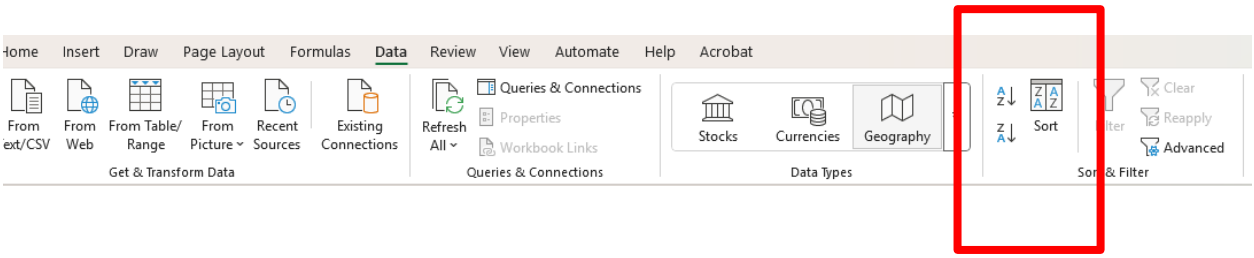
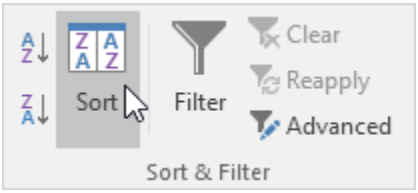
To sort one column, complete the following steps:

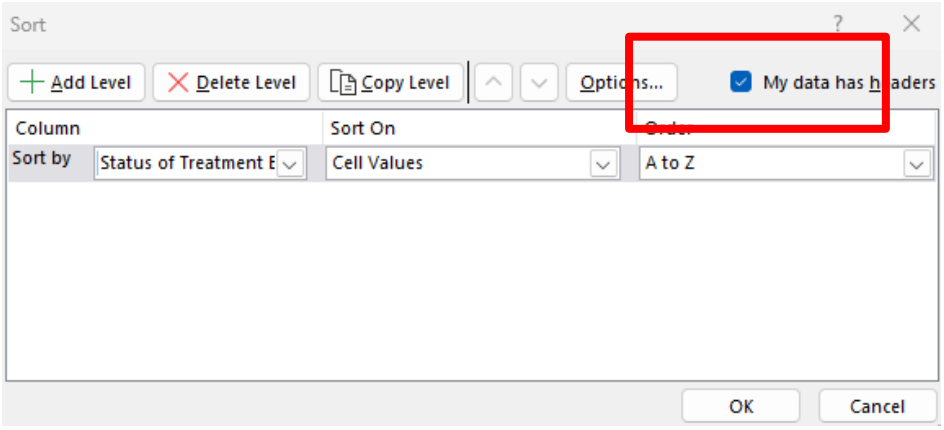
1. Highlight the whole spreadsheet
2. Go to the Data tab, Sort & Filter group.



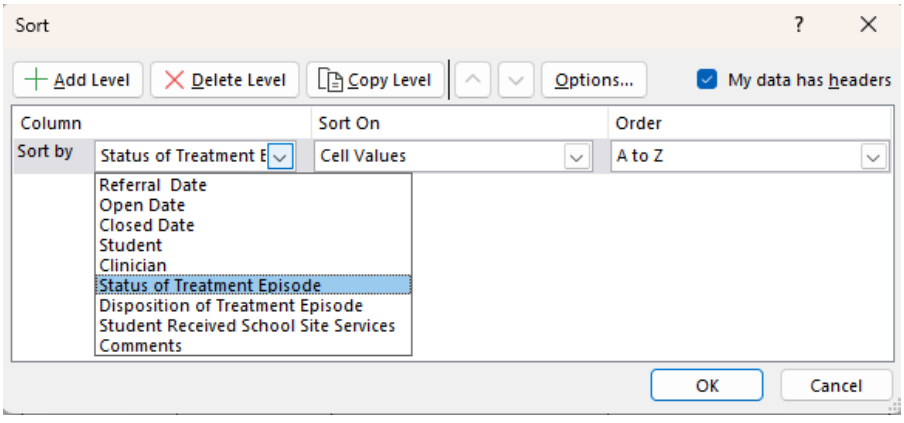
3. On the Data tab, in the Sort & Filter group, click Sort.



The sort dialog box appears. Make sure 'My data has headers' box is checked.



4. Select 'Sort by' drop-down list to select the column you want to sort. Click OK.



Example: Sort by Status

Before

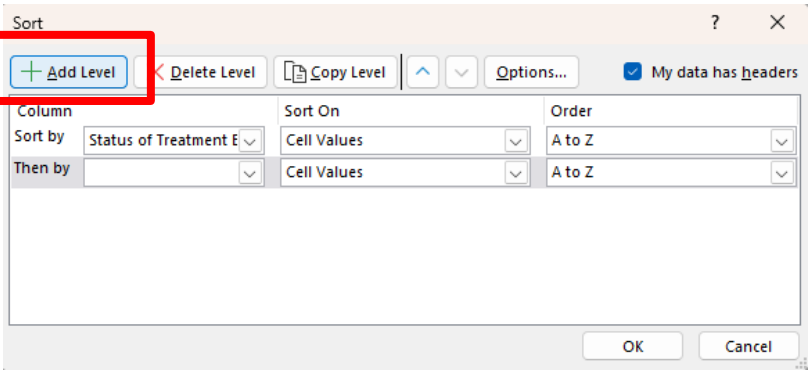
Status of Treatment Episode
Open
Pending
Closed
Closed
Open
Pending
Pending
Pending
Closed

After

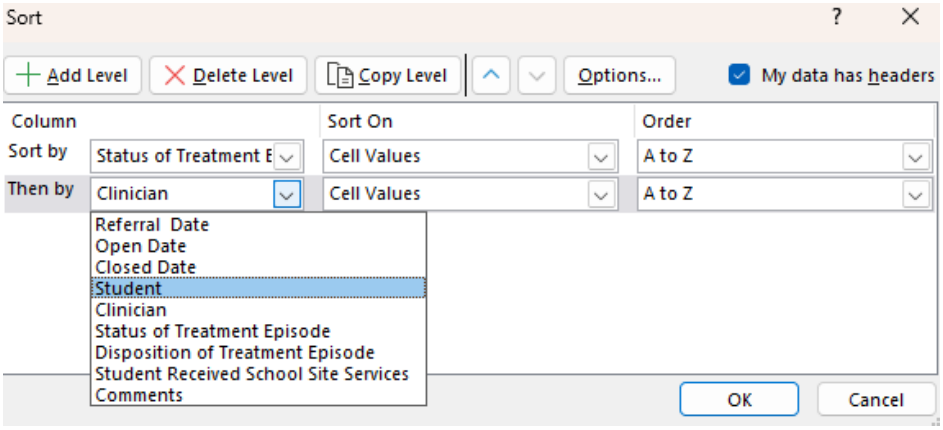
Status of Treatment Episode
Open
Open
Pending
Pending
Pending
Pending
Closed
Closed
Closed

To sort multiple columns, add the following steps:

5. In the Sort dialog box, select from the 'Sort by' drop-down list the first column you want to sort.
6. Click on 'Add Level'



7. 'Then by' row appears. Select 'Then by' drop-down list for the second column to sort. Click Ok.



Example:

Before

Clinician	Status of Treatment Episode
Mary Robles	*Closed*
Mary Robles	*Closed*
Cynthia Robertson	*Open*
Mary Robles	*Closed*
Cynthia Robertson	*Open*
Cynthia Robertson	*Pending*
Mary Robles	*Open*
Cynthia Robertson	*Closed*
Mary Robles	*Pending*
Mary Robles	*Pending*

After

Clinician	Status of Treatment Episode
Cynthia Robertson	*Closed*
Mary Robles	*Closed*
Mary Robles	*Closed*
Mary Robles	*Closed*
Cynthia Robertson	*Open*
Cynthia Robertson	*Open*
Mary Robles	*Open*
Cynthia Robertson	*Pending*
Mary Robles	*Pending*
Mary Robles	*Pending*

The first column you choose should represent your primary sorting criteria because Excel will sort your data by the first column and then sort the data within the first column categories for the second column and/or any additional columns.