Sorting and Filtering Data

## Microsoft Excel

Sort numbers

1. Select a cell in the column you want to sort.

2. On the **Data** tab, in the **Sort & Filter** group, do one of the following:

   - To sort from low to high, click ![icon] (**Sort Smallest to Largest**).

   - To sort from high to low, click ![icon] (**Sort Largest to Smallest**).
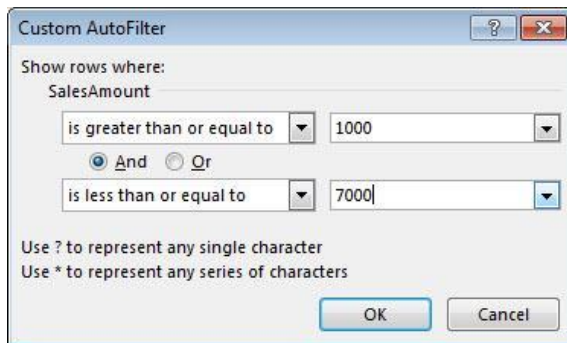
Filter a range of data

1. Select any cell within the range.

2. Select **Data** > **Filter**.

3. Select the column header arrow ![icon].

4. Select **Text Filters** or **Number Filters,** and then select a comparison, like **Between**.
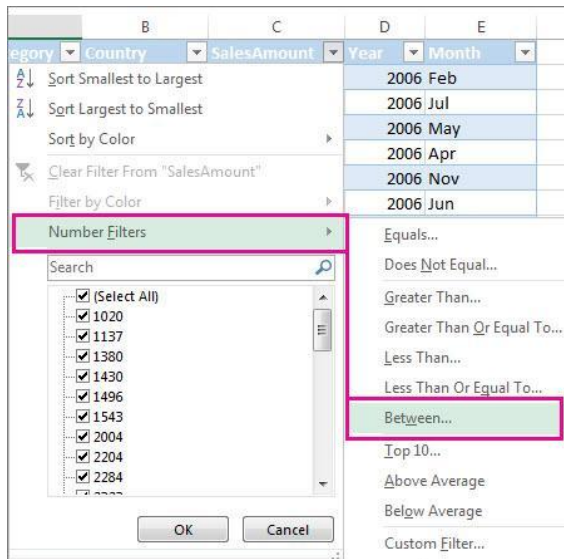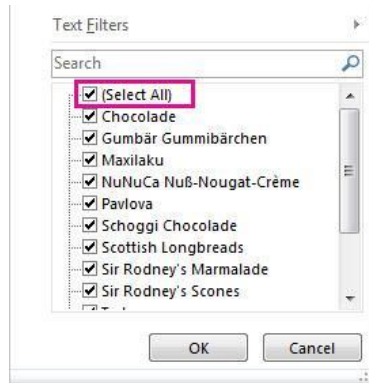
5. Enter the filter criteria and select **OK**.

Filter data in a table

When you put your data in a table, filter controls are automatically added to the table headers.

1. Select the column header arrow for the column you want to filter.

2. Uncheck **(Select All)** and select the boxes you want to show.

3. Click **OK**.

The column header arrow ⏷ changes to a ⏷ᵀ **Filter** icon. Select this icon to change or clear the filter.

Google Sheets

Sort data in alphabetical or numerical order

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. Highlight the group of cells you'd like to sort.
3. If your sheet includes a header row, [freeze the first row](#).
4. Click **Data** ❯ **Sort range** ❯ **Advanced range sorting options**.
5. If your columns have titles, click **Data has header row**.
6. Select the column you'd like to be sorted first and choose a sorting order.
   ● To add another sorting rule, click **Add another sort column**.
7. Click **Sort**.

Filter your data
Important: When you add a filter, anyone with access to your spreadsheet will see the filter too. Anyone with permission to edit your spreadsheet will be able to change the filter.

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. To create a filter, select an option:
   ● Select a range of cells, then click **Data** ❯ **Create a filter**.
   ● Right click on a cell or a range of cells, then click **Create a filter**.
3. To see filter options, go to the top of the range and click Filter ☰ .