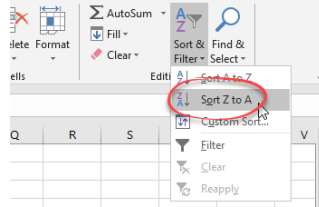




# Sorting Data

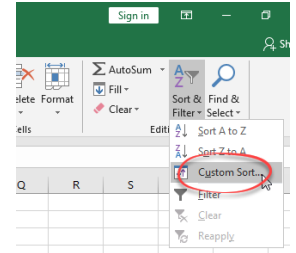
## How do I sort data in one column?

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

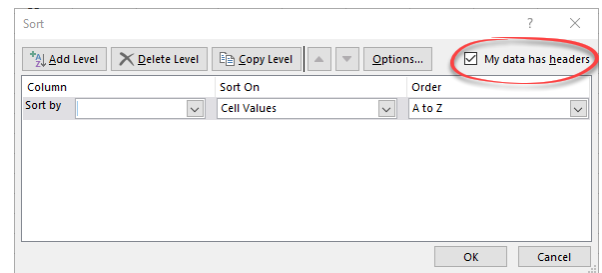


## How do I sort data in more than one column?

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.



4. 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.



8. Click 'OK'.



For help and assistance,  
call the ICT Helpdesk  
0141-342 1570

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](https://ictsupport.key.org.uk)