

# How to sort data in Excel Ascending and descending, according to ABC

Sorting lists in alphabetical order or descending order is often used in lists of names of people, searching for elements with the greatest number of values. And the arrangement of such data is not difficult with the help of Excel in the following article of TipsMake.com.

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## 1. Simple way to organize data in Excel

To sort the data in Excel by ABC first you need to highlight the column containing the data we need to sort by. Just hover your mouse over the column name and click once to highlight the entire column.

Then open the **Data** ribbon on the toolbar.

	A	B	C	D
1	STT	Họ và tên	Ngày sinh	Điểm tổng kết
2	1	Phan Đức Hiếu	06/03/1990	5,00
3	2	Nguyễn Thị Anh	20/12/1990	7,00
4	3	Phạm Thu Hương	01/11/1991	8,00
5	4	Vũ Thị Lan	18/02/1990	9,00
6	5	Nguyễn Văn Đức	30/09/1990	4,00
7	6	Nguyễn Huy Hoàng	11/03/1990	7,00
8	7	Đào Thị Hương	05/05/1990	9,00
9	8	Trần Thị Hồng	17/10/1990	7,00
10	9	Triệu Thị Kim Dung	10/09/1987	5,00
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In the **Data** ribbon there is a **Sort & Filter** section, this item contains the **Sort** function to sort the data for you.

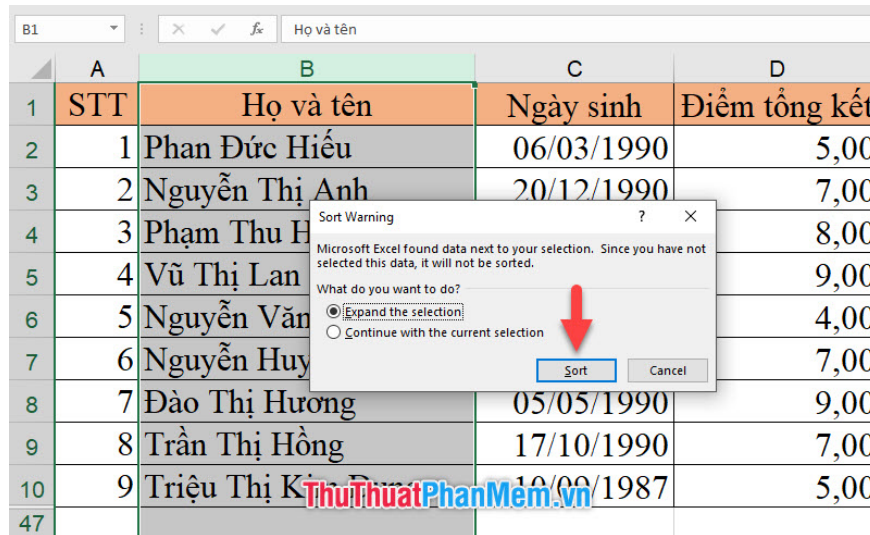
You click on the icon A -> Z (Sort A to Z) or Z -> A (Sort Z to A) in this section to proceed to sort data. In which, A -> Z is the data sorting in alphabetical order and Z -> A is the data sorting type in reverse order CBA.

	A	B	C	D
1	STT	Họ và tên	Ngày sinh	Điểm tổng kết
2	1	Phan Đức Hiếu	06/03/1990	5,00
3	2	Nguyễn Thị Anh	20/12/1990	7,00
4	3	Phạm Thu Hương	01/11/1991	8,00
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A **Sort Warning** warning panel will appear to ask you what kind of data you want to sort:

- **Expand the selection** : This sort of arrangement will entail a change of data of other columns. Based on the arrangement of the data in the selected column, data of other columns will be moved in each corresponding row. This type of choice is usually chosen because the data in a table is usually linked together in horizontal rows, so when changing the arrangement of one column, the other columns must follow.

- **Continue with the current selection** : Sort data only within the range of the selected column without affecting other columns.



As a result, you will get a data table that has been sorted by ABC of the word name column as below:

STT	Họ và tên	Ngày sinh	Điểm tổng kết
7	Đào Thị Hương	05/05/1990	9,00
6	Nguyễn Huy Hoàng	11/03/1990	7,00
2	Nguyễn Thị Anh	20/12/1990	7,00
5	Nguyễn Văn Đức	30/09/1990	4,00
3	Phạm Thu Hương	01/11/1991	8,00
1	Phan Đức Hiếu	06/03/1990	5,00
8	Trần Thị Hồng	17/10/1990	7,00
9	Triệu Thị Kim Dung	10/09/1987	5,00
4	Vũ Thị Lan	18/02/1990	9,00

Similarly, we can sort numeric data in ascending and descending order by highlighting that numeric data column and entering the **Data** ribbon on the toolbar.

