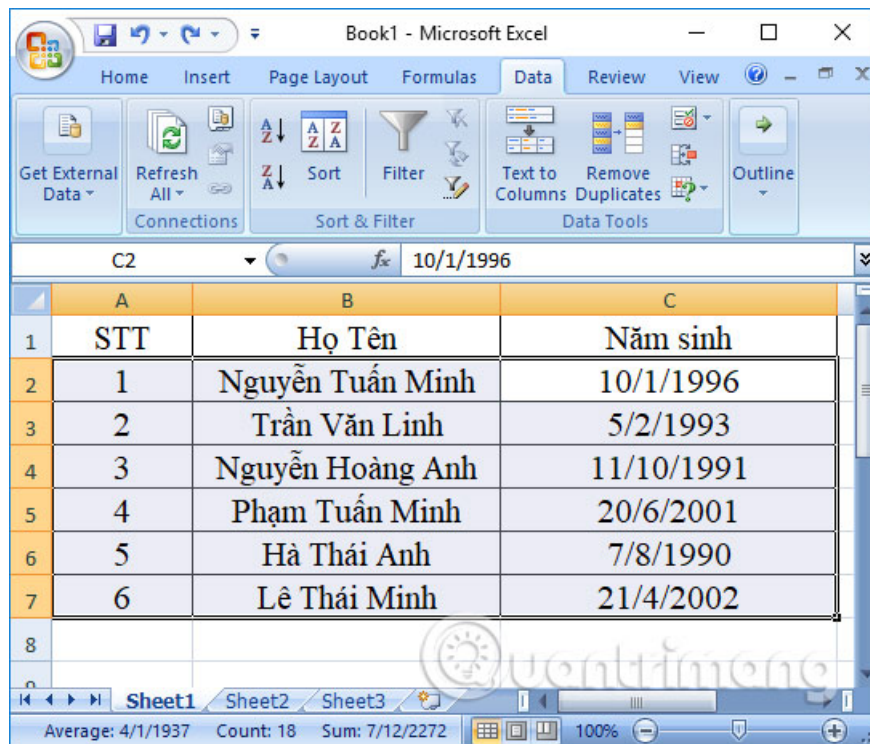
To customize the data of the date, month and year in Excel can increase or decrease gradually, we will immediately use the feature available in the Data tab.

When working on Excel, editing and reformatting data on days, months and years is often required. Excel supports users with rich features to reformat the date, month, and year in the data table, such as customizing the incremental or descending timeline depending on the table's requirements.

Adjusting the mode of increase or decrease the time in Excel can immediately use the built-in feature in the Data tab. And in the Data tab, users can choose from a variety of tools to reformat the time data according to their discretion. In the following article, Network Administrator will summarize the ways to arrange incremental time in Excel.

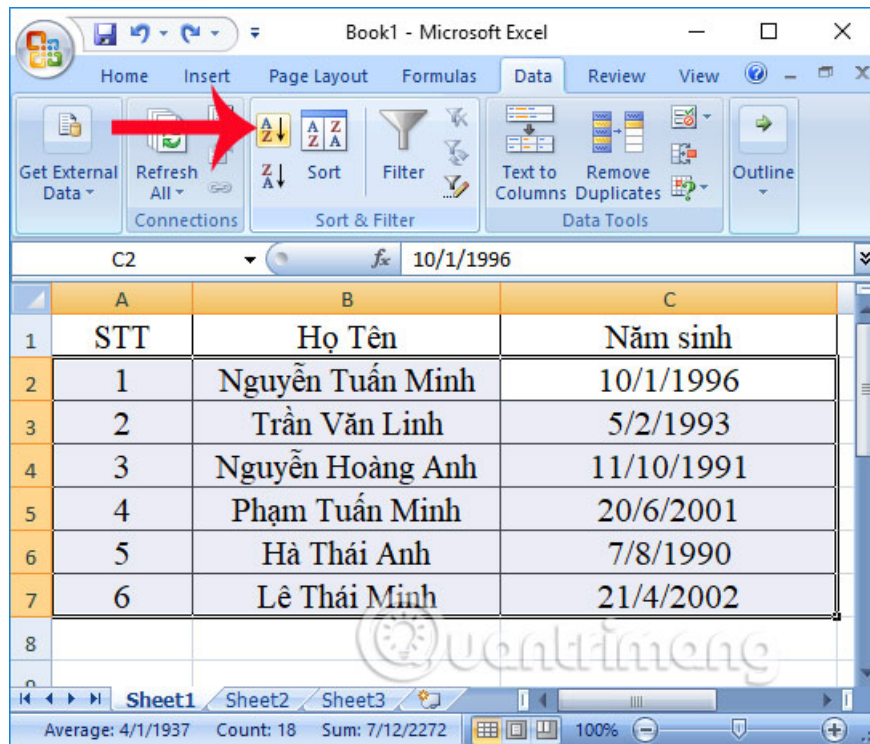
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We will proceed to reformat the Year of Birth column in the Excel data table as shown below.

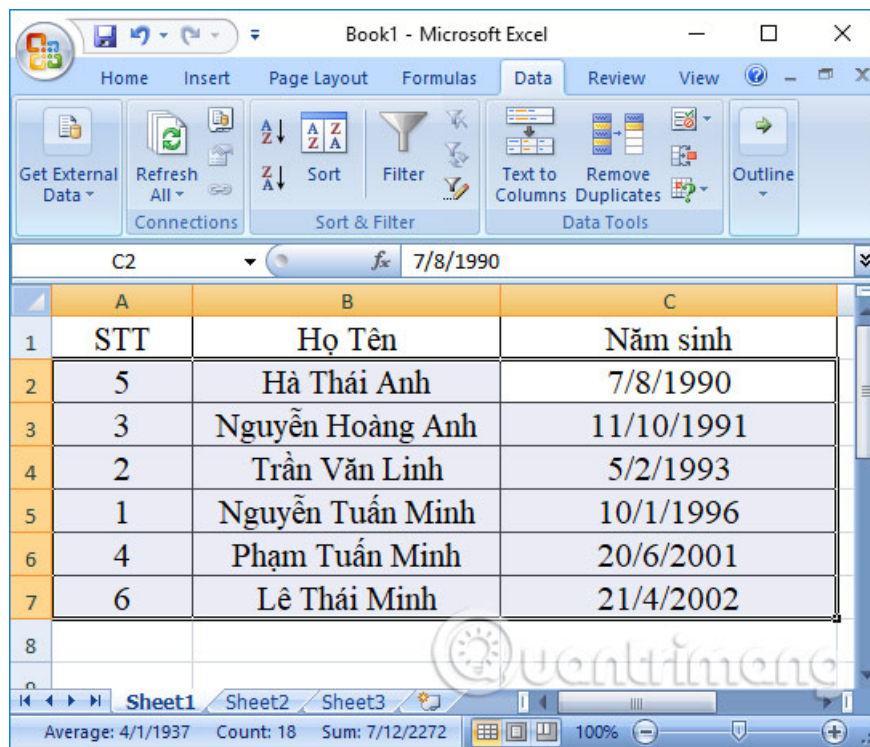


Method 1:

In this list, click on any location of the time column, here is the Year of Birth, then click on the **Data tab** and select the item **A > Z**.



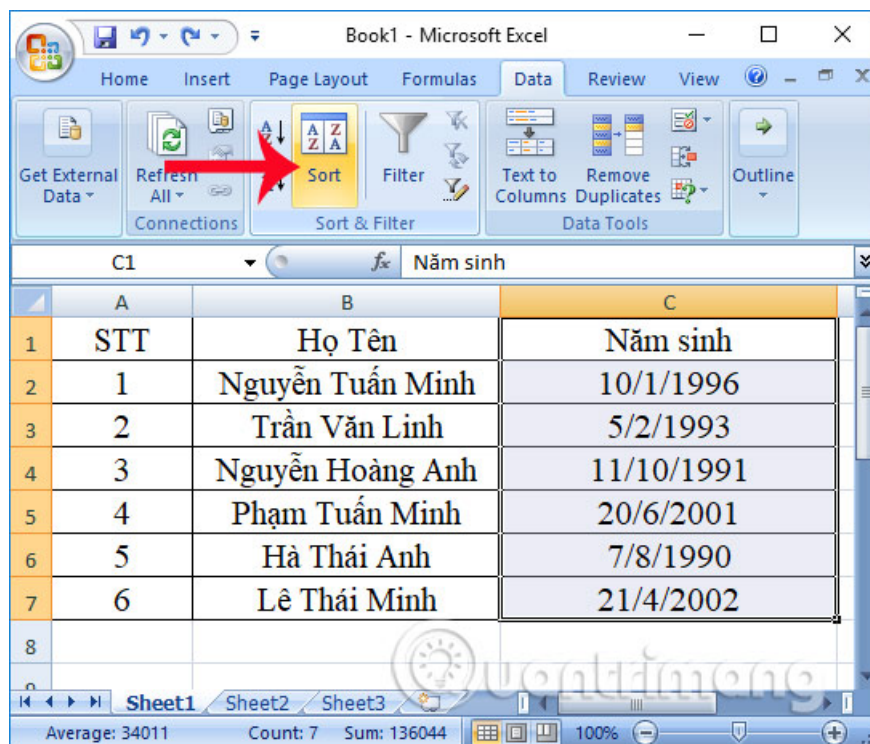
Soon, we will see the data in the Year of Birth column arranged in ascending order based on the year of birth data in the column.



