

# MS Excel 2007 - Lesson 8: Sort and Filter

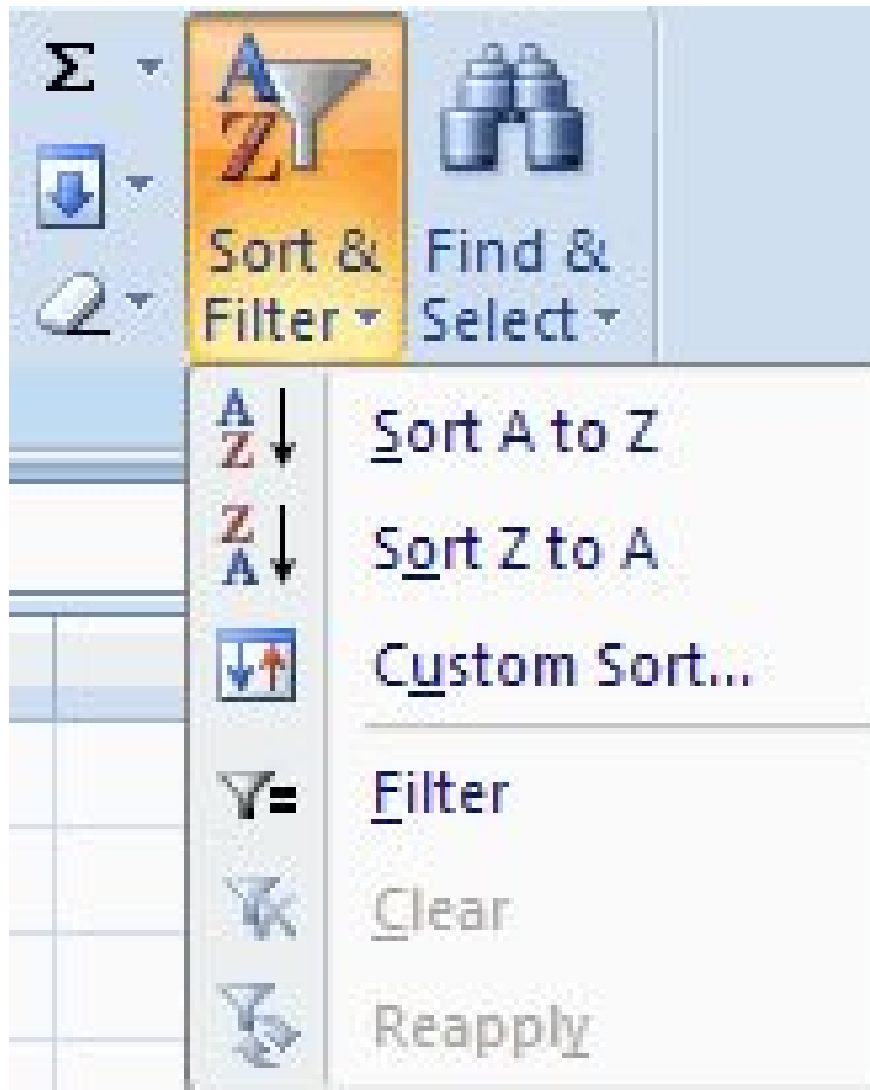
Sort and Filter are features that allow you to manipulate data in a spreadsheet based on standards. To sort data and filter data in Excel 2007 you will use the Sort & Filter feature. Below TipsMake.com will guide you how to filter data, arrange data with this feature in Excel 2007.

**TipsMake.com - Sort and Filter are features that allow you to manipulate data** in a spreadsheet based on standards. To sort data and filter data in Excel 2007 you will use the Sort & Filter feature. Below TipsMake.com will guide you how to filter data, arrange data with this feature in Excel 2007.

## Sort data in Excel 2007

To make a sort in ascending or descending order on a column:

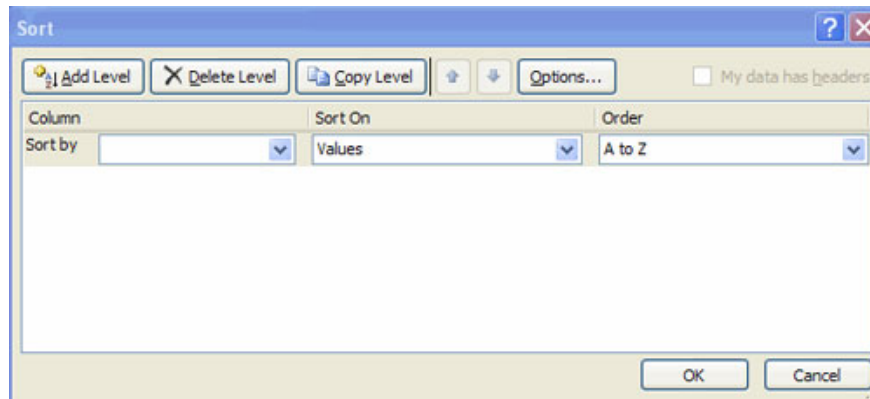
- Highlight to select the cells in the column to be sorted
- Click the **Sort & Filter** button on the **Home** tab
- Click the **Sort Ascending (AZ)** or **Sort Descending button (ZA)**



### **Customize data arrangement**

To sort more than one column:

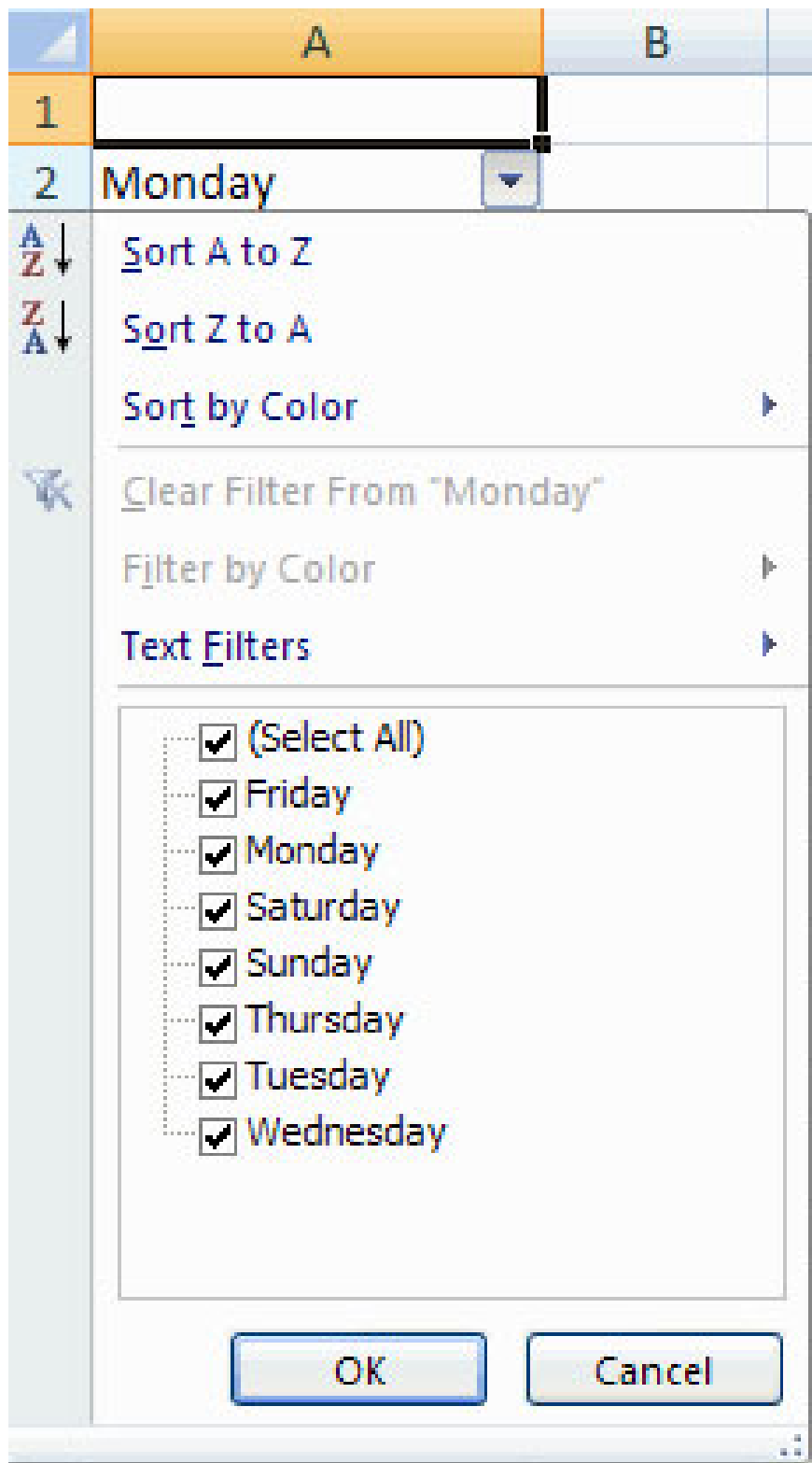
- Click the **Sort & Filter** button on the Home tab
- Select the column you want to sort first
- Click **Add Level**
- Select the next column you want to sort
- Click **OK**



