

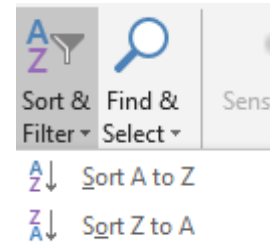
Application: Excel – Sorting

There are various ways to sort data in Excel. Detailed here is how to perform a simple alphanumeric sort.

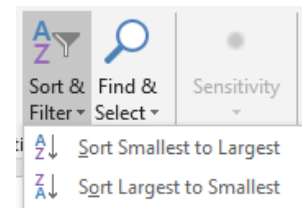
Other methods are covered in further Shared Expertise, for example, if you wish to perform a multi-level sort you would need to use Custom Sort.

Some things to remember before you start.

- Whichever column you sort on, the corresponding data in each row will be moved to the correct position.
 - If the area you wish to sort is in a continuous range you do not have to highlight it. Excel will recognise this as the sort area.
 - However, you can highlight specific data to sort either because you do not wish to sort all the data or because it is not a continuous range i.e. you have blank columns and rows.
 - If your data have column headings, format them differently from the rest of the data to ensure they are not included in the sort otherwise you would have to highlight the data to include.
1. Click in a cell within the range you want to sort or highlight the range.
 2. Click on **Home > Sort and Filter**
 3. If your text is character based the following options will be displayed:



4. If your text is Numerical the following options will be displayed.



5. Select the order you want to sort in.
6. The data will be automatically sorted.

