

Sort the database in Excel

Instructions on how to organize a database in Excel. Sorting data is indispensable when working in Excel. 1. Sort data simply. Step 1: Select the data range to be sorted - Data - Sort: Step 2: Sort dialog box appears field selection

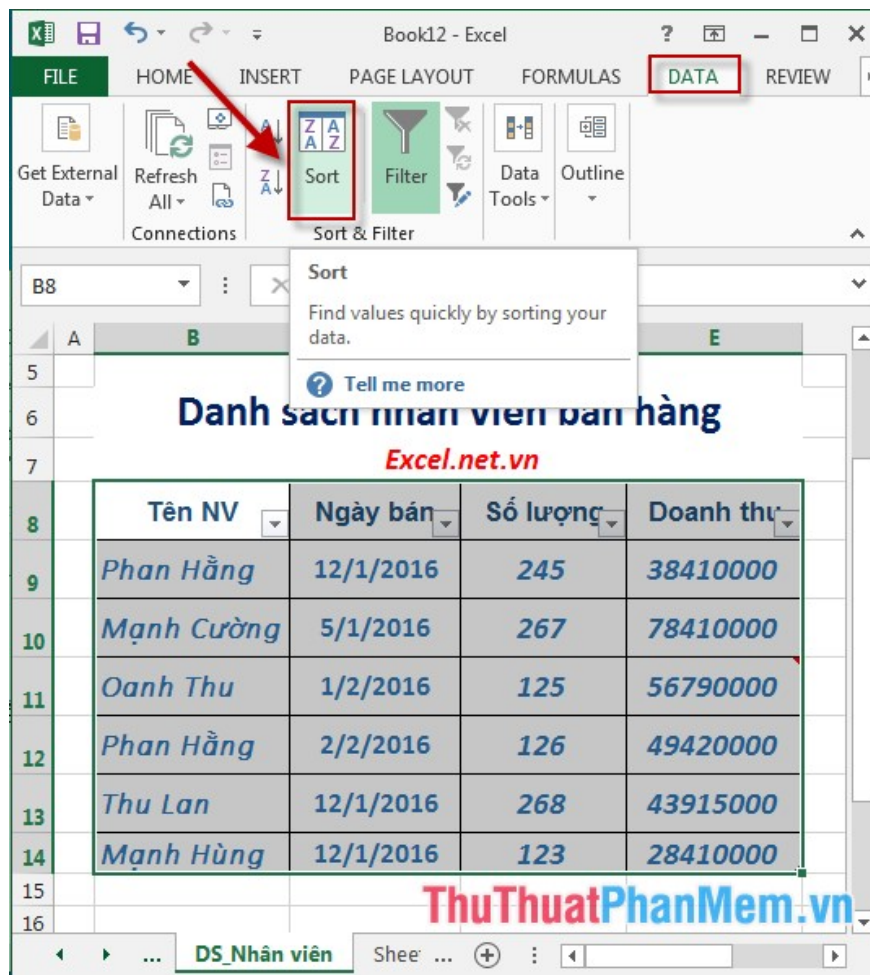
The following article provides detailed instructions for you to organize the database in Excel.

Data Sort

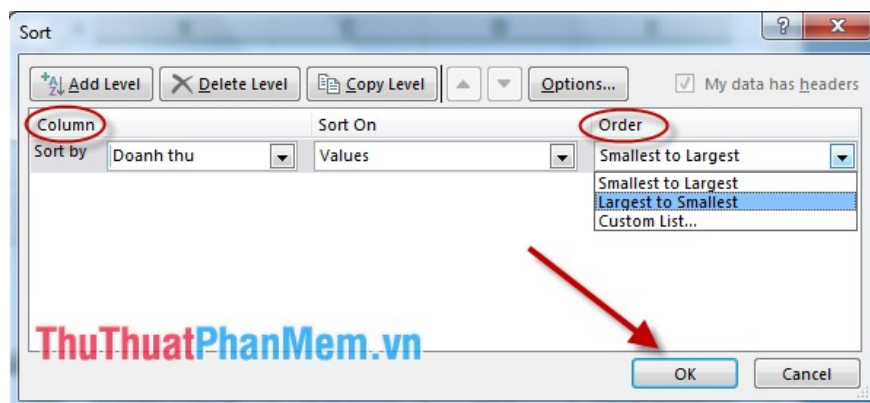
Sorting data is indispensable when working in Excel.

