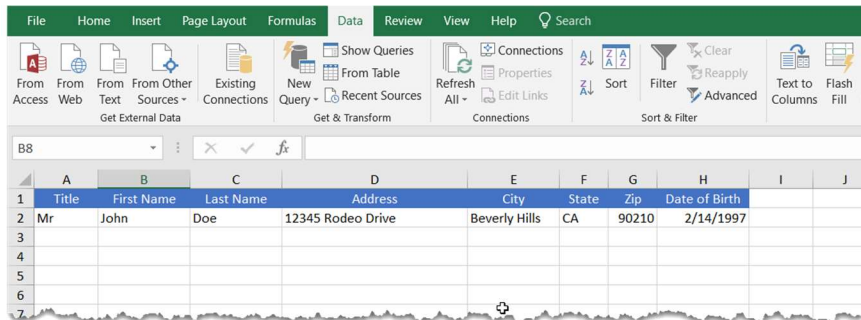


Microsoft Excel – Data Sort

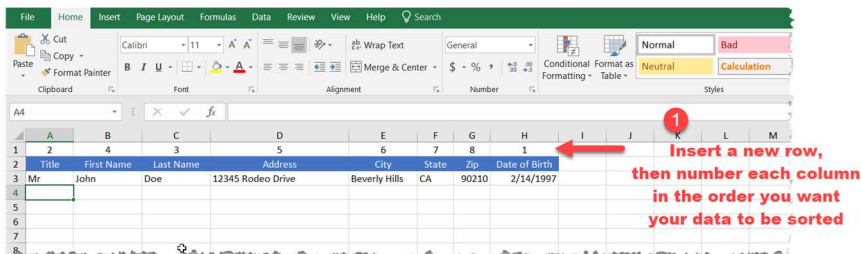
Whenever you are maintaining a list or a database in an Excel worksheet, it's helpful when you can sort your list in some logical order; alphabetical, numerical, etc.

The **Sort** feature on the **Data** tab allows flexibility how to arrange or sort your data. Most people however are under the impression that Excel will sort vertically (from top to bottom). Not true. Excel can also sort horizontally (from left to right).



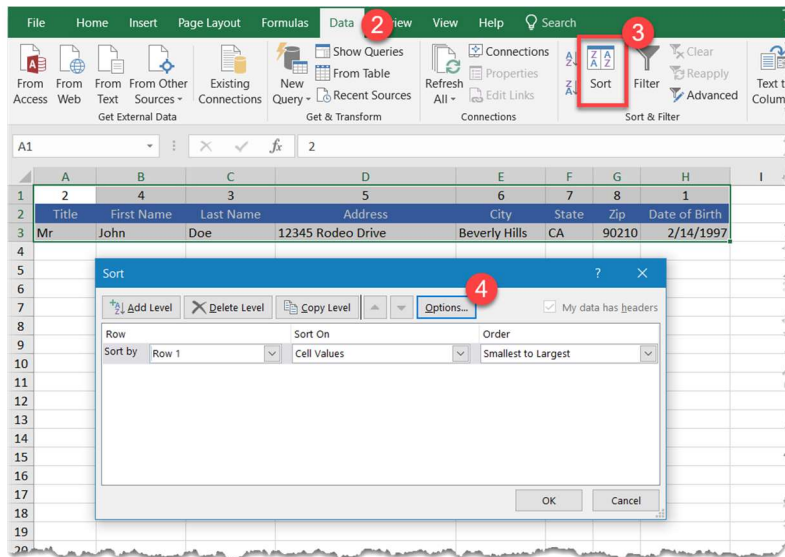
In this example, the First Name column comes before the Last Name column. Also, the DOB column is the last column listed. I want to sort this list to start with the DOB column first, and for the

last name to be listed before the first name.

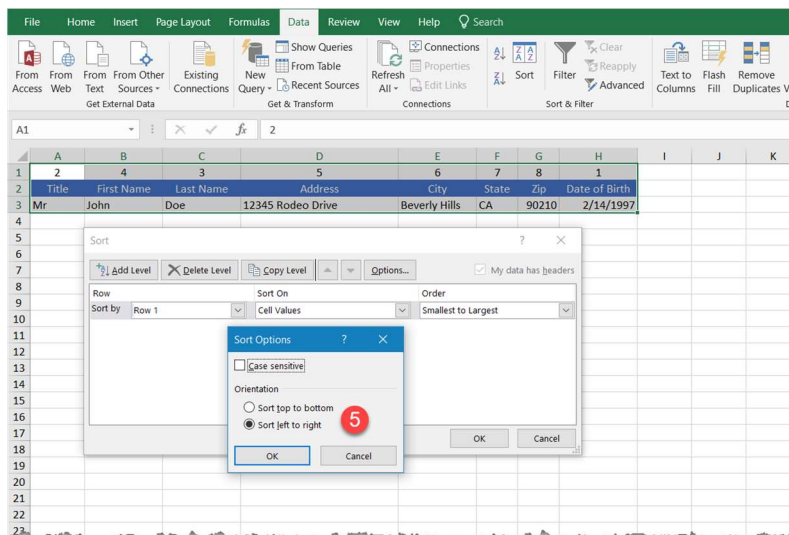


First, (1) insert a new row above the headers. Next, number each column in the order you want your data to be sorted. Since I want the DOB column to

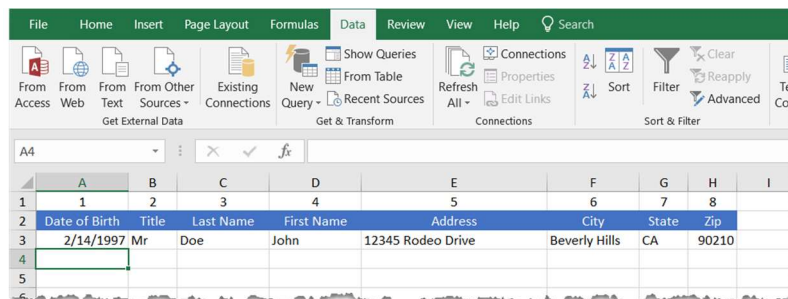
be first, this will be number 1. Column 2 will be for the title, column 3 will be the last name column, followed by column 4 for the first names column.



On the (2) **Data** tab from the **Sort & Filter** group, click the (3) **Sort** button. From the 'Sort by' drop-down option, select how you want to sort your rows. Next, select the (4) **Options** button.



Select 'Sort left to right' for your sort orientation. Click OK.



Your data is now sorted in the numerical order you listed above your headers.

Extra tip: the sort order can also be listed alphabetically, instead of numerically. For example, A, B, C, etc.