



Sorting and Filtering Data

Microsoft Excel


Sort numbers

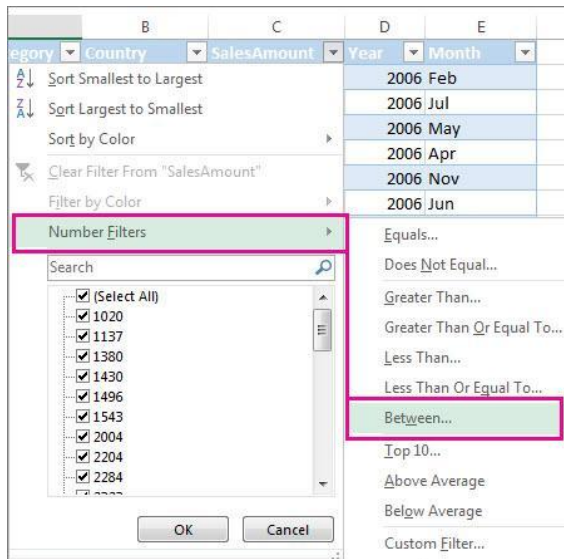
1. Select a cell in the column you want to sort.
2. On the **Data** tab, in the **Sort & Filter** group, do one of the following:
 - To sort from low to high, click  (**Sort Smallest to Largest**).
 - To sort from high to low, click  (**Sort Largest to Smallest**).

Filter a range of data

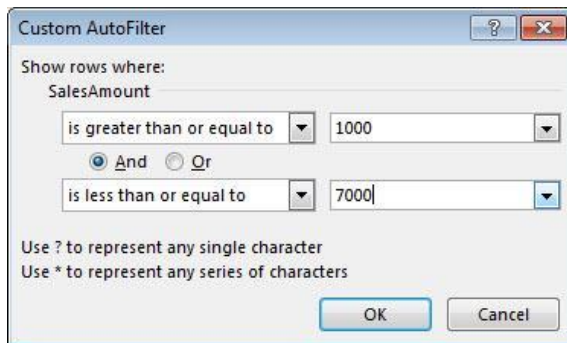
1. Select any cell within the range.
2. Select **Data > Filter**.



3. Select the column header arrow .
4. Select **Text Filters** or **Number Filters**, and then select a comparison, like **Between**.




5. Enter the filter criteria and select **OK**.

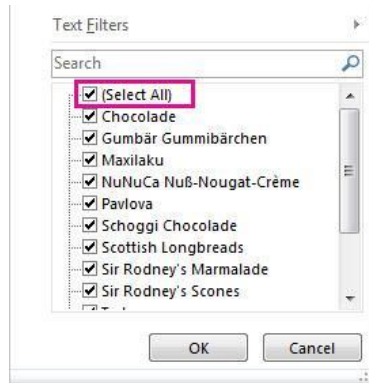


Filter data in a table

When you [put your data in a table](#), filter controls are automatically added to the table headers.

	A	B	C	D	E	F	G
1	Product	Str 1	Str 2	Str 3	Str 4	Grand Total	Average Sales
2	Chocolade	\$ 744.60	\$ 162.56	\$ 68.85	\$ 306.00	\$ 1,282.01	\$ 1,481.01
3	Gumbar Gummibarchen	\$ 5,079.60	\$ 1,249.20	\$ 2,061.17	\$ 2,835.68	\$ 11,225.65	\$ 2,806.41
4	Maxilaku	\$ 1,605.60	\$ 620.00	\$ 835.00	\$ -	\$ 3,060.60	\$ 765.15
5	NuNuCa Nuß-Nougat-Crème	\$ 193.20	\$ 865.20	\$ -	\$ 493.50	\$ 1,551.90	\$ 517.30
6	Pavlova	\$ 1,685.36	\$ 2,646.08	\$ 1,849.70	\$ 999.01	\$ 7,180.15	\$ 1,795.04
7	Schoggi-Chocolade	\$ 1,755.00	\$ 5,268.00	\$ 2,195.00	\$ 1,756.00	\$ 10,974.00	\$ 2,743.50
8	Scottish Longbreads	\$ 1,267.50	\$ 1,062.50	\$ 492.50	\$ 1,935.00	\$ 4,757.50	\$ 1,189.38
9	Sir Rodney's Marmalade	\$ -	\$ 4,252.50	\$ 1,360.80	\$ 1,701.00	\$ 7,314.30	\$ 2,438.10
10	Sir Rodney's Scones	\$ 1,418.00	\$ 756.00	\$ 1,733.00	\$ 1,434.00	\$ 5,341.00	\$ 1,335.25
11	Tarte au sucre	\$ 4,728.00	\$ 4,547.92	\$ 5,472.30	\$ 6,014.60	\$ 20,762.82	\$ 5,190.71
12	Teatime Chocolate Biscuits	\$ 943.89	\$ 349.60	\$ 841.80	\$ 204.70	\$ 2,339.99	\$ 585.00
13	Valkoinen suklaa	\$ 845.00	\$ -	\$ 385.94	\$ 942.50	\$ 2,173.44	\$ 724.48
14	Zaanse koeken	\$ 817.00	\$ 285.95	\$ 668.80	\$ 1,159.00	\$ 2,930.75	\$ 732.69
15	Total	\$21,082.75	\$22,065.51	\$17,964.86	\$19,780.99	\$ 80,894.11	\$ 1,626.42

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  **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 .