1. Sort data simply.

Step 1: Select the data range to sort -> **Data** -> **Sort:**



Step 2: The **Sort** dialog box appears, select the data fields to sort in **Sort by** -> select the sorting type in the **Order** section , for example, here sort the revenue in order from baby to big:



After clicking **OK**, the result is:

Tên NV	Ngày bán	Số lượng	Doanh thu
Mạnh Hùng	12/1/2016	123	28410000
Phan Hằng	12/1/2016	245	38410000
Thu Lan	12/1/2016	268	43915000
Phan Hằng	2/2/2016	126	49420000
Oanh Thu	1/2/2016	125	56790000
Mạnh Cường	5/1/2016	267	78410000

2. Sort names alphabetically.

Step 1: Insert 3 more columns, middle names and first names as shown:

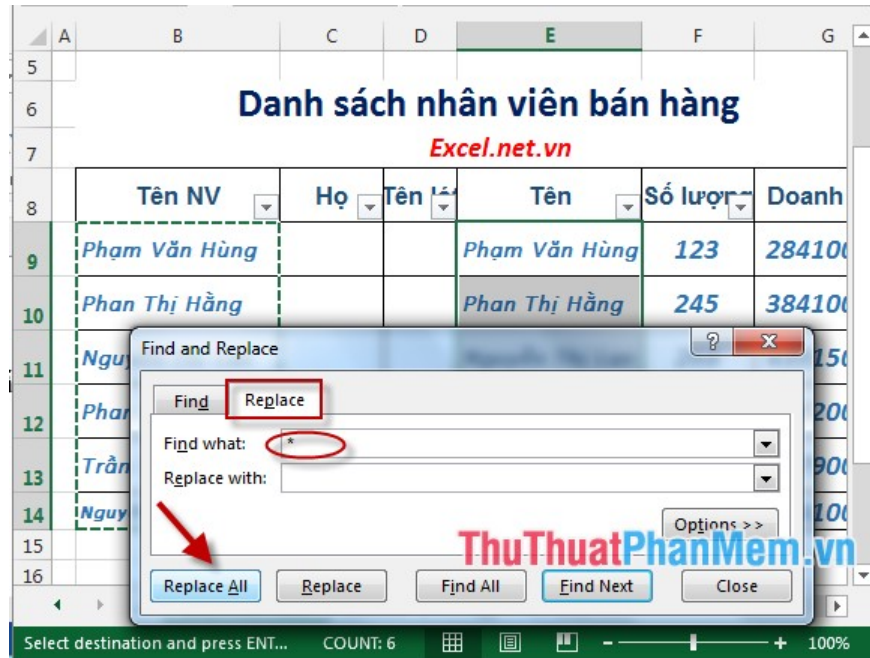
Tên NV	Họ	Tên lót	Tên	Số lượng	Doanh thu
Phạm Văn Hùng	Phạm	Văn	Hùng	123	2841
Phan Thị Hằng	Phan	Thị	Hằng	245	3841
Nguyễn Thị Lan	Nguyễn	Thị	Lan	268	4391
Phan Minh Hằng	Phan	Minh	Hằng	126	4942
Trần Thị Thu	Trần	Thị	Thu	125	5679
Nguyễn Mạnh Cường	Nguyễn	Mạnh	Cường	267	7841

Step 2: Copy the entire NV Name column to the Name column -> press **Ctrl + H** -> the dialog box appears in the section:

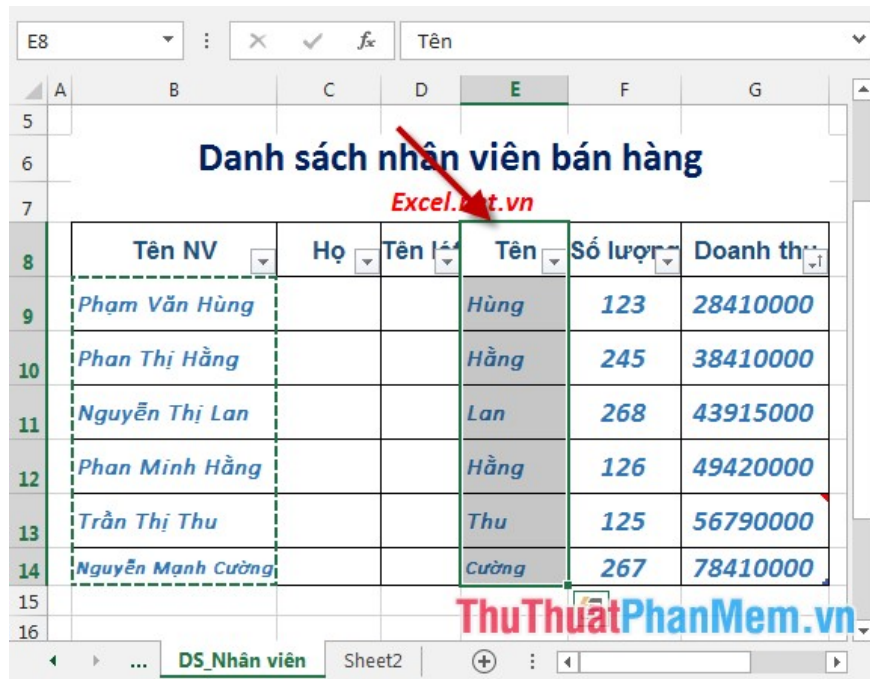
- **Find What:** enter a star and the spacebar.

