

How can I sort a pivot table in Google Sheets?

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A pivot table in Google Sheets can be sorted in a few simple steps. First, click on the pivot table to select it. Then, in the "Pivot Table Editor" on the right side of the screen, click on the "Rows" or "Columns" option depending on which section you want to sort. Next, click on the arrow next to the field you want to sort and select "Sort A-Z" or "Sort Z-A" from the drop-down menu. You can also click on the "Sort" icon in the toolbar at the top of the screen and choose "Sort sheet A-Z" or "Sort sheet Z-A" to sort the entire pivot table. This will arrange the data in alphabetical or reverse alphabetical order based on the selected field. Additionally, you can click and drag the fields in the "Rows" or "Columns" section to reorder them manually. Overall, sorting a pivot table in Google Sheets is a quick and easy process that allows for better organization and analysis of data.

