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Data Sort and Filter in MS Excel

Microsoft Excel

Module 39 - Data Sort and Filter in MS Excel

Data Sort

Sorting data in Excel is a simple yet powerful way to organize your information, making it easier to analyze and interpret. Whether you're working with a small dataset or a large table, knowing how to sort data in Excel can help you find the information you need quickly.

Sort a Single Column in Excel

Sorting a single column in Excel is a basic operation that allows you to organize data in ascending or descending order based on the values in that column. Consider the Employee dataset depicted below. It has information about the employees, the Job Title, Department, Gender, and so on.

	A	B	C	D	E	F	G	H	I	J	K
1	FEID	Full Name	Job Title	Department	Business Unit	Gender	Ethnicity	Age	Hire Date	Annual Salary	Bonus %
2	E02387	Emily Davis	Sr. Manger	IT	Research & Development	Female	Black	55	08-04-2016	\$1,41,604	15%
3	E04105	Theodore Dinh	Technical Architect	IT	Manufacturing	Male	Asian	59	29-11-1997	\$99,975	0%
4	E02572	Luna Sanders	Director	Finance	Speciality Products	Female	Caucasian	50	26-10-2006	\$1,63,099	20%
5	E02832	Penelope Jordan	Computer Systems Manager	IT	Manufacturing	Female	Caucasian	26	27-09-2019	\$84,913	7%
6	E01639	Austin Vo	Sr. Analyst	Finance	Manufacturing	Male	Asian	55	20-11-1995	\$95,409	0%
7	E00644	Joshua Gupta	Account Representative	Sales	Corporate	Male	Asian	57	24-01-2017	\$50,994	0%
8	E01550	Ruby Barnes	Manager	IT	Corporate	Female	Caucasian	27	01-07-2020	\$1,19,746	10%
9	E04332	Luke Martin	Analyst	Finance	Manufacturing	Male	Black	25	16-05-2020	\$41,336	0%
10	E04533	Easton Bailey	Manager	Accounting	Manufacturing	Male	Caucasian	29	25-01-2019	\$1,13,527	6%
11	E03838	Madeline Walker	Sr. Analyst	Finance	Speciality Products	Female	Caucasian	34	13-06-2018	\$77,203	0%
12	E00591	Savannah Ali	Sr. Manger	Human Resources	Manufacturing	Female	Asian	36	11-02-2009	\$1,57,333	15%
13	E03344	Camila Rogers	Controls Engineer	Engineering	Speciality Products	Female	Caucasian	27	21-10-2021	\$1,09,851	0%
14	E00530	Eli Jones	Manager	Human Resources	Manufacturing	Male	Caucasian	59	14-03-1999	\$1,05,086	9%
15	E04239	Everleigh Ng	Sr. Manger	Finance	Research & Development	Female	Asian	51	10-06-2021	\$1,46,742	10%
16	E03496	Robert Yang	Sr. Analyst	Accounting	Speciality Products	Male	Asian	31	04-11-2017	\$97,078	0%
17	E00549	Isabella Xi	Vice President	Marketing	Research & Development	Female	Asian	41	13-03-2013	\$2,49,270	30%
18	E00163	Bella Powell	Director	Finance	Research & Development	Female	Black	65	04-03-2002	\$1,75,837	20%
19	E00884	Camila Silva	Sr. Manger	Marketing	Speciality Products	Female	Latino	64	01-12-2003	\$1,54,828	13%
20	E04116	David Barnes	Director	IT	Corporate	Male	Caucasian	64	03-11-2013	\$1,86,503	24%
21	E04625	Adam Dang	Director	Sales	Research & Development	Male	Asian	45	09-07-2002	\$1,66,331	18%
22	E03680	Elias Alvarado	Sr. Manger	IT	Manufacturing	Male	Latino	56	09-01-2012	\$1,46,140	10%

Employee Dataset

Let's sort the data based on the Annual Salary of each Employee in descending order.

You can choose the data and the shortcut key Ctrl + Shift + L to sort just one column.

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Select the List Annual Salary column's downward pointing arrow. From largest to smallest, choose.

A	B	C	D	E	F	G	H	I	J	K	
1	EEID	Full Name	Job Title	Department	Business Unit	Gender	Ethnicity	Age	Hire Date	Annual Salary	Bonus %
2	E04354	Raelynn Rios	Vice President	Sales	Manufacturing	Female	Latino	38	22-06-2016	\$2,49,870	35%
3	E04742	Kinsley Vega	Vice President	Accounting	Corporate	Female	Latino	45	25-02-2019	\$2,49,801	39%
4	E02522	Silas Rivera	Vice President	Sales	Corporate	Male	Latino	43	31-07-2005	\$2,49,686	31%
5	E01371	Dominic Le	Vice President	Marketing	Corporate	Male	Asian	39	23-08-2011	\$2,49,506	30%
6	E04170	Grayson Chin	Vice President	IT	Research & Development	Male	Asian	41	13-03-2013	\$2,49,270	30%
7	E01628	Jackson Perry	Vice President	Marketing	Research & Development	Male	Caucasian				
8	E00917	Skylar Bell	Vice President	Engineering	Manufacturing	Female	Caucasian				
9	E04103	Isabella Soto	Vice President	Finance	Corporate	Female	Latino				
10	E01584	Henry Zhu	Vice President	Marketing	Specialty Products	Male	Asian				
11	E02825	Wyatt Li	Vice President	Engineering	Manufacturing	Male	Asian				
12	E00325	Jameson Chen	Vice President	Marketing	Research & Development	Male	Asian				
13	E02563	Emily Clark	Vice President	Accounting	Corporate	Female	Caucasian				
14	E00218	David Desai	Vice President	Sales	Specialty Products	Male	Asian				
15	E03289	Christopher Lam	Vice President	Accounting	Manufacturing	Male	Asian				
16	E02599	Daniel Huang	Vice President	Human Resources	Corporate	Male	Asian				
17	E03226	Angel Stewart	Vice President	Finance	Corporate	Male	Caucasian				
18	E01070	Grayson Brown	Vice President	IT	Corporate	Male	Caucasian				
19	E02391	Natalia Santos	Vice President	Human Resources	Specialty Products	Female	Latino				
20	E01546	Maria Hong	Vice President	Finance	Specialty Products	Female	Asian				
21	E02783	Levi Mendez	Vice President	Sales	Research & Development	Male	Latino				
22	E00549	Isabella Xi	Vice President	Marketing	Research & Development	Female	Asian				

Sorting Employee Dataset

Sort Multiple Columns in Excel

Most often, only one column needs to be sorted. However, there can be times when you need to sort across many columns. Data can be sorted by several columns using advanced sorting methods. Here's a step-by-step guide on how to do it:

Step 1: Select your data

Click anywhere within the data range you want to sort. Ideally, select the entire table, including any header row.

	A	B	C	D	E	F	G	H
1	Order ID	Customer Name	Product	Price	Color	Stock	City	Country
2	1001	Alice Johnson	Running Shoes	79.99	Blue	50	New York	USA
3	1002	Michael Brown	Baseball Bat	34.5	Black	20	Los Angeles	USA
4	1003	Olivia Jones	Wireless Headphones	129.95	White	100	Chicago	USA
5	1004	David Miller	Tennis Racket	85	Red	35	Houston	USA
6	1005	Emily Garcia	Travel Backpack	49.99	Black	75	Phoenix	USA
7	1006	William Davis	Coffee Maker	39.95	Silver	15	Miami	USA
8	1007	Sophia Hernandez	Mountain Bike	599.99	Green	1	Seattle	USA
9	1008	Charles Moore	Gaming Headset	99.99	Red	25	Denver	USA
10	1009	Isabella Young	Tablet Case	19.99	Pink	100	San Francisco	USA
11	1010	James Garcia	Winter Jacket	149.95	Blue	40	Atlanta	USA
12	1011	Benjamin Thomas	Wireless Speaker	74.99	Black	50	Las Vegas	USA
13	1012	Charlotte Allen	Yoga Mat	29.99	Purple	80	Orlando	USA
14	1013	Christopher Lopez	Running Watch	199.99	Black	15	San Diego	USA
15	1014	Ashley Hernandez	Water Bottle	14.99	Blue	200	Dallas	USA
16	1015	Daniel Robinson	Desk Lamp	24.99	White	60	Detroit	USA
17	1016	Evelyn Miller	Notebook	5.99	Red	Unlimited	San Jose	USA

Step 2: Go to the Data tab

Navigate to the "Data" tab on the Excel ribbon and click on it.

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	A	B	C	D	E
1	Order ID	Customer Name	Product	Price	Color
2	1001	Alice Johnson	Running Shoes	79.99	Blue
3	1002	Michael Brown	Baseball Bat	34.5	Black
4	1003	Olivia Jones	Wireless Headphones	129.95	White
5	1004	David Miller	Tennis Racket	85	Red
6	1005	Emily Garcia	Travel Backpack	49.99	Black

Step 3: Click Sort in the 'Data tab'

Select Data>>Go to Data Tab>>Select Range>>Choose your preference

In the "Data Tab" group, find the "Sort" button and click on it.

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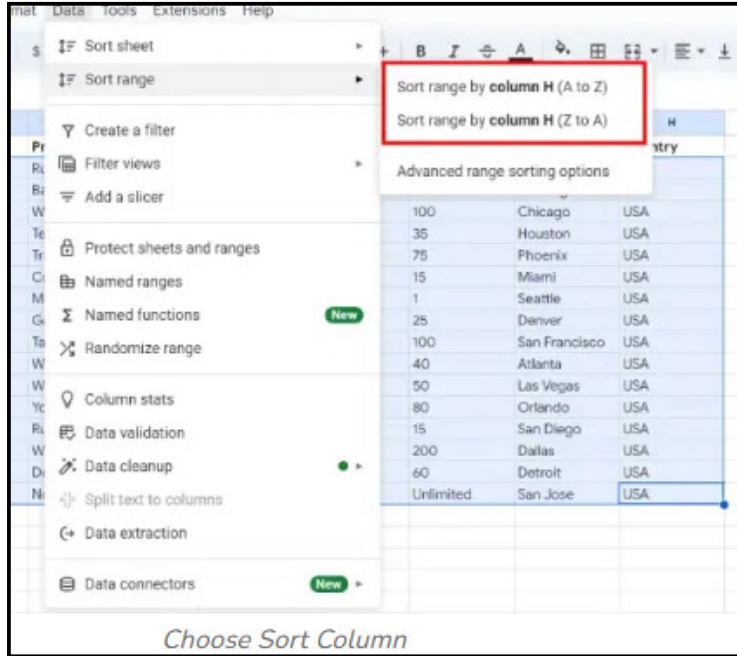
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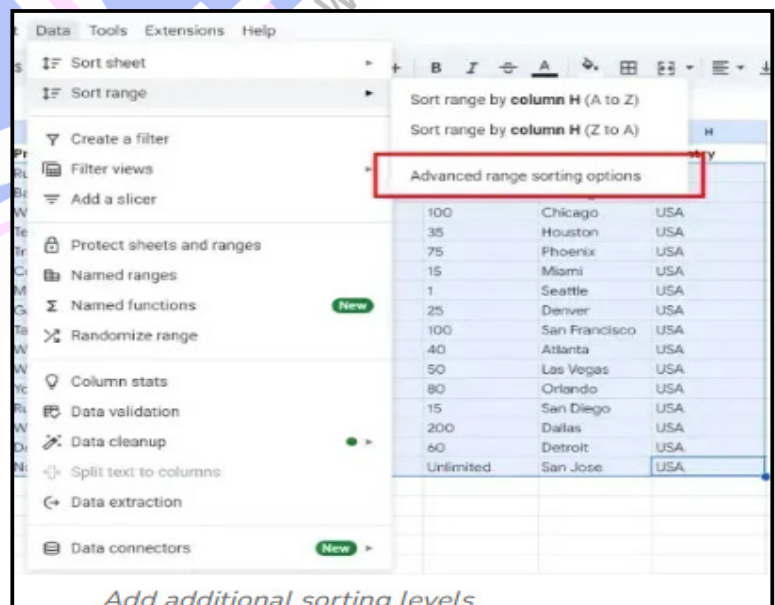
Step 4: Choose the first sort column

A “Sort” dialog box will appear. In the “Sort by” dropdown menu, select the first column you want to sort by. This is your primary sorting criteria.



Step 5: Add additional sorting levels (optional)

If you want to sort by more than one column, click the “Add Level” button. Then, choose the next column you want to sort by from the new “Then by” dropdown menu and set its order (ascending or descending). You can repeat this step for a third level of sorting.



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Step 6: Click 'OK'

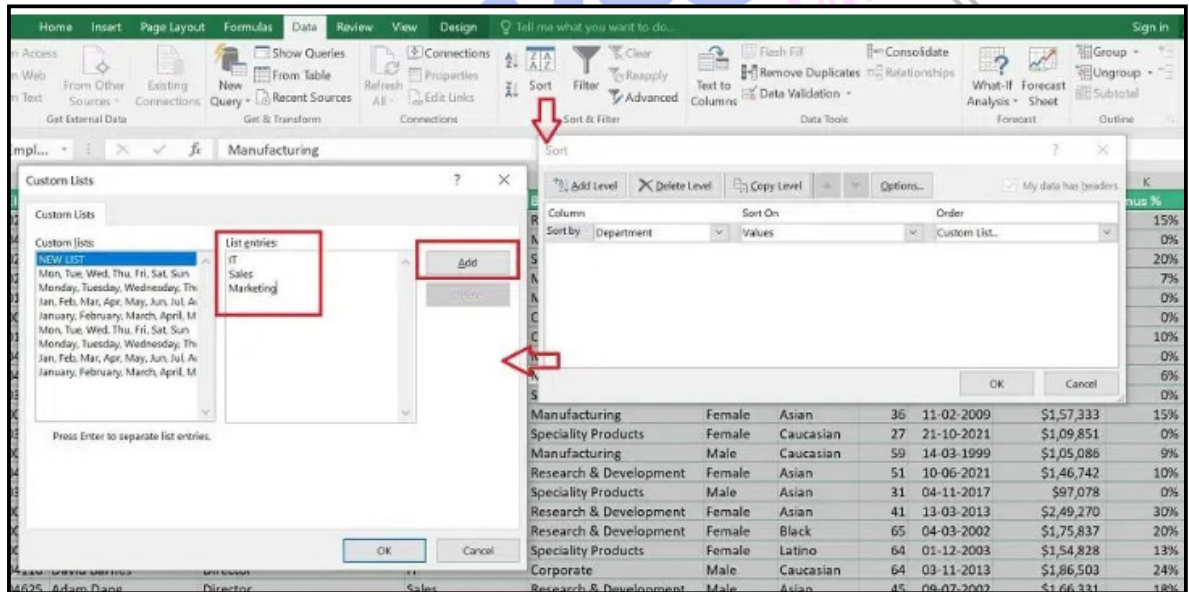
Once you've defined your sorting criteria, click the "OK" button to execute the sort.

Apply a Custom Sort in Excel

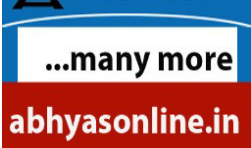
You can create your custom order in Excel by using custom sorting. Data that cannot be sorted alphabetically or ascending may occasionally need to be sorted. To sort data, Excel enables you to make your unique lists. Suppose you want to sort the dataset based on Department in the following order - IT, Sales, Marketing.

Follow the steps given below for your reference:

1. Select the dataset > Click on the Sort option in the Data tab
2. Choose the Department column to sort
3. Under Sort On, select Cell Values
4. Choose the Custom List, under Order
5. In the Custom Lists dialog box, add the List entries separated by commas - IT, Sales, Marketing
6. Click on Add > Select OK.



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The result of the same is displayed below.

A	B	C	D	E	F	G	H	I	J	K	L
EEID	Full Name	Job Title	Department	Business Unit	Gender	Ethnicity	Age	Hire Date	Annual Salary	Bonus %	Country
E02387	Emily Davis	Sr. Manger	IT	Research & Development	Female	Black	55	08-04-2016	\$1,41,604	15%	United
E04105	Theodore Dinh	Technical Architect	IT	Manufacturing	Male	Asian	59	29-11-1997	\$99,975	0%	China
E01148	Scarlett Kumar	Systems Analyst	IT	Corporate	Female	Asian	55	07-01-2009	\$47,032	0%	United
E00644	Joshua Gupta	Account Representative	Sales	Corporate	Male	Asian	57	24-01-2017	\$50,994	0%	China
E04625	Adam Dang	Director	Sales	Research & Development	Male	Asian	45	09-07-2002	\$1,66,331	18%	China
E03580	Maverick Medina	Analyst II	Sales	Manufacturing	Male	Latino	39	27-05-2007	\$51,234	0%	United
E00005	Riley Washington	Director	Sales	Speciality Products	Female	Caucasian	39	29-04-2007	\$1,71,487	23%	United
E04354	Raelynn Rios	Vice President	Sales	Manufacturing	Female	Latino	43	21-08-2016	\$2,58,498	35%	United
E00549	Isabella Xi	Vice President	Marketing	Research & Development	Female	Asian	41	13-03-2013	\$2,49,270	30%	United
E00884	Camila Silva	Sr. Manger	Marketing	Speciality Products	Female	Latino	64	01-12-2003	\$1,54,828	13%	United
E01628	Jackson Perry	Vice President	Marketing	Research & Development	Male	Caucasian	27	20-10-2019	\$2,56,420	30%	United
E03749	Kennedy Foster	Manager	Marketing	Speciality Products	Female	Caucasian	53	23-11-2013	\$1,13,135	5%	United

Sorted Data

Filters in MS Excel

Filters are often used to narrow down the info in your worksheet, allowing you to look at only the information you want.

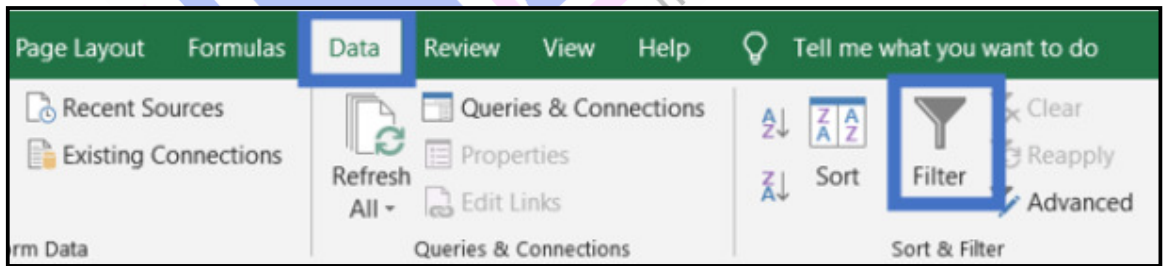
Adding Filters in Excel Data

In the following example, a filter is applied to an equipment log worksheet to display only the laptops and projectors that are available for checkout.

1	ID	Name	stream
2	1	Sachin	Humanities
3	2	Manoj	Humanities
4	3	Sujay	Science
5	4	Amraditya	Science
6	5	Shivam	Commerce
7	6	Parth	Commerce
8	7	K	Commerce
9	8	S	Commerce
10	9	Vikas	Humanities
11	10	Amit	Humanities

Step 1: For filtering to work correctly, your worksheet should include a header row, which is used to identify the name of each column.

Step 2: Select the Data tab, and then click the Filter command.



Step 3: A drop-down arrow will appear in the header cell for each column.

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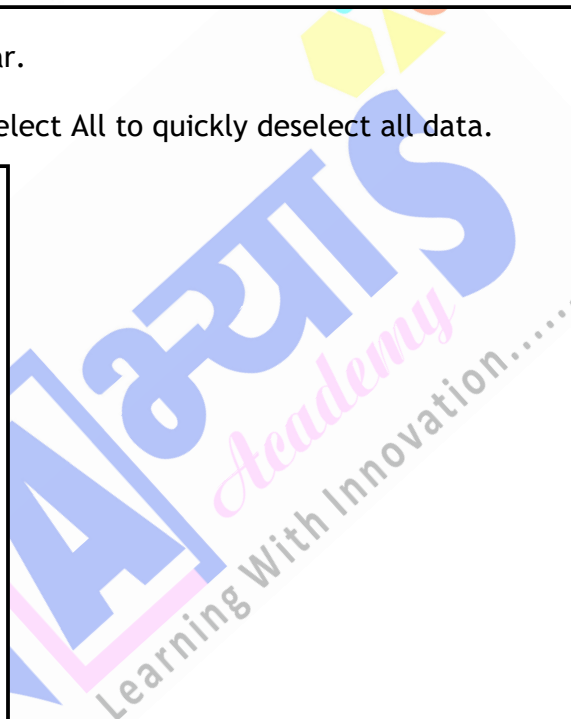
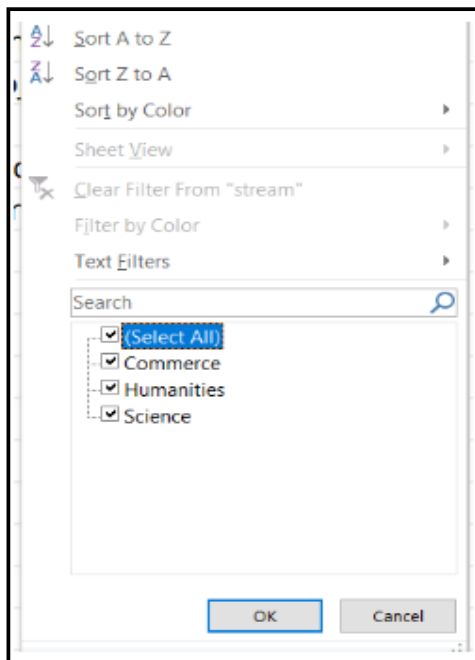
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Step 4: Click the drop-down arrow for the column you want to filter. In our example, we will filter column C to view only certain types of equipment.

	A	B	C	D
1	ID	Name	stream	Gender
6	5	Shivam	Commerce	Male
7	6	Parth	Commerce	Male
8	7	K	Commerce	Female
9	8	S	Commerce	Female

Step 5: The Filter menu will appear.

Step 6: Uncheck the box next to Select All to quickly deselect all data.

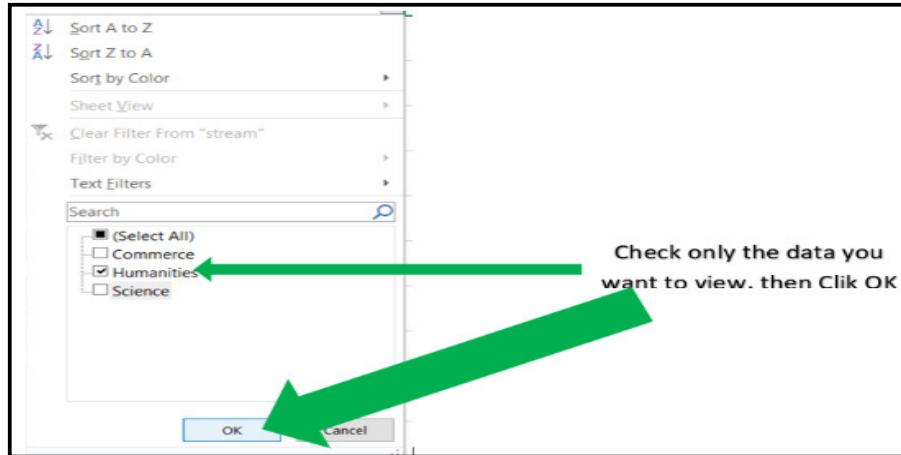


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Step 7: Check the boxes next to the data you want to filter, and then click OK. In this example, we will check Laptop and Tablet to view only those types of equipment.



Step 8: The data will be filtered, temporarily hiding any content that doesn't match the criteria. In our example, only humanities stream are visible.

	A	B	C
1	ID	Name	stream
2	1	Sachin	Humanities
3	2	Manoj	Humanities
10	9	Vikas	Humanities
11	10	Amit	Humanities

Applying Multiple Filters

Filters are cumulative, which means you can apply multiple filters to help narrow down your results. In this example, we've already filtered our worksheet to show humanities stream, and we'd like to narrow it down further to only show humanities stream that checked out Female gender.

Step 1: Click the drop-down arrow for the column you want to filter. In this example, we will add a filter to column D to view the information by Gender.

	A	B	C	D
1	ID	Name	stream	Gender
2	1	Sachin	Humanities	Male
3	2	Manoj	Humanities	Male
10	9	Vikas	Humanities	Male
11	10	Amit	Humanities	Male
12	11	A	Humanities	Female

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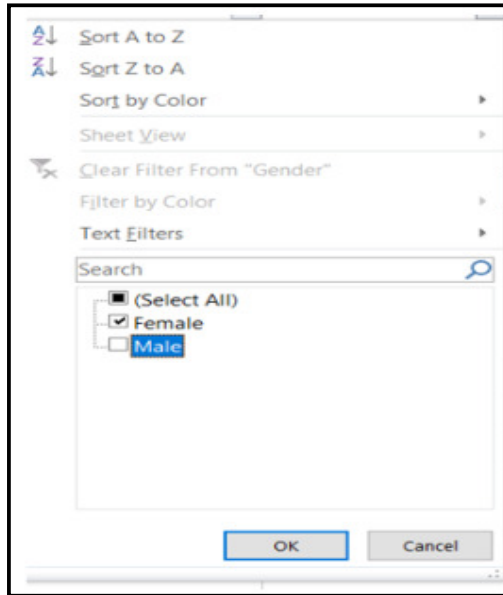
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Step 2: The Filter menu will appear.

Step 3: Check or uncheck the boxes depending on the data you want to filter, and then click OK. In our example, we'll uncheck everything except for Humanities.



Step 4: The new filter will be applied. In our example, the worksheet is now filtered to show only humanities stream that checked Female Gender.

	A	B	C	D
1	ID	Name	stream	Gender
12	11	A	Humanities	Female

How to Clear a Filter in Excel?

After applying a filter, you may want to remove or clear it from your worksheet, so you'll be able to filter content in different ways.

Step 1: Click the drop-down arrow for the filter you want to clear. In our example, we'll clear the filter in column D.

	A	B	C	D
1	ID	Name	stream	Gender
12	11	A	Humanities	Female

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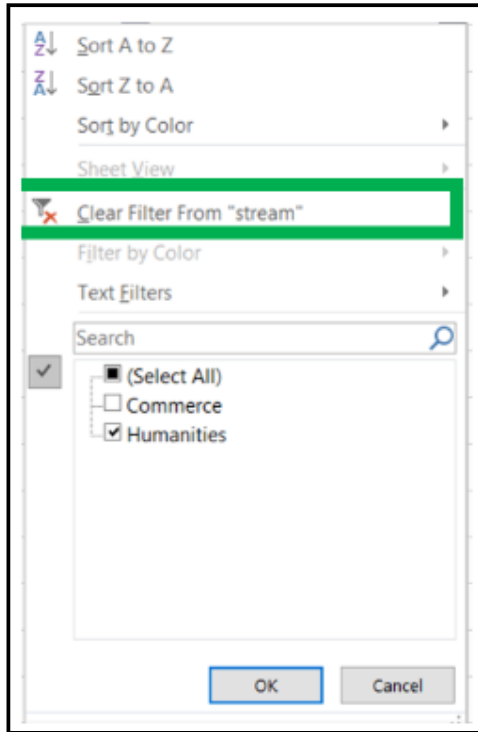
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Step 2: The Filter menu will appear.

Step 3: Choose Clear Filter from [COLUMN NAME] from the Filter menu. In our example, we'll select Clear Filter from "Stream".



Step 4: The filter will be cleared from the column. The previously hidden data will be displayed. The data displayed is given below:

	A	B	C	D
1	ID	Name	stream	Gender
2	1	Sachin	Humanities	Male
3	2	Manoj	Humanities	Male
4	3	Sujay	Science	Male
5	4	Amraditya	Science	Male
6	5	Shivam	Commerce	Male
7	6	Parth	Commerce	Male
8	7	K	Commerce	Female
9	8	S	Commerce	Female
10	9	Vikas	Humanities	Male
11	10	Amit	Humanities	Male
12	11	A	Humanities	Female