Basic Sorts

Sorting and Filtering allow you to manipulate data in a worksheet based on given set of criteria.

To execute a basic descending or ascending sort based on one column:
- Highlight the cells that will be sorted
- Click the Sort & Filter button on the Home tab
- Click the Sort Ascending (A-Z) button or Sort Descending (Z-A) button

Custom Sorts

To sort on the basis of more than one column:
- Click the Sort & Filter button on the Home tab
- Click Custom Sort
- Click the Sort button
- Choose which column you want to sort by first
- Click Add Level
- Choose the next column you want to sort
- Click OK