

How do I use the SORT function in Google Sheets and what are the steps to follow?

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The SORT function in Google Sheets is a useful tool for organizing and arranging data in a specific order. To use this function, follow these steps:

1. Open your Google Sheets document and select the cells containing the data you want to sort.
2. Click on the "Data" tab in the toolbar at the top of the screen.
3. From the drop-down menu, select "Sort range."
4. A new window will open with sorting options. Choose the column you want to sort by from the "Sort by" drop-down menu.
5. Select the order in which you want to sort the data (ascending or descending).
6. If you have headers in your data, make sure to check the box next to "Data has header row" to avoid sorting them as well.
7. Click "Sort" to apply the sorting function to your selected data.
8. Your data will now be sorted according to the chosen column and order.

By following these steps, you can easily use the SORT function in Google Sheets to arrange your data in a desired order.

SORT function

Sorts the rows of a given array or range by the values in one or more columns.

Sample Usage

```
SORT(A2:B26, 1, TRUE)
```

```
SORT({1, 2; 3, 4; 5, 6}, 2, FALSE)
```

```
SORT(A2:B26, C2:C26, TRUE)
```

Syntax

```
SORT(range, sort_column, is_ascending, )
```

`range` - The data to be sorted.

`sort_column` - The index of the column in `range` or a range outside of `range` containing the values by which to sort.

A range specified as a `sort_column` must be a single column with the same number of rows as `range`.

`is_ascending` - `TRUE` or `FALSE` indicating whether to sort `sort_column` in ascending order. `FALSE` sorts in descending order.

`sort_column2, is_ascending2 ...`

- Additional columns and sort order flags beyond the first, in order of precedence.

Notes

`range` is sorted *only* by the specified columns, other columns are returned in the order they originally appear.

See Also

FILTER: Returns a filtered version of the source range, returning only rows or columns that meet the specified conditions.

Examples

Sorts the rows in the specified data range according to the given key columns followed by the sorting order.

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