Selecting A -> Z will sort data in order from small to large while Z -> A will sort data in order from large to small.

	A	B	C	D
1	STT	Họ và tên	Ngày sinh	Điểm tổng kết
2	7	Đào Thị Hương	05/05/1990	9,00
3	6	Nguyễn Huy Hoàng	11/03/1990	7,00
4	2	Nguyễn Thị Anh	20/12/1990	7,00
5	5	Nguyễn Văn Đức	30/09/1990	4,00
6	3	Phạm Thu Hương	01/11/1991	8,00
7	1	Phan Đức Hiếu	06/03/1990	5,00
8	8	Trần Thị Hồng	17/10/1990	7,00
9	9	Triệu Thị Kim Dung	10/09/1987	5,00
10	4	Vũ Thị Lan	18/02/1990	9,00
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Then you also select **Expand the selection** or **Continue with the current selection** as the rule mentioned above. The result will be as shown below:

	A	B	C	D
1	STT	Họ và tên	Ngày sinh	Điểm tổng kết
2	5	Nguyễn Văn Đức	30/09/1990	4,00
3	1	Phan Đức Hiếu	06/03/1990	5,00
4	9	Triệu Thị Kim Dung	10/09/1987	5,00
5	6	Nguyễn Huy Hoàng	11/03/1990	7,00
6	2	Nguyễn Thị Anh	20/12/1990	7,00
7	8	Trần Thị Hồng	17/10/1990	7,00
8	3	Phạm Thu Hương	01/11/1991	8,00
9	7	Đào Thị Hương	05/05/1990	9,00
10	4	Vũ Thị Lan	18/02/1990	9,00

## 2. The way to sort data in Excel is more complicated

Except for the easy method of data arrangement above, you can also use the data arrangement on the entire data table with many different columns and with different criteria.

This time you can black out the entire data table or black out all the columns that contain data to sort.

Then you go to the **Data** ribbon on the toolbar of Excel.

	A	B	C	D
1	STT	Họ và tên	Ngày sinh	Điểm tổng kết
2	1	Phan Đức Hiếu	06/03/1990	5,00
3	2	Nguyễn Thị Anh	20/12/1990	7,00
4	3	Phạm Thu Hương	01/11/1991	8,00
5	4	Vũ Thị Lan	18/02/1990	9,00
6	5	Nguyễn Văn Đức	30/09/1990	4,00
7	6	Nguyễn Huy Hoàng	11/03/1990	7,00
8	7	Đào Thị Hương	05/05/1990	9,00
9	8	Trần Thị Hồng	17/10/1990	7,00
10	9	Triệu Thị Kim Dung	10/05/1987	5,00
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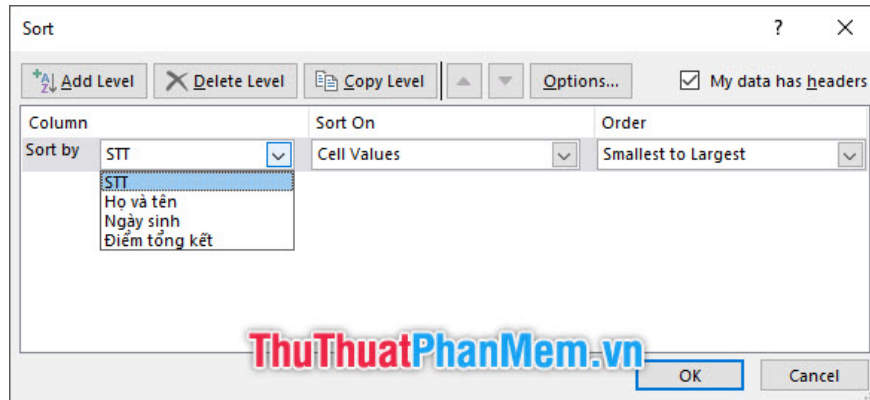
This time you do not select the two functions **A -> Z** and **Z -> A** faster but click on the **Sort** icon next to it.

