Using Sort and Filter in Excel

**Sorting**

Click the square in the upper-left corner to **Select** the entire worksheet.

From the **Data** menu choose **Sort**

In the **Sort box**, choose what order you want your data to be sorted in

Click **OK**

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Filtering

Click the square in the upper-left corner to Select the entire worksheet.

From the Data menu point to Filter and choose AutoFilter.

Click the down arrows to choose how you want to Filter the data.

To remove a filter, use the down arrow and select All.