



Microsoft Office Virtual Learning

Sorting Data

May 18, 2020



Lesson: May 18 2020

Objective/Learning Target:

Students will learn how to sort data in Excel and Google Sheets



Introduction

As you add more content to a worksheet, organizing this information becomes especially important. You can quickly **reorganize** a worksheet by **sorting** your data. For example, you could organize a list of contact information by last name. Content can be sorted alphabetically, numerically, and in many other ways.

Types of Sorting

**Pictures: Excel (Left) Google Sheets (Right)

When sorting data, it's important to first decide if you want the sort to apply to the entire sheet or to a selection of cells.

- Sort Sheet** - organizes all of the data in your spreadsheet by one column. Related information across each row is kept together when the sort is applied. In the image below, the Contact Name/Name column has been sorted to display client names in alphabetical order. Each client's address information has been kept with each corresponding name.

CONTACT NAME	ADDRESS	CITY, STATE, AND ZIP
Chaturvedi, Rick	2428 S Redding St #2 B 360-555-5422	Indianapolis, IN 46225
Dean, Hank	3034 Foggy Wharf Loop 308-555-1050	Indianapolis, IN 46225
Figgis, Mallory	3520 Sleepy Hearth Dr 425-555-5370	Indianapolis, IN 46225
Finn, Jake	1407 Dusty Fawn Ln So 605-555-6435	Indianapolis, IN 46225
Kinkade, Chris	11028 Canal Dale Rd Ste 643-555-0942	Indianapolis, IN 46225
Lawson, Miranda	5316 Colonial Pkwy Est 575-555-9255	Indianapolis, IN 46225
Reyes, Felicia	8544 Lazy Bluff Ave Wp 316-555-3256	Indianapolis, IN 46225
Sebastian, Lil	9060 Easy Evening Ln V 207-555-7255	Indianapolis, IN 46225
Silva, Vivica	8595 Thunder Brook Ct 360-555-4289	Indianapolis, IN 46225
Stark, Katie	971 Cinder Butterfly St 603-555-2460	Indianapolis, IN 46225
Torrance, Jill	3160 Amber Gate Rd R 605-555-4495	Indianapolis, IN 46225
Yuen, Phillip	5108 Crystal Gate Blvd 313-555-5928	Indianapolis, IN 46225

Name	Address	City, State, and Zip
Chaturvedi, Rick	4996 Tennessee Ave	Southfield, MI 48034
Dean, Hank	4539 Harley Brooks Ln	Salisbury, PA 15558
Figgis, Mallory	2381 Wildrose Ln	Southfield, MI 48075
Finn, Jake	862 Browning Ln	Syracuse, NY 13221
Kinkade, Chris	1979 Davison St	Indianapolis, IN 46225

- Sort Range** - sorts the data in a range of cells, which can be helpful when working with a sheet that contains several tables. Sorting a range will not affect other content on the worksheet.

Date	Distance (miles)	Time (hrs:min)
25-Jun	2.8	0:45
26-Jun	3	0:44
27-Jun	2.75	0:42
28-Jun	2.25	0:44
30-Jun	3.25	0:45
2-Jul	2.5	0:44
3-Jul	3	0:50
Total	20.55	

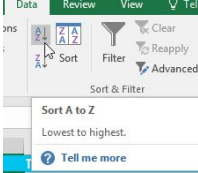
Date	Distance (miles)	Time (hrs:min)
25-Jun	2.8	0:45
26-Jun	3	0:44
27-Jun	2.75	0:42
28-Jun	2.25	0:44
29-Jun	3.25	0:44
30-Jun	3.25	0:44
01-Jul	2.5	0:44
02-Jul	3	0:50
Total	20.55	

To Sort a Sheet

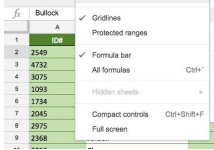

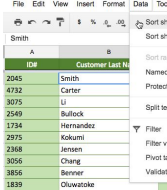
Excel

1. Select a cell in the column you want to sort by. In our example, we'll select cell C2.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	T-Shirt Size	Payment Method
2	105	Christiana	Chen	Medium	Check Bounced
3	105	Derek	MacDonald	Large	Cash
4	105	Esther	Yaron	Small	Pending
5	105	Melissa	White	Small	Debit Card
6	105	Nathan	Albee	Medium	Check
7	105	Sidney	Kelly	Medium	Check
8	110	Gabriel	Del Toro	Medium	Cash
9	110	Kris	Ackerman	Large	Money Order

2. Select the Data tab on the Ribbon, then click the A-Z command to sort A to Z, or the Z-A command to sort Z to A. In our example, we'll sort A to Z.
 
3. The worksheet will be sorted by the selected column. In our example, the worksheet is now sorted by last name.

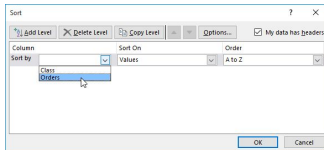
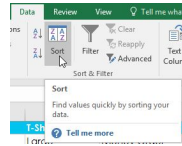
Google Sheets

1. Click View and hover the mouse over Freeze. Select 1 row from the menu that appears.
 
2. The header row freezes. Decide which column will be sorted, then click a cell in the column.
 
3. Click Data and select Sort Sheet by column, A-Z (ascending) or Sort Sheet by column, Z-A (descending). In our example, we'll select Sort Sheet by column, A-Z.
 
4. The sheet will be sorted according to your selection.

To Sort a Range

Excel

1. Select the cell range you want to sort. In our example, we'll select cell range G2:H6.
2. Select the Data tab on the Ribbon, then click the Sort command.
3. The Sort dialog box will appear.
4. Choose the column you want to sort by. In our example, we want to sort the data by the number of T-shirt orders, so we'll select Orders.



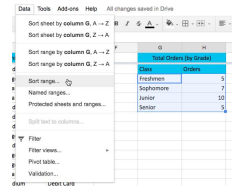
5. Decide the sorting order (either ascending or descending). In our example, we'll use Largest to Smallest.
6. Once you're satisfied with your selection, click OK.
7. The cell range will be sorted by the selected column. In our example, the Orders column will be sorted from highest to lowest. Notice that the other content in the worksheet was not affected by the sort.

Sheets

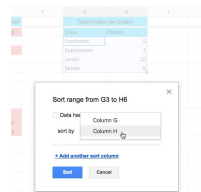
1. Select the cell range you want to sort. In our example, we'll select cell range G3:H6.

1	2	3	4	5	6	7	8	9	10
First Name	Last Name	T-Shirt Size	Payment Method	Total Orders (by Grade)					
				Elementary	Orders				
Christina	Chen	Medium	Check	10	10				
Derek	Macdonald	Large	Card	10	10				
Ether	Tarvon	Small	Financing	7	7				
Melissa	White	Small	Debit Card	5	5				
Nathan	Albee	Medium	Check	5	5				
Sidney	Kelly	Medium	Check						
Gabriel	Del Toro	Medium	Card						
Kris	Adelman	Large	Money Order						
Matt	Benson	Medium	Money Order						

2. Click Data and select Sort range from the drop-down menu.



3. The Sorting dialog box appears. Select the desired column you want to sort by.
4. Select ascending or descending. In our example, we'll select descending (Z-A). Then click Sort.
5. The range will be sorted according to your selections (in our example, the data has been sorted in descending order according to the Orders column).



For More Resources:

Microsoft Excel:

<https://edu.gcfglobal.org/en/excel2016/sorting-data/1/>

Google Sheets:

<https://edu.gcfglobal.org/en/googlespreadsheets/sorting-and-filtering-data/1/>