



How do I sort data in one column?

- $1. \hspace{0.1in} \text{Select the cells you wish to sort.}$
- 2. In the 'Home' ribbon, click the 'Sort & Filter' drop down menu.
- Click 'Sort A-Z'/'Sort Z-A' (if text in column) or 'Sort Smallest-Largest'/'Sort Largest-Smallest' (if numbers in column).

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How do I sort data in more than one column?

- 1. Select the cells you wish to sort.
- 2. In the 'Home' ribbon, click the 'Sort & Filter' drop down menu.
- 3. Click 'Custom Sort' to display the 'Sort' dialogue box.

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- If the selected cells include the column headings, click the 'my data has headers' option. Otherwise, all cells will be included in the sort.
- 5. Use the drop down menu to select the column to sort by and the order of the sort.
- 6. Click the 'Add Level' button to allow you to sort by another column.
- 7. Tick/Untick the 'my data has headers' as appropriate.

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Sort by	~	Cell Values	✓ A to Z			~

8. Click 'OK'.



Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk