

How to sort data in Excel using Sort is extremely simple

With just a few operations to arrange data in Excel, you can transform your spreadsheet to become neat and easy to see. Let's find out with Free Download now!

Knowing how to **sort data in Excel** not only saves you time but also optimizes your work. Discover simple tips for filtering and managing data with Free Download now.



Instructions on how to filter and sort data on Excel spreadsheets

Note: The article below Free Download will guide you how to arrange data on Excel 2016 version, with Office 2010, Office 2013 and other versions, you can do the same.

How to sort data in Excel

Excel 2016 provides many options for sorting data, helping you manage and find information quickly. Below, Free Download will guide readers on how to filter data in Excel from basic to advanced.

1. Sort data in Excel by 1 column

Suppose you have the following data table:

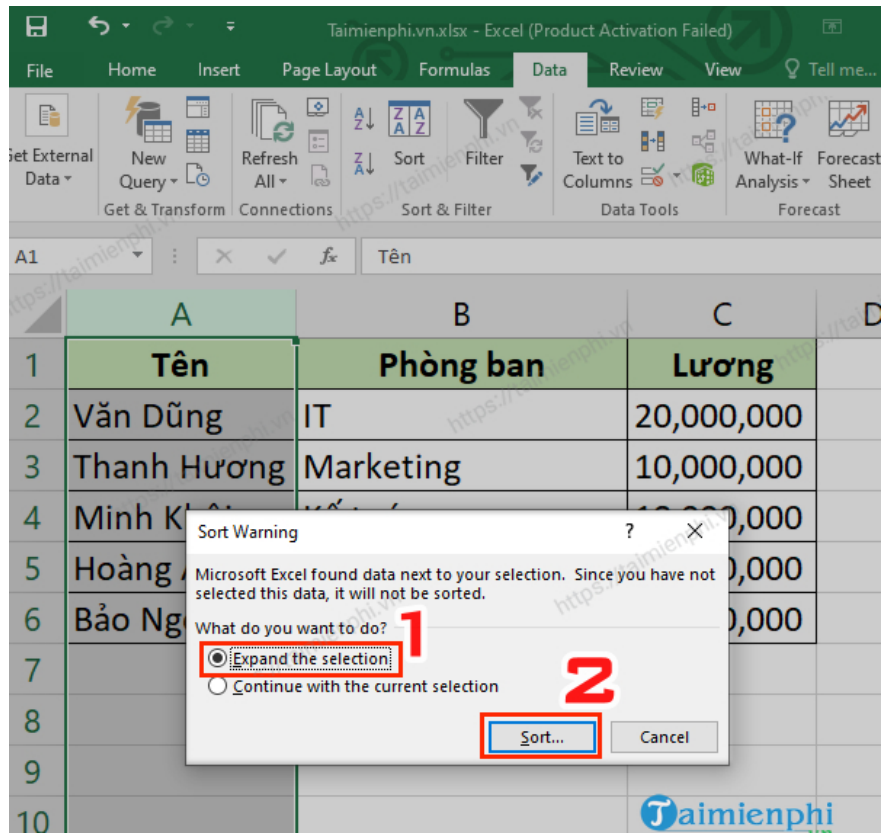
	A	B	C
1	Tên	Phòng ban	Lương
2	Hoàng Anh	Kế toán	15,000,000
3	Bảo Ngọc	Marketing	12,000,000
4	Minh Khôi	Kế toán	18,000,000
5	Thanh Hương	Marketing	10,000,000
6	Văn Dũng	IT	20,000,000
7			

Requirement 1: Sort the employee list by Name from A to Z.

How to do it:

Step 1: Select the entire data table.

