

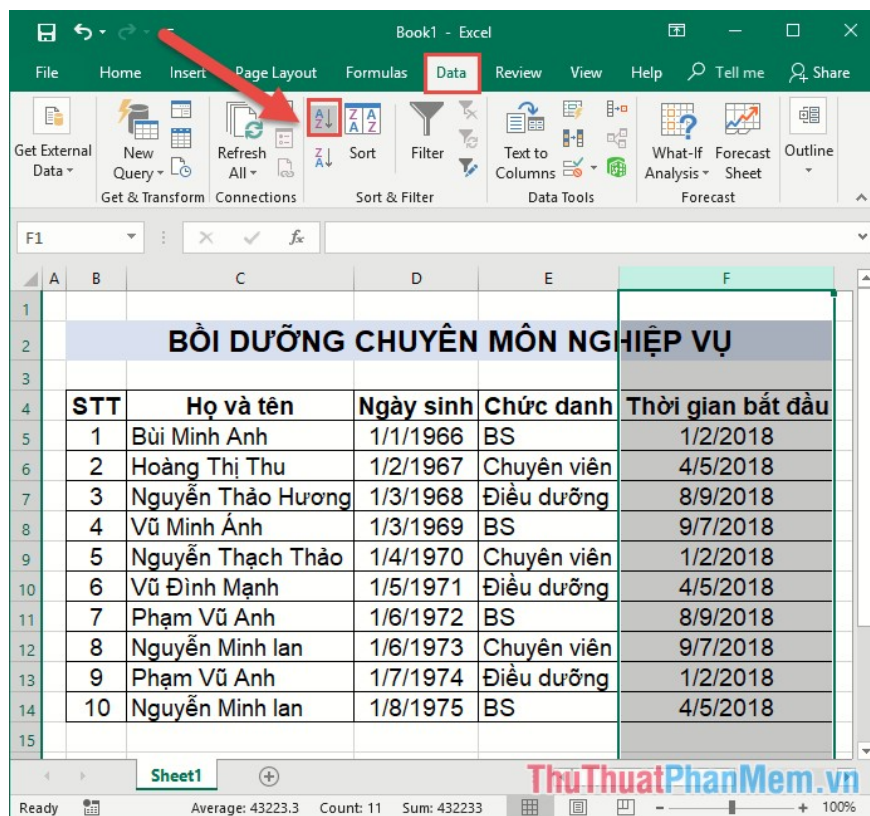
# How to sort dates in ascending and descending ways in Excel

How to sort dates in ascending and descending ways in Excel. The following article helps you to sort dates in ascending or descending order in Excel quickly and effectively. Method 1: Step 1: Select the data column containing dates to sort - on the Data tab

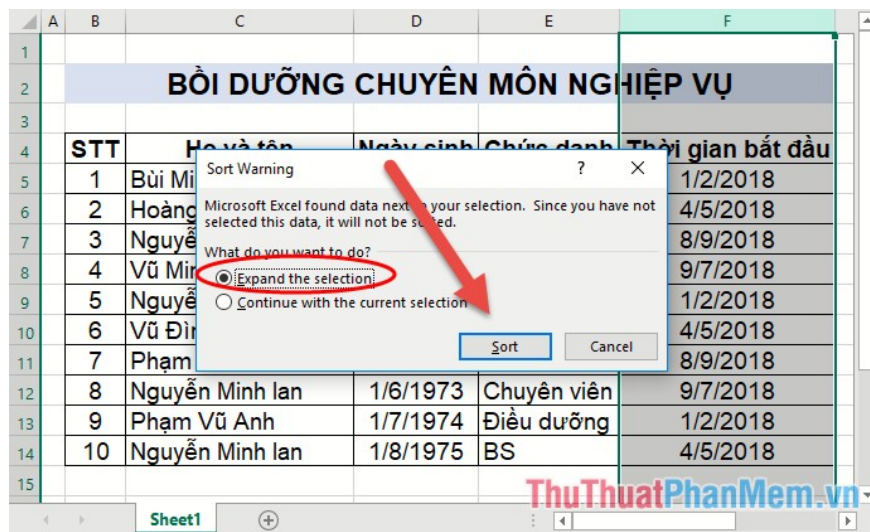
The following article helps you to arrange date in ascending or descending order in Excel quickly and effectively