	A	B	C	D
1	STT	Họ và tên	Ngày sinh	Điểm tổng kết
2	1	Phan Đức Hiếu	06/03/1990	5,00
3	2	Nguyễn Thị Anh	20/12/1990	7,00
4	3	Phạm Thu Hương	01/11/1991	8,00
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6	5	Nguyễn Văn Đức	30/09/1990	4,00
7	6	Nguyễn Huy Hoàng	11/03/1990	7,00
8	7	Đào Thị Hương	05/05/1990	9,00
9	8	Trần Thị Hồng	17/10/1990	7,00
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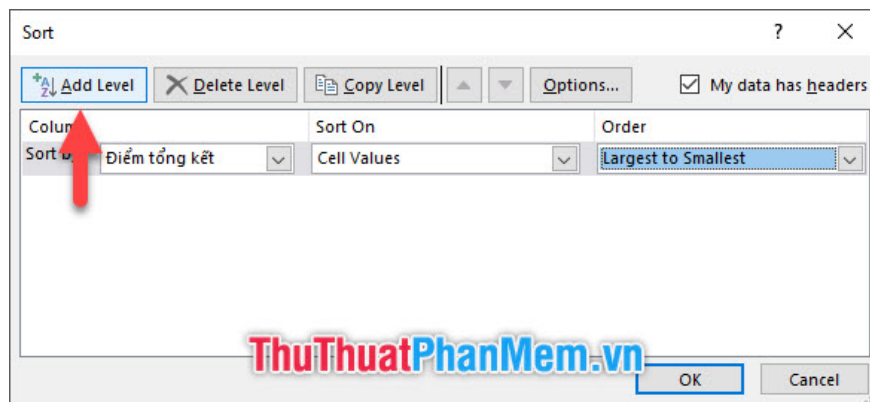
The dialog box of the **Sort** function will appear, you change the selection in **Column to** the name of the column you want to sort the data.

And in the **Order** column , if in the **Column** that you select the numeric data column, you will have two options **Smallest to Largest** (smallest to largest) or **Largest to Smallest** (largest to smallest).

Also **Column** you to select a column of data words (or characters) will have two choices are **A to Z** or **Z to A** .



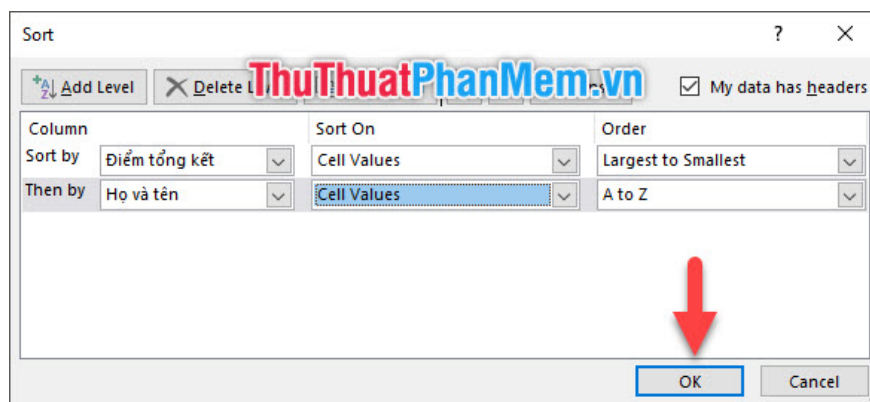
Not only that, you can continue to create more arrangements besides the first data sorting settings by clicking on **Add Level** .



Another row of data sorting will appear, you do the same way as above.

Note that the data sorting priority will be in order from top to bottom. That is, after sorting the data according to the settings of the above line, Excel will continue to sort by the sort of data in the bottom row for the same data cluster arranged close together.

In the example shown in the picture, Excel will sort the list according to the student's final grade, then between students with the same score, Excel will continue to sort them in alphabetical order of first and last name.



Click **OK** to sort the data and the results you get will be similar to the table below:

	A	B	C	D
1	STT	Họ và tên	Ngày sinh	Điểm tổng kết
2	7	Đào Thị Hương	05/05/1990	9,00
3	4	Vũ Thị Lan	18/02/1990	9,00
4	3	Phạm Thu Hương	01/11/1991	8,00
5	6	Nguyễn Huy Hoàng	11/03/1990	7,00
6	2	Nguyễn Thị Anh	20/12/1990	7,00
7	8	Trần Thị Hồng	17/10/1990	7,00
8	1	Phan Đức Hiếu	06/03/1990	5,00
9	9	Triệu Thị Kim Dung	10/09/1987	5,00
10	5	Nguyễn Văn Đức	30/09/1990	4,00

Thank you for following the article on how to sort data in Excel Ascending and descending, according to our ABC's **TipsMake** . Wish you can successfully implement the above trick in your data sheet. Please visit our other articles for more knowledge about Excel, see you again.

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