



Module 6: Sort

6.1 Sort

Sorting data in Excel allows you to organize your data for more effective visualization, understanding and analysis.

Some examples of the uses of this function are if you want to organize names in alphabetical order, to organize prices from highest to lowest, or rows by colors or icons.

To sort data by text, select a column of the data with text, or make sure the active cell is in a table column with data with text that you want sorted. Click the Data tab, and find the Sort & Filter group. Click on the button desired to either organize from A to Z (A→Z) or Z to A (Z→A).

To sort numbers, same as above, select a column of the data, or make sure the active cell in a table is a column with the numbers you want sorted. In the Data tab, in the Sort & Filter group, click on the A → Z button to organize from smallest to largest. Click on the Z→A button to organize from largest to smallest.

To sort dates or times, the A→Z button will sort from the oldest date or time to the most recent date or time. The Z→A button will sort from the most recent date or time to the oldest date or time.

6.2 Video Instruction

How to Sort in Excel - 2m17s

6.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded practice sorting in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without formula

[Download Worksheet](#)

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