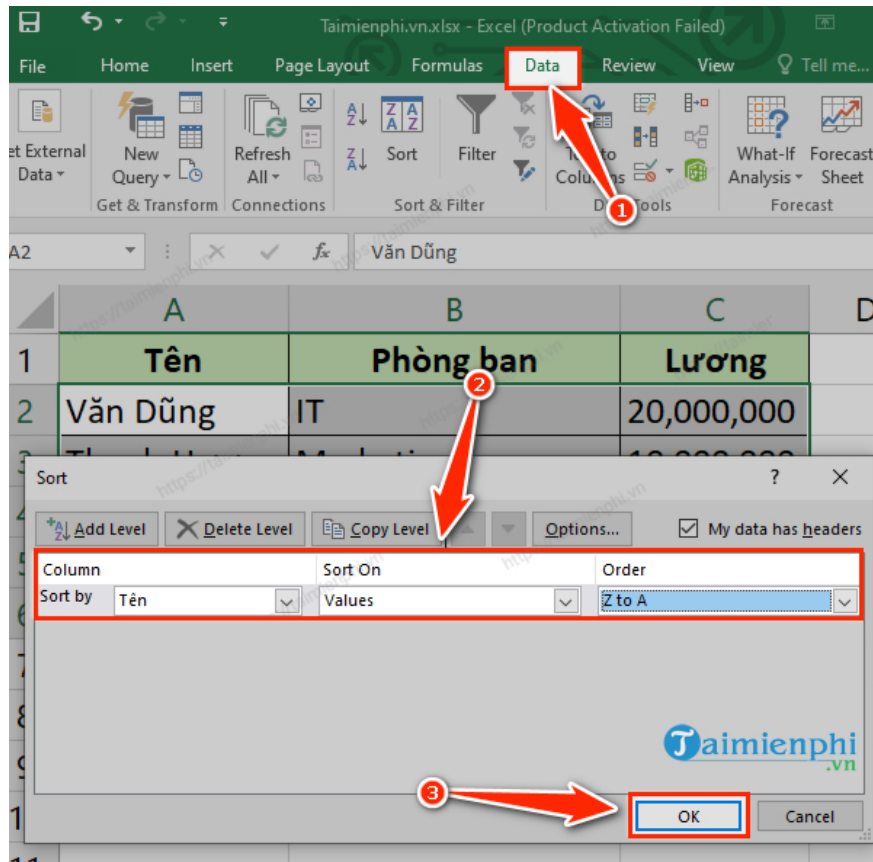
Step 2: Select **Expand the selection** and click **Sort** .



Step 4: In the Sort dialog box , customize as follows:

- **Column:** Select **Name** .
- **Sort On:** Select **Values** ??.
- **Order** : Select **A to Z** or **Z to A**.

Then Click **OK** .



- The results of sorting data in Excel will be filtered according to the settings.

Requirement 2: Arrange the employee list by Department "Marketing => IT => Accounting".

How to do it:

Step 1: Select the entire data table.

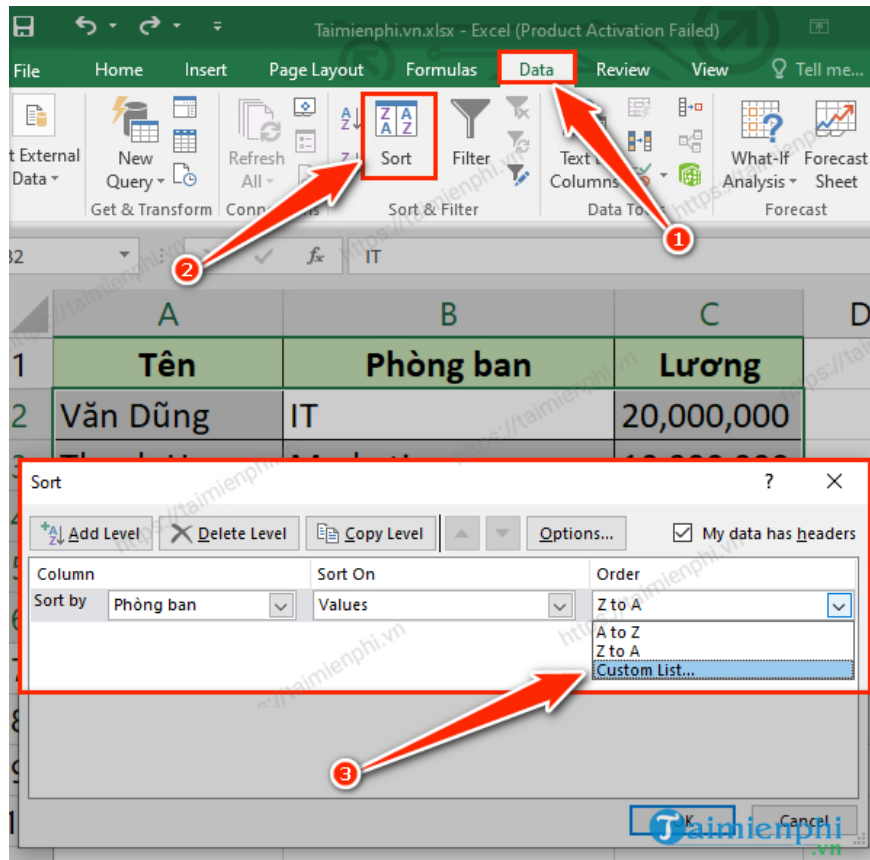
Step 2: Go to the **Data** tab , click **Sort** .