Method 2:

Step 1:

Also at this interface, we click on the **Data** tab and then click on the **Sort** feature on the interface.

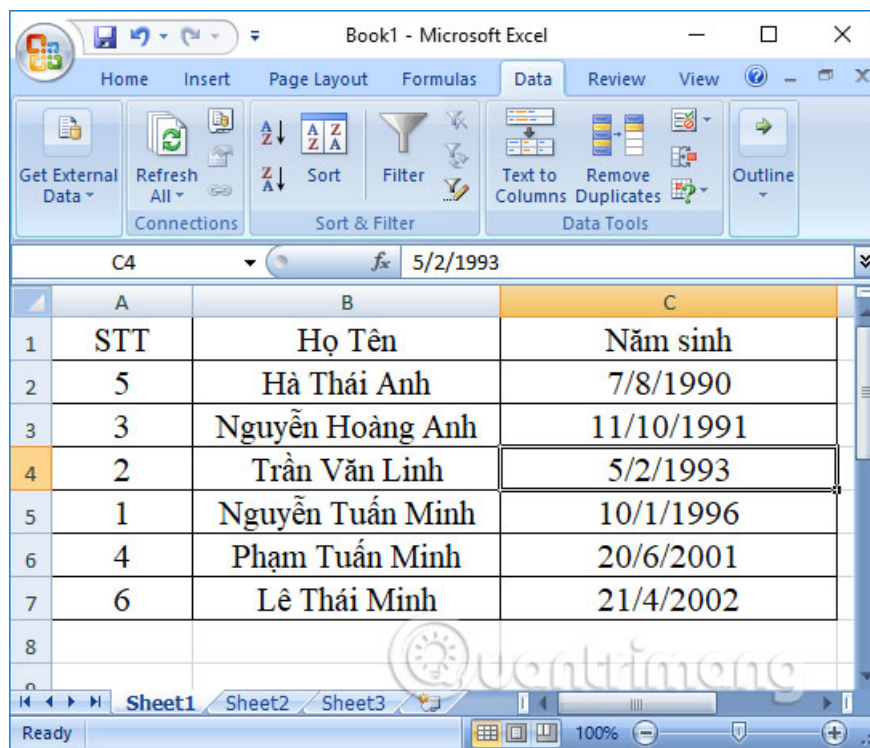


Step 2:

The interface of the Sort table appears. Here **part Sort by** we will enter the data to be processed as column **Year of birth**, **Sort On** is **Values** and **Order** section we will choose **Oldest to Newest**, to sort data on day, month, year on Excel. Then click **OK** below.



Soon the user will also get the results of the date, month and year data sorted in ascending order.



