

Sort data in Excel

Sort data in Excel - Excel supports you with data sorting tools to give you the sorting options. You can use the sort tool to sort the data in your Excel document.

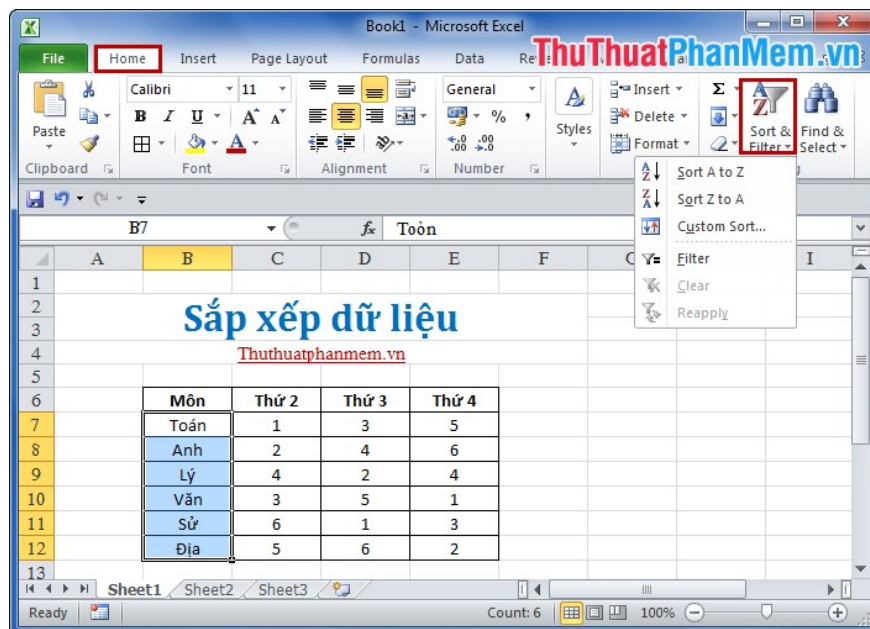
In the process of using Excel, when you enter data, or perform calculation functions, the data will not follow a certain order. Rearranging the imported data and the processed and calculated data is essential for easy searching and editing. Excel supports you with data sorting tools giving you the option of sorting. You can use the sort tool to sort the data in your Excel document.



Article on how to organize data on Excel 2010 spreadsheets.

Step 1: Select the data area you want to sort, select the **Home** tab and select **Sort & Filter** and choose the type of arrangement you want.

- If you want to sort the column of text data, when selecting Sort & Filter, you will have the choice of sorting: **Sort A to Z** (sort from A to Z), **Sort Z to A** (sort from Z to A) .



+ If you choose **Sort A to Z** , the data will be sorted as follows:

The screenshot shows the data from the previous table sorted alphabetically by subject name. A red arrow points to the 'Môn' column header. The sorted data is as follows:

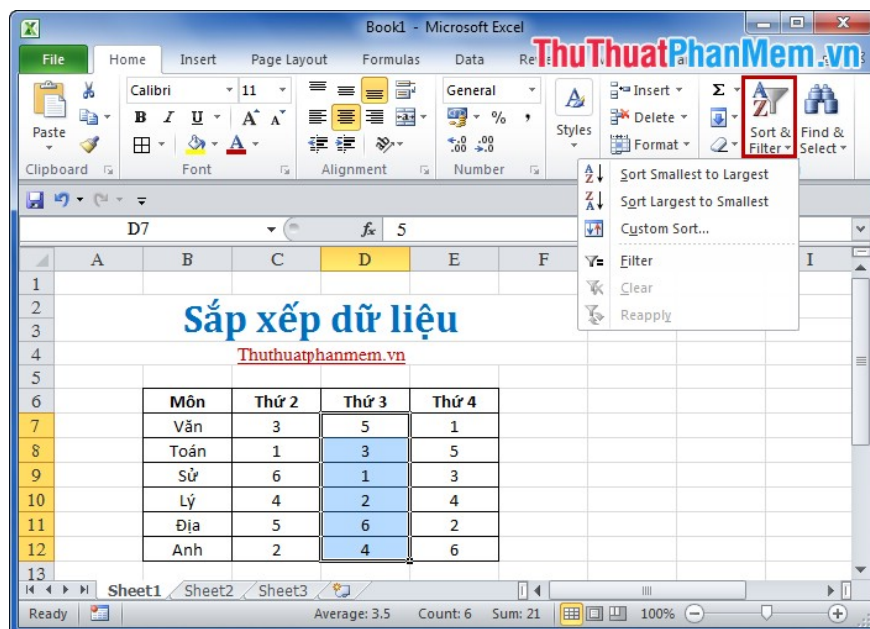
Môn	Thứ 2	Thứ 3	Thứ 4
Anh	2	4	6
Địa	5	6	2
Lý	4	2	4
Sử	6	1	3
Toán	1	3	5
Văn	3	5	1

+ If you choose **Sort Z to A** , the data will be sorted as follows:

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ThuThuatPhanMem.vn

Môn	Thứ 2	Thứ 3	Thứ 4
Văn	3	5	1
Toán	1	3	5
Sử	6	1	3
Lý	4	2	4
Địa	5	6	2
Anh	2	4	6

If you sort the column of numeric data, then choose **Sort & Filter** will appear choosing the arrangement: **Sort Smallest to Largest** (sort from small to large) and **Sort Largest to Smallest** (sort from large to small).



+ If you choose **Sort Smallest to Largest** , the results will be arranged as follows:

Sắp xếp dữ liệu
ThuThuatPhanMem.vn
thuthuatphanmem.vn

Môn	Thứ 2	Thứ 3	Thứ 4
Sử	6	1	3
Lý	4	2	4
Toán	1	3	5
Anh	2	4	6
Văn	3	5	1
Địa	5	6	2

+ If you choose **Sort Largest to Smallest** , the results after sorting:

Sắp xếp dữ liệu
ThuThuatPhanMem.vn
thuthuatphanmem.vn

Môn	Thứ 2	Thứ 3	Thứ 4
Địa	5	6	2
Văn	3	5	1
Anh	2	4	6
Toán	1	3	5
Lý	4	2	4
Sử	6	1	3

Step 2: You can sort by selecting the data area to sort, select the tab **Home** -> **Sort & Filter** -> **Custom Sort** .

The screenshot shows the Microsoft Excel interface. The 'Home' tab is active, and the 'Sort & Filter' group in the ribbon is expanded. The 'Custom Sort...' option is highlighted with a red box. The spreadsheet below shows the same data as the previous images, with the 'Thứ 3' column highlighted in yellow. The status bar at the bottom indicates 'Average: 3.5 Count: 24 Sum: 63'.

In the **Sort** table , you select some information:

Sort by you choose the column you want to sort.

Sort On sort based on what aspect.

Order sort by increasing or decreasing, A -> Z or Z-> A .

Then click **OK** to sort.



The results will be organized according to your wishes.

Môn	Thứ 2	Thứ 3	Thứ 4
Văn	3	5	1
Địa	5	6	2
Sử	6	1	3
Lý	4	2	4
Toán	1	3	5
Anh	2	4	6

For versions of Excel 2007 or Excel 2013 you do the same. So you already know how to organize data on an Excel spreadsheet. Good luck!

You finished reading the article "**Sort data 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.