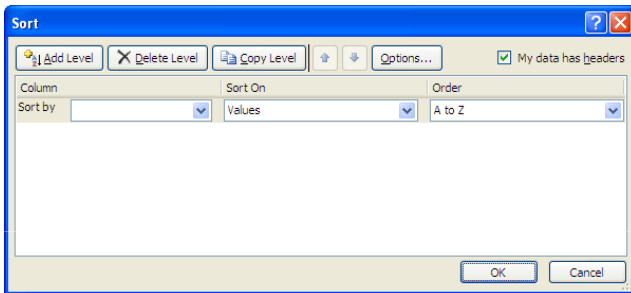
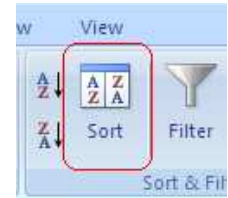


Using the Sort Function in Excel

The “Sort” function can help you organize, arrange, and rank data when you have more than one variable. For example, you can sort a spreadsheet by grade, ethnicity, and/or gender, then rank students by their GPA.

Step 1: Under the “Data” tab, select the “Sort” icon. →

A pop up window will open.



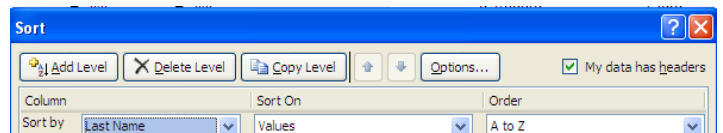
Step 2: There are three drop-downs in the pop up window.

“Sort By” – The column to sort

“Sort On” – How to sort (cell value, cell color, etc.)

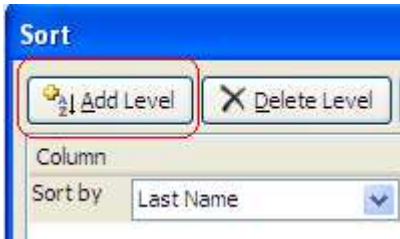
“Order” – How you want the data presented

In this example, we will sort by Last Name, sort on Values, and order the data A to Z.



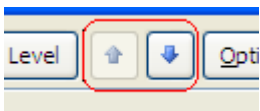
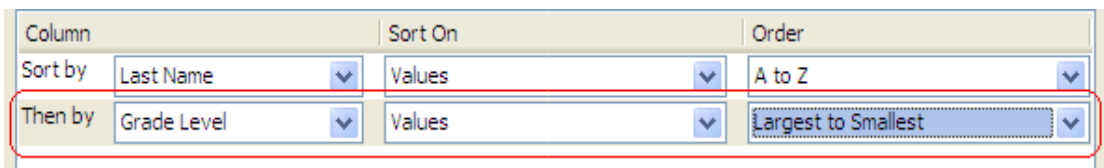
Step 4: After selecting your choice(s) from the drop-downs and clicking “OK” in the pop-up, your data sheet will be sorted.

F
Last Name
Abadie
Abang
Abarca
Abrams
Abrams
Abrica
Abrica
Abzun
Abzun



Step 5: You can add additional “sort” rules by clicking on “Sort” under the “Data” tab again, then clicking on the “Add Level” button in the pop-up window.

Step 6: In this example, our additional sort is by grade level, based on cell value, and displayed from largest to smallest.



Step 7: Use the blue arrows in the pop up box to move a sort up or down levels.

Step 8: To delete “sort” rules, select the “Delete Level” button in the pop-up box.