- **Replace with** section is empty

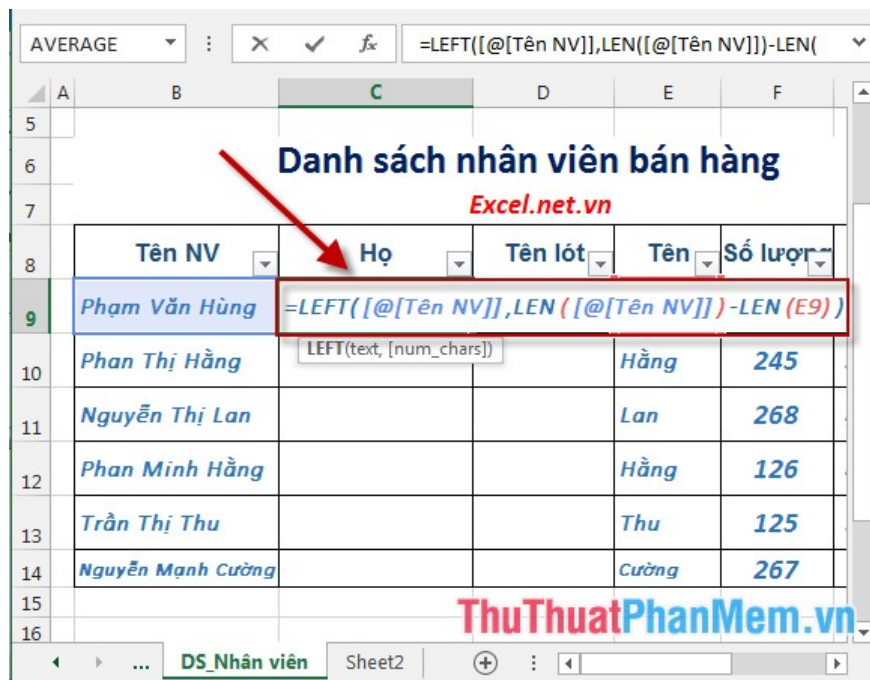
-> Finally, click **Replace All**:



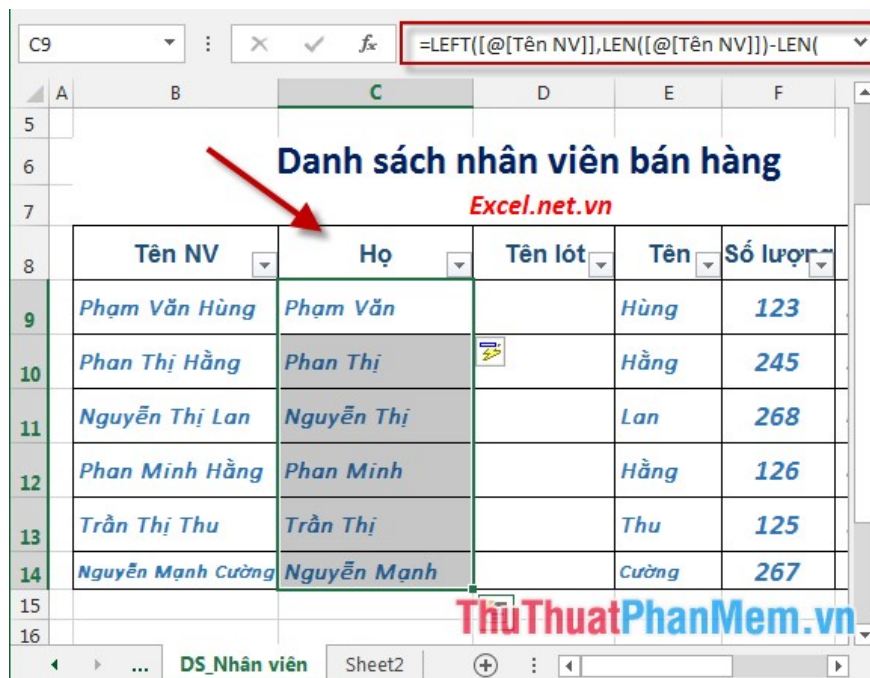
Step 3: After clicking **Replace All**, the result is shown:



