



## **Module 6 : Sort**

### **6.1 Sort**

**Sorting data in Excel allows you to organise your data for more effective visualisation, understanding and analysis.**

Some examples of the uses of this function are if you want to organise names in alphabetical order, to organise prices from highest to lowest, or rows by colours 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 organise 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 organise from smallest to largest. Click on the Z→A button to organise 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, practise sorting in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without formula

[Download Worksheet](#)

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