## Method 1:

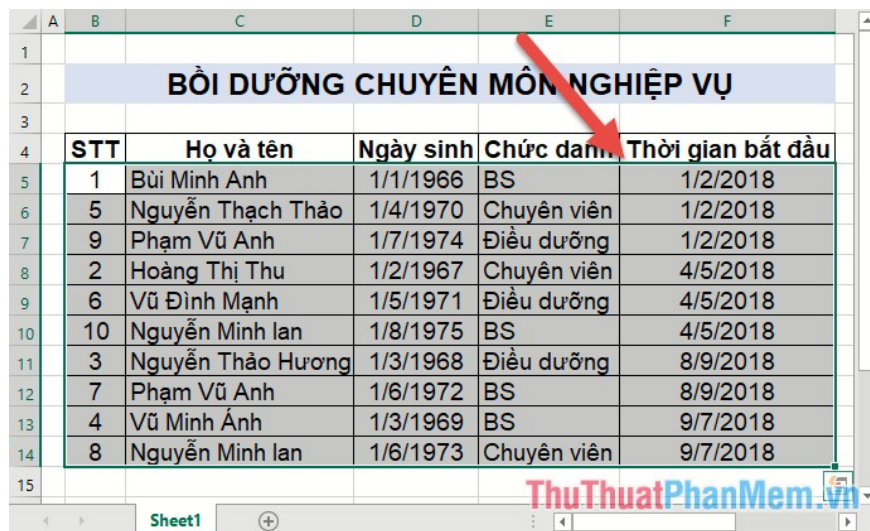
**Step 1:** Select the data column containing the dates to sort -> on the **Data** tab -> **Sort A to Z** to sort the dates in ascending order (or choose **Sort Z to A** sorted in descending order):



**Step 2:** A dialog box appears and click **Expand the selection** -> **Sort:**

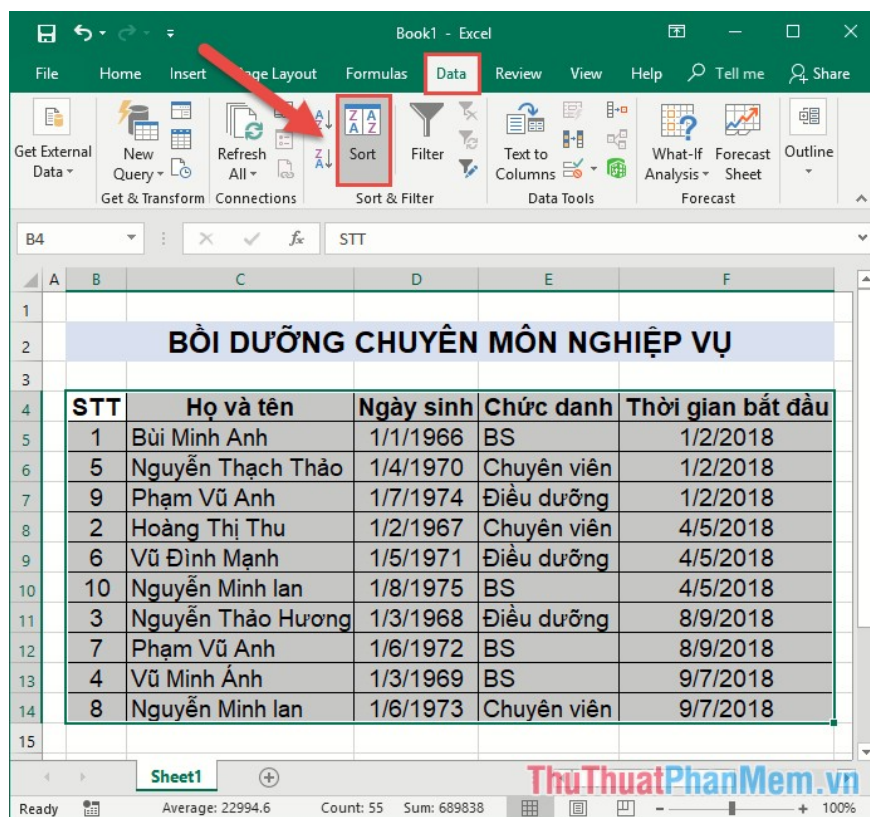


The results have sorted dates in ascending order:

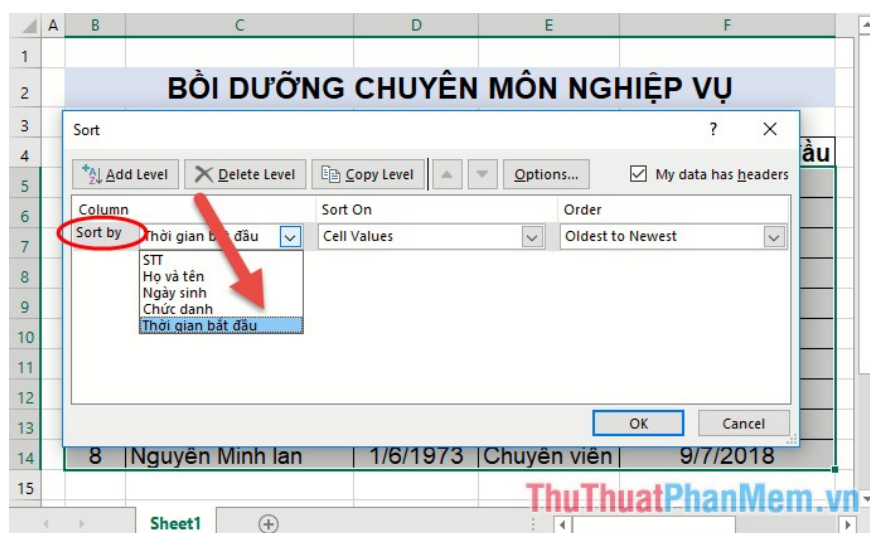


## Method 2:

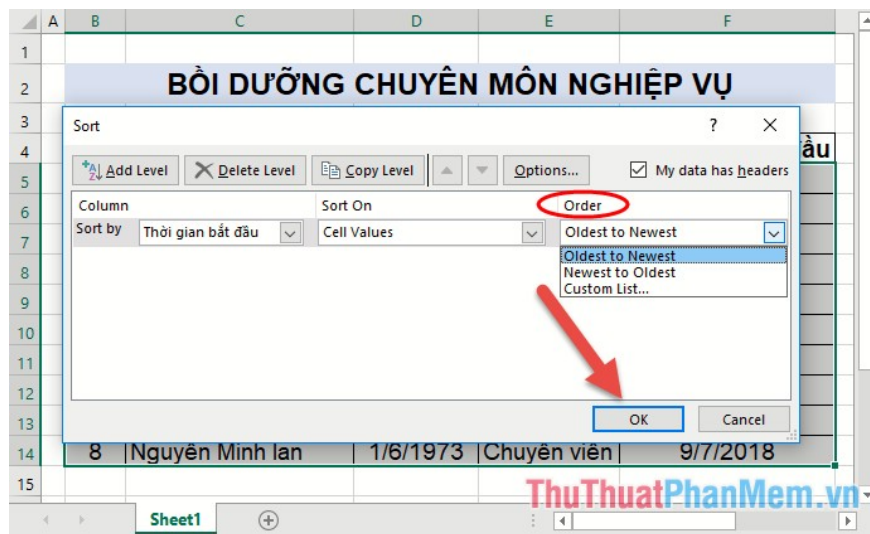
**Step 1:** Select the data area you want to sort the dates in descending or ascending order -> **Data** -> **Sort:**



**Step 2:** The dialog box appears in the **Sort by** section select the column header containing the dates to sort:



**Step 3:** In the **Order** section, select the sorting in ascending order (Oldest to Newest) or descending (Newest to Oldest), finally click **OK**:

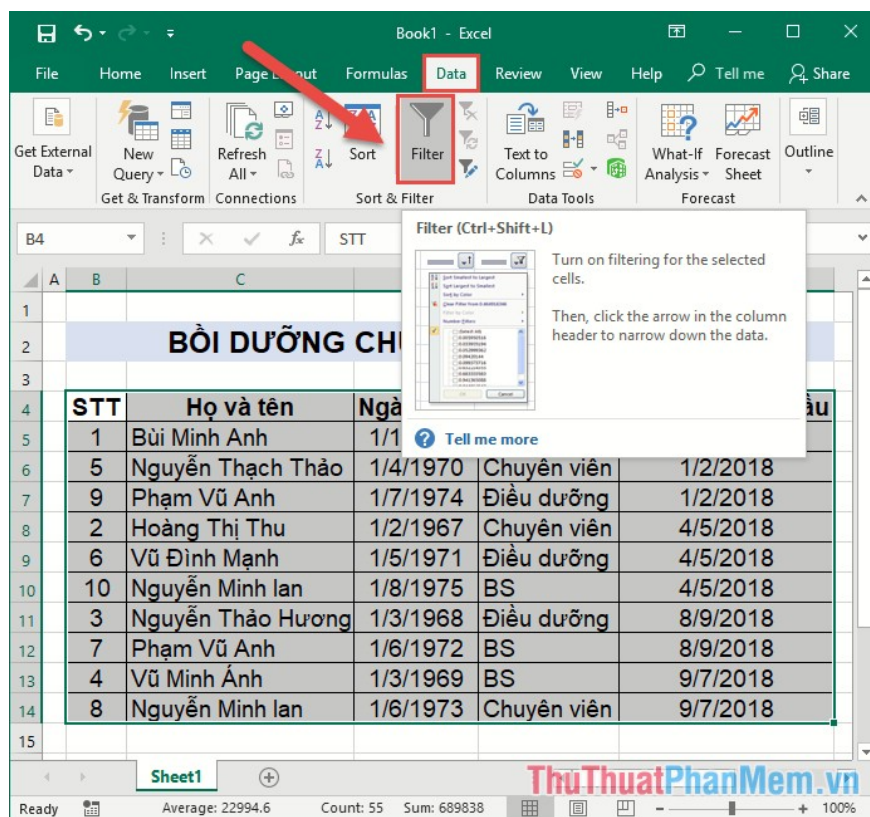


The results you have sorted the dates in the desired order:

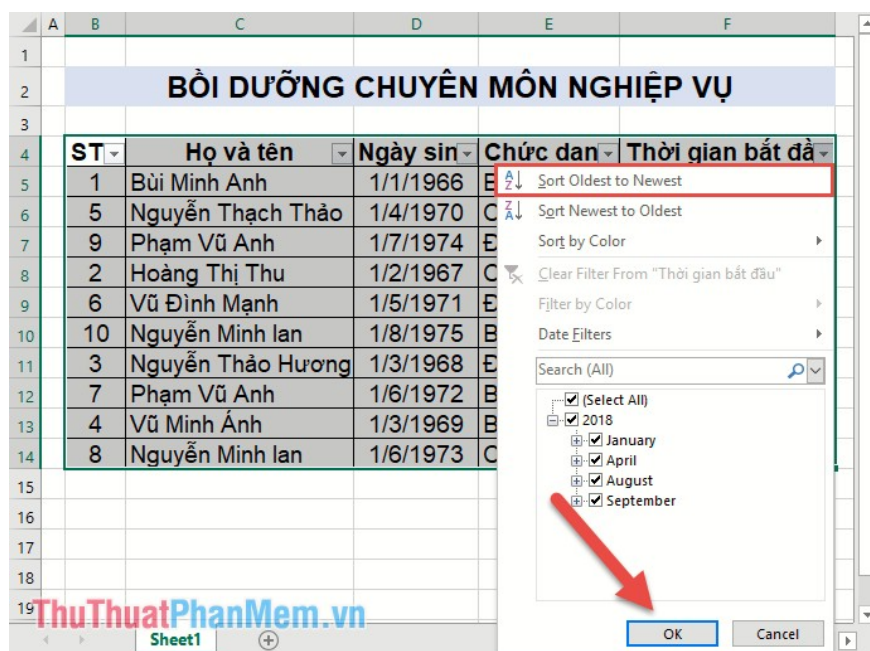
STT	Họ và tên	Ngày sinh	Chức danh	Thời gian bắt đầu
1	Bùi Minh Anh	1/1/1966	BS	1/2/2018
5	Nguyễn Thạch Thảo	1/4/1970	Chuyên viên	1/2/2018
9	Phạm Vũ Anh	1/7/1974	Điều dưỡng	1/2/2018
2	Hoàng Thị Thu	1/2/1967	Chuyên viên	4/5/2018
6	Vũ Đình Mạnh	1/5/1971	Điều dưỡng	4/5/2018
10	Nguyễn Minh lan	1/8/1975	BS	4/5/2018
3	Nguyễn Thảo Hương	1/3/1968	Điều dưỡng	8/9/2018
7	Phạm Vũ Anh	1/6/1972	BS	8/9/2018
4	Vũ Minh Ánh	1/3/1969	BS	9/7/2018
8	Nguyễn Minh lan	1/6/1973	Chuyên viên	9/7/2018

### Method 3:

**Step 1:** Select the data area to sort on the **Data** tab -> **Filter:**



**Step 2:** Right-click the date column to sort sorted **Oldest to Newest** to sort in ascending order or click **Sort Newest to Oldest** if you want to sort dates in descending order:



The results you have arranged dates in ascending order:

BỒI DƯỠNG CHUYÊN MÔN NGHIỆP VỤ					
ST	Họ và tên	Ngày sin	Chức dan	Thời gian bắt đầ	
1	Bùi Minh Anh	1/1/1966	BS	1/2/2018	
5	Nguyễn Thạch Thảo	1/4/1970	Chuyên viên	1/2/2018	
9	Phạm Vũ Anh	1/7/1974	Điều dưỡng	1/2/2018	
2	Hoàng Thị Thu	1/2/1967	Chuyên viên	4/5/2018	
6	Vũ Đình Mạnh	1/5/1971	Điều dưỡng	4/5/2018	
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4	Vũ Minh Ánh	1/3/1969	BS	9/7/2018	
8	Nguyễn Minh lan	1/6/1973	Chuyên viên	9/7/2018	

So with a few very simple ways you have sorted the dates in the desired order. Note when creating your data to the correct date data type. Good luck!

You finished reading the article "**How to sort dates in ascending and descending ways in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.