Step 4: In cell C9 in the column **They** enter the formula as shown:

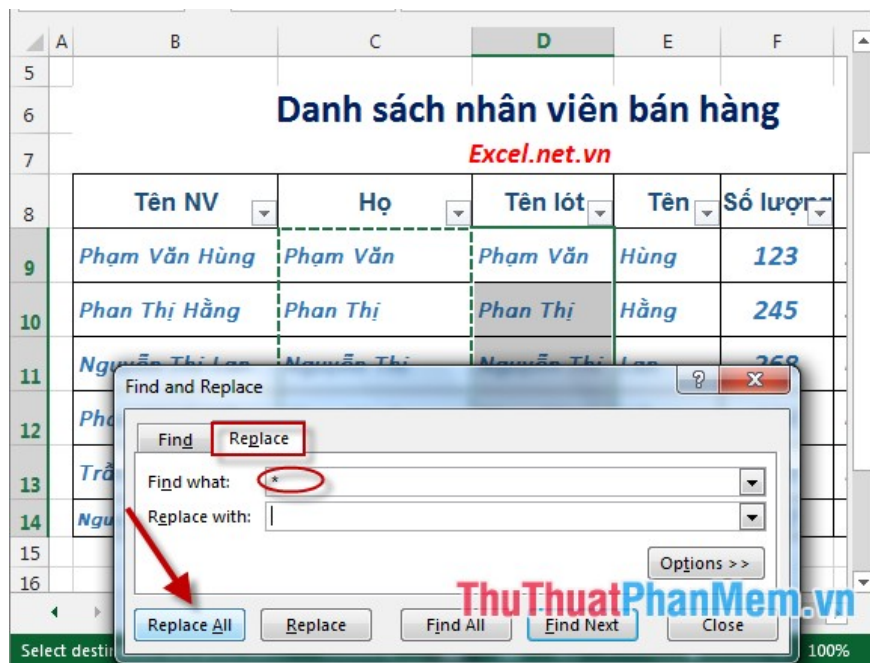


Step 5: Press **Enter** and make a copy of the formula for the remaining values ??in the resulting column:

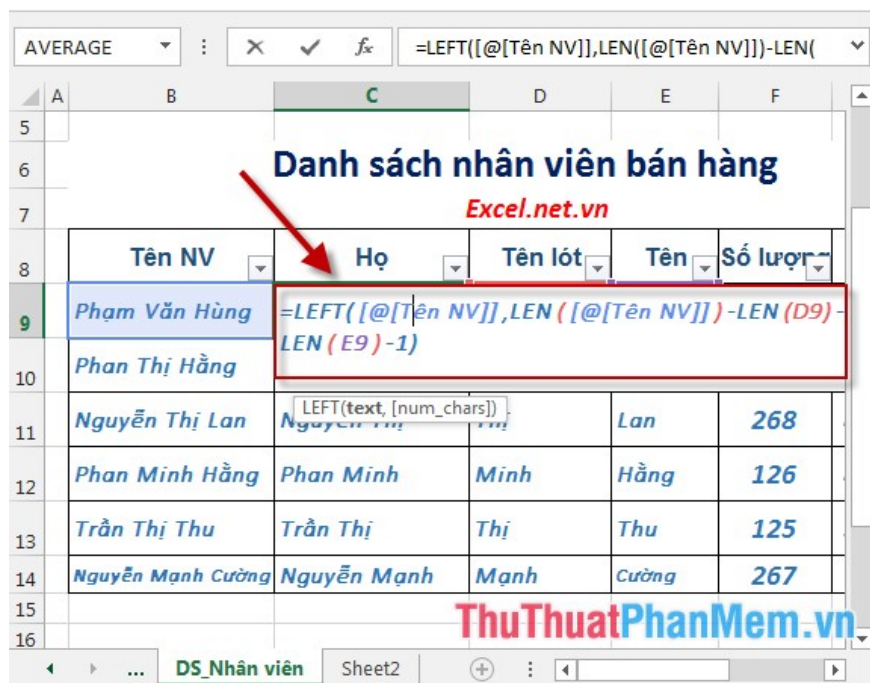


Step 6: Perform copy the entire column **They** and **paste** the style **Paste Value** -> Copy the column **They** -> paste into the column **MI** -> press the key combination **Ctrl + H** -> dialog box that appears in the item:

- **Find what:** Enter stars and spaces.
- **Replace with:** Leave blank.
- Finally, click **Replace All:**



Step 7: Copy and Paste the middle **name** column as **Paste Value**. In cell C9 of the column **They** enter the formula as shown:



Step 8: After pressing **Enter** -> copy the formula for the remaining values ??in the resulting column:

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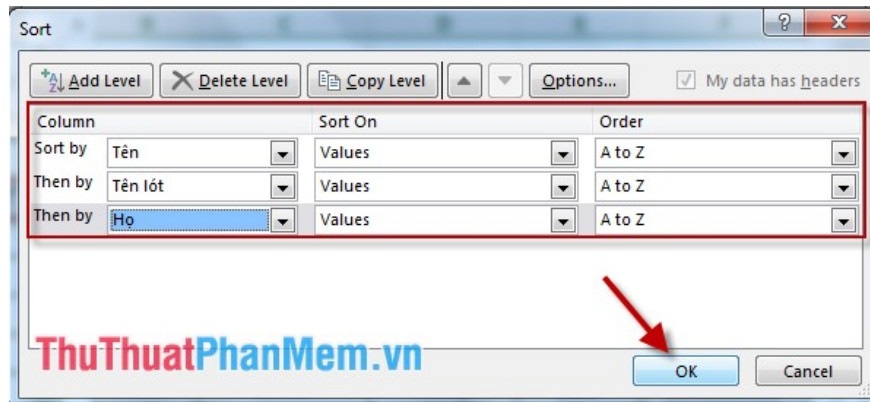
Tên NV	Họ	Tên lót	Tên	Số lượng
Phạm Văn Hùng	Phạm	Văn	Hùng	123
Phan Thị Hằng	Phan	Thị	Hằng	245
Nguyễn Thị Lan	Nguyễn	Thị	Lan	268
Phan Minh Hằng	Phan	Minh	Hằng	126
Trần Thị Thu	Trần	Thị	Thu	125
Nguyễn Mạnh Cường	Nguyễn	Mạnh	Cường	267

Step 9: Make **Copy** and **Paste** column **They** styled **Paste Value** results:

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Họ	Tên lót	Tên	Số lượng	Doanh thu
Phạm	Văn	Hùng	123	28410000
Phan	Thị	Hằng	245	38410000
Nguyễn	Thị	Lan	268	43915000
Phan	Minh	Hằng	126	49420000
Trần	Thị	Thu	125	56790000
Nguyễn	Mạnh	Cường	267	78410000

Step 10: Select the entire data table into **Data -> Sort ->** dialog box appears enter the values ??as shown (to add a sort field, click **Add Level**):



Step 11: After clicking **OK**, all the data in the table is sorted:

	Họ	Tên lót	Tên	Số lượng	Doanh thu
9	Nguyễn	Manh	Cường	267	78410000
10	Phan	Minh	Hằng	126	49420000
11	Phan	Thị	Hằng	245	38410000
12	Phạm	Văn	Hùng	123	28410000
13	Nguyễn	Thị	Lan	268	43915000
14	Trần	Thị	Thu	125	56790000

- In case you want to combine 3 columns **Last name**, **Middle name**, **First name** column **First and last name** perform 3 strings inserting spaces:

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Họ và tên	Họ	Tên lót	Tên	Số lượng
=Table1[@Họ]&" "&Table1[@[Tên lót]]&" "&Table1[@Tên]	Nguyễn	Mạnh	Cường	267
	Phan	Minh	Hằng	126
	Phan	Thị	Hằng	245
	Phạm	Văn	Hùng	123
	Nguyễn	Thị	Lan	268
	Trần	Thị	Thu	125

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- Press **Enter** -> copy for the remaining values ??in the column -> **Copy** the First and Last column and **Paste** as **Paste Value** -> delete the 3 columns **Last name, Middle name, Result name** :

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Họ và tên	Số lượng	Doanh thu
Nguyễn Mạnh Cường	267	78410000
Phan Minh Hằng	126	49420000
Phan Thị Hằng	245	38410000
Phạm Văn Hùng	123	28410000
Nguyễn Thị Lan	268	43915000
Trần Thị Thu	125	56790000

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The above is a detailed guide on how to organize a database in Excel 2013.

Good luck!

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