Step 3: In the **Sort** dialog box :

-At **Column:** Select **Department** .

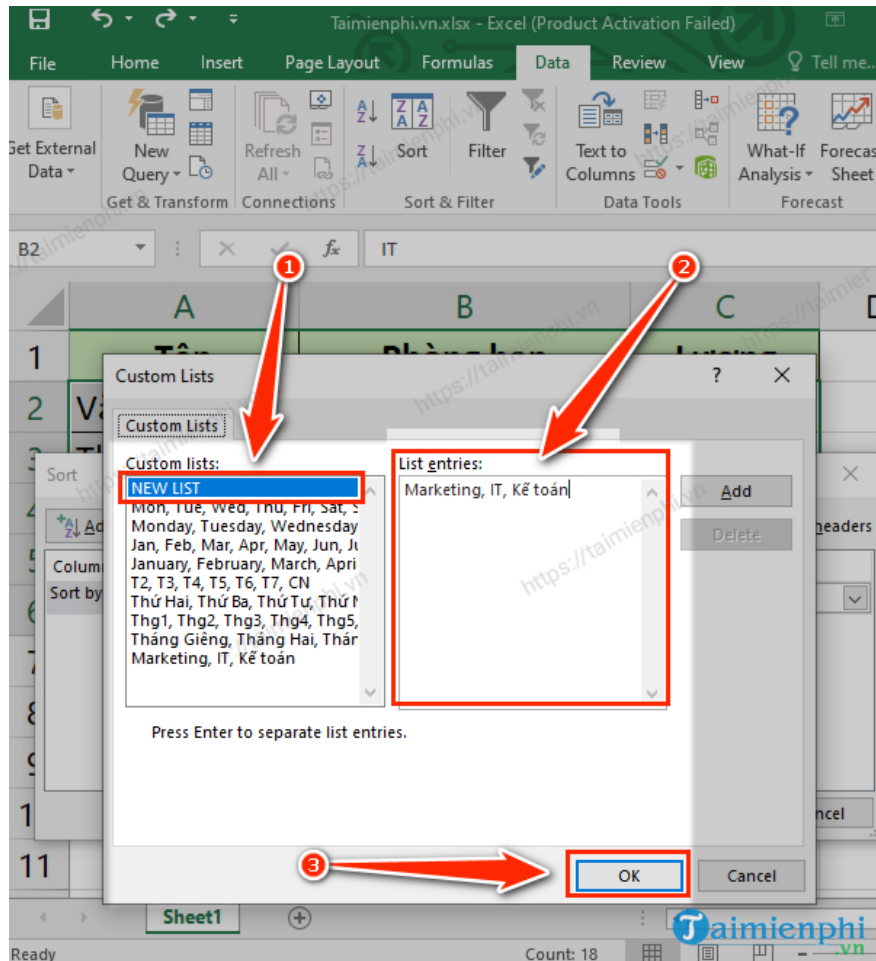
-At **Sort On:** Select **Values** ??.

- At **Order:** Select **Custom List** .



Step 4: When the Custom Lists dialog box opens:

- Select **NEW LIST** .
 - In the **List entries** box, enter the syntax: **Marketing, IT, Accounting** .
- => Click **OK** .



Step 5: Click **OK** in the **Sort** dialog box . And the result you get is:

	A	B	C
1	Tên	Phòng ban	Lương
2	Thanh Hương	Marketing	10,000,000
3	Bảo Ngọc	Marketing	12,000,000
4	Minh Khôi	Kế toán	18,000,000
5	Hoàng Anh	Kế toán	15,000,000
6	Văn Dũng	IT	20,000,000
7			
8			

2. How to sort data in Excel for multiple columns

When working with large data tables, you will sometimes need to sort multiple columns at once to categorize the data.

From the data table below, Free Download will guide you how to sort data for 2 columns at the same time: Department (AZ) and Salary (Descending/Largest to Smallest).