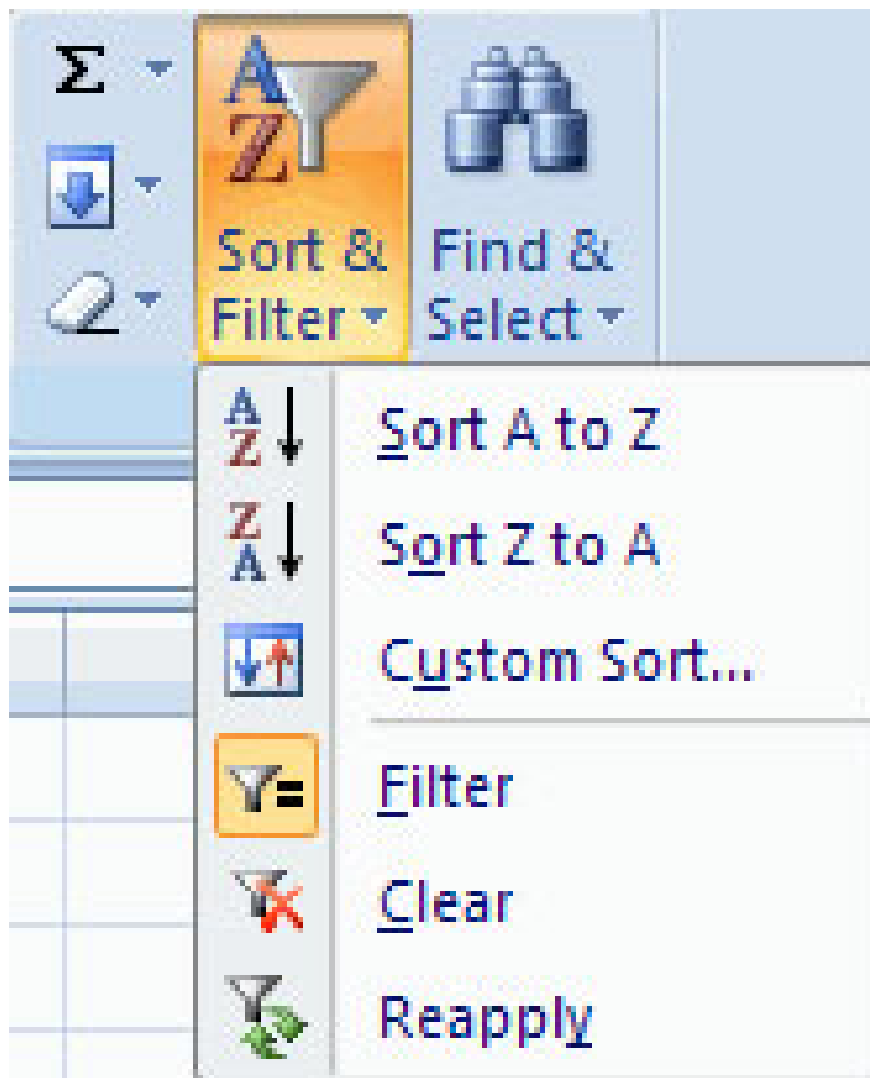
## Create data filters on Excel 2007

Filters allow you to display only data that meets certain standards. To use filters:

- Click on the column or select the columns containing the data you want to filter
- On the Home tab, click Sort & Filter
- Click the **Filter** button
- Click the arrow below the first cell
- Click **Text Filter**
- When the first cell on the selected column has an arrow pointing down, simply click on it and select the fields you want to display on the worksheet and click **OK** .



- To not apply a filter, click the **Sort & Filter** button
- Click **Clear**



Next lesson: [MS Excel 2007 - Lesson 9: Graphics](#)

Previous article: [MS Excel 2007 - Lesson 7: Creating Macros in Excel 2007](#)

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