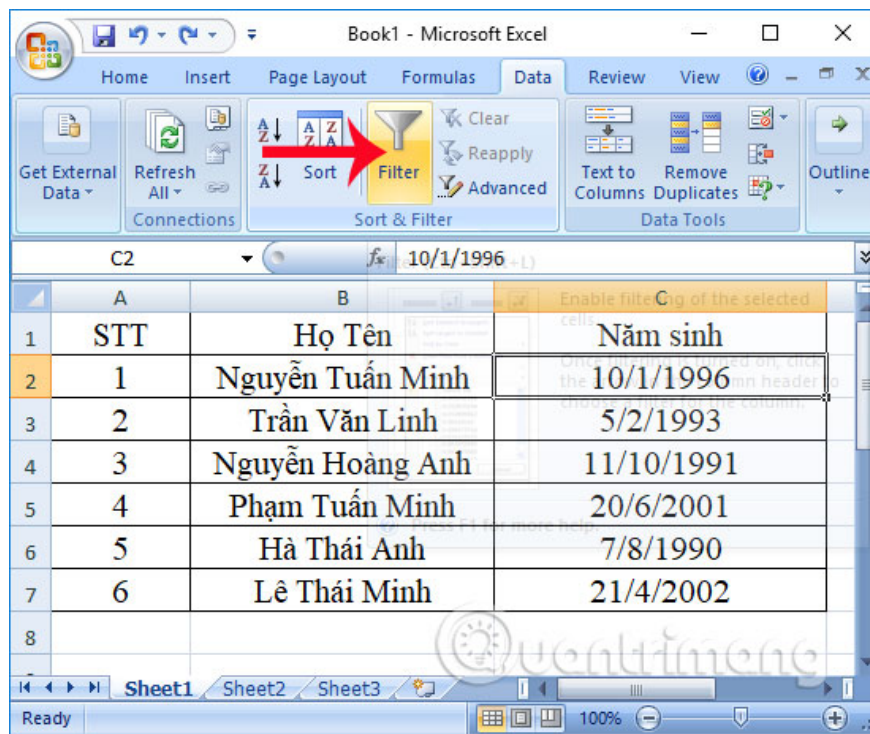
The image shows the Microsoft Excel interface with the 'Data' tab selected. The table below is sorted by birth date in ascending order.

	A	B	C
1	STT	Họ Tên	Năm sinh
2	5	Hà Thái Anh	7/8/1990
3	3	Nguyễn Hoàng Anh	11/10/1991
4	2	Trần Văn Linh	5/2/1993
5	1	Nguyễn Tuấn Minh	10/1/1996
6	4	Phạm Tuấn Minh	20/6/2001
7	6	Lê Thái Minh	21/4/2002
8			

Method 3:

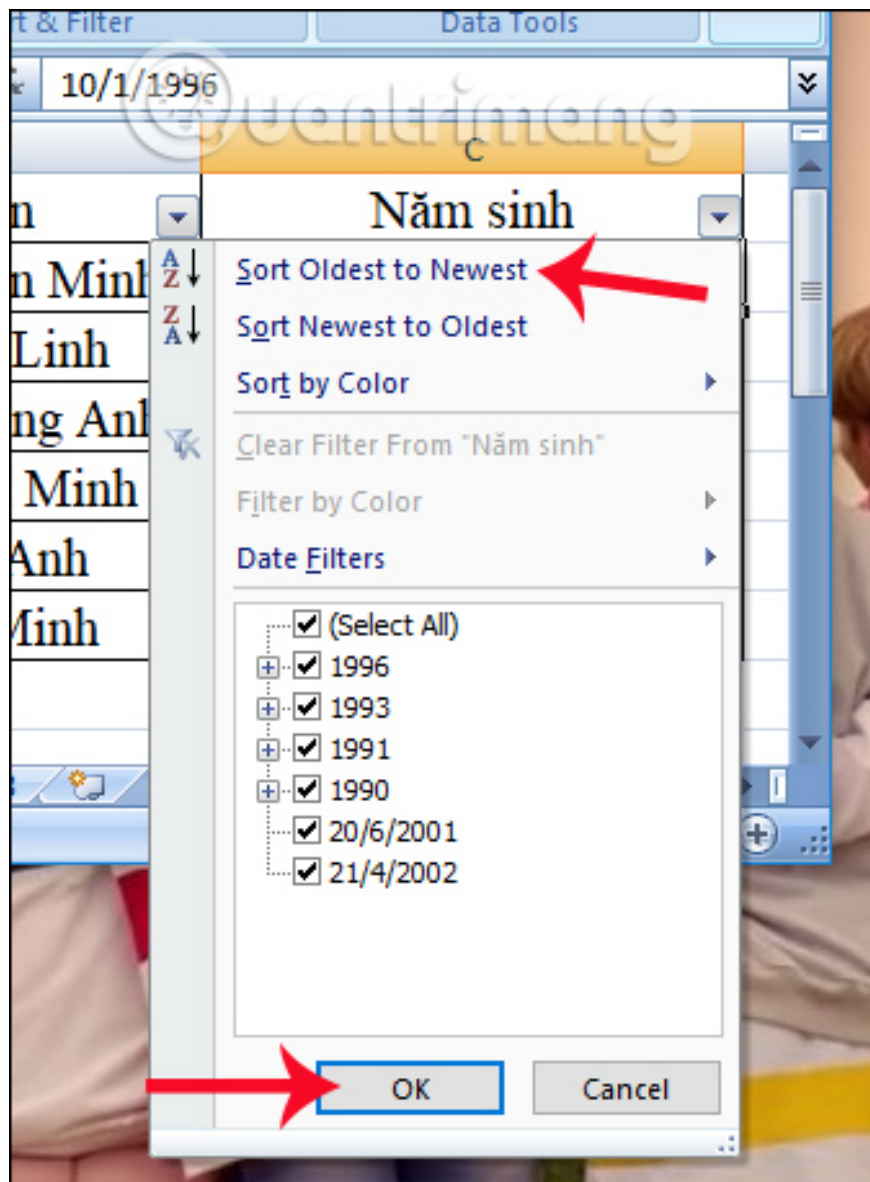
Step 1:

Also at the data table interface, we also click on the **Data tab** and then use the **Filter feature** to filter data on Excel.

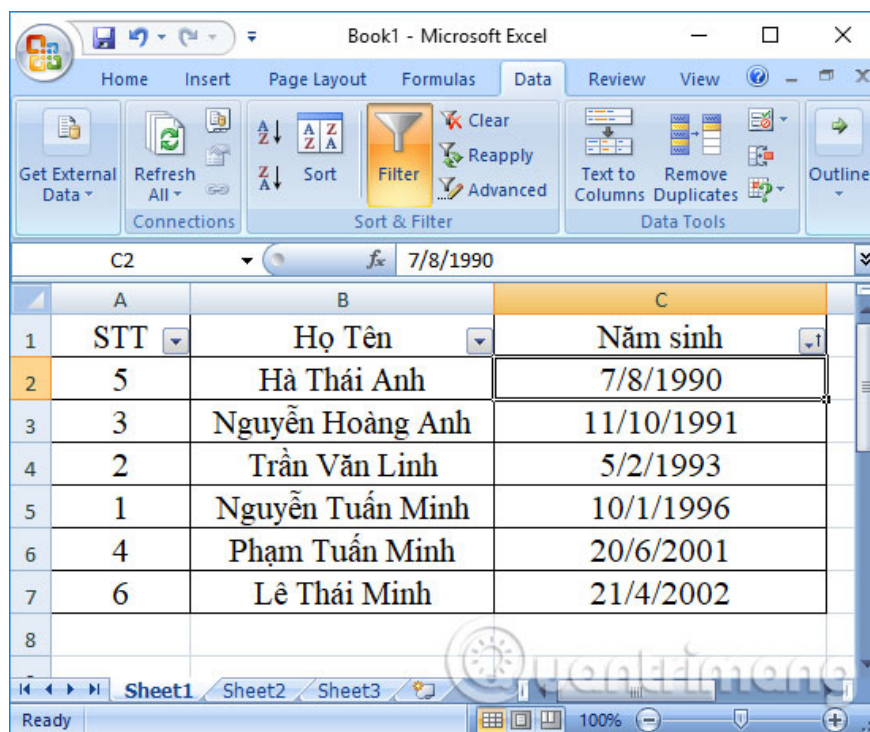


Step 2:

In the time data column, click on **the triangle icon** and select **Sort Oldest to Newest** in the list that appears.



Finally we also get the Year of Birth column arranged in ascending order as shown in the table below.



Thus, in order to be able to reformat the date, month and year data in Excel in ascending order, you can use up to 3 different ways. The above methods also apply when the user needs to arrange the time in descending order, we just need to press Z> A with way 1 and select the Newest to Oldest for both way 2 and way 3. This is the basic and simple operation to perform, because you do not need the support of calculation functions, but immediately use the features available in Excel.

I wish you all success!

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