The screenshot shows the Microsoft Excel interface with a data table. The table has three columns: 'Tên' (Name), 'Phòng ban' (Department), and 'Lương' (Salary). The data is sorted by Department (A-Z) and then by Salary (Descending). The table is as follows:

	A	B	C	D
1	Tên	Phòng ban	Lương	
2	Hoàng Anh	Kế toán	15,000,000	
3	Bảo Ngọc	Marketing	12,000,000	
4	Minh Khôi	Kế toán	18,000,000	
5	Thanh Hương	Marketing	10,000,000	
6	Văn Dũng	IT	20,000,000	
7				

Steps to follow:

Step 1: Select the entire data table

Step 2: On the **Data tab**, open the **Sort** tool

Step 3: Add sort conditions

- Condition 1:

+ At **Column** : Select the **Department** column .

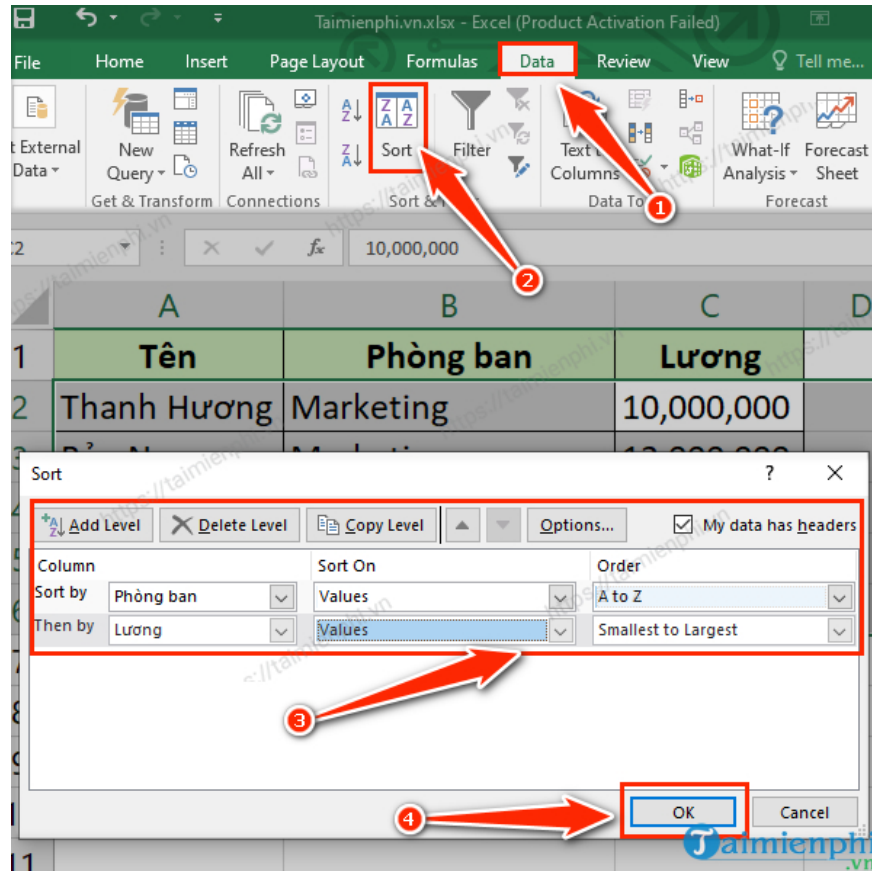
+ At **Sort On** : Select **Values** .

+ At **Order** : Select **A to Z**.

Click **Add Level** to add a sorting condition.

- Condition 2:

- + At **Column** : Select **Salary** column .
- + At **Sort On** : Select **Values** .
- + At **Order** : Select **Largest to Smallest** .



Step 4: Click **OK**

So you have arranged the data in Excel in the desired order.

	A	B	C	D
1	Tên	Phòng ban	Lương	
2	Văn Dũng	IT	20.000.000	
3	Hoàng Anh	Kế toán	15.000.000	
4	Minh Khôi	Kế toán	18.000.000	
5	Thanh Hương	Marketing	10.000.000	
6	Bảo Ngọc	Marketing	12.000.000	
7				
8				

Note: If you want to add sorting conditions, just click **Add Level** in step 3 to filter multiple data columns at the same time.

So you know how to **sort data in Excel** . Customize data filtering according to this guide, you will track and manage data effectively, find special data in the spreadsheet.

Excel also supports users with the Advance Filter function to filter the desired data. Please refer to how to use **Advance Filter in Excel** that Free Download has instructed to have the best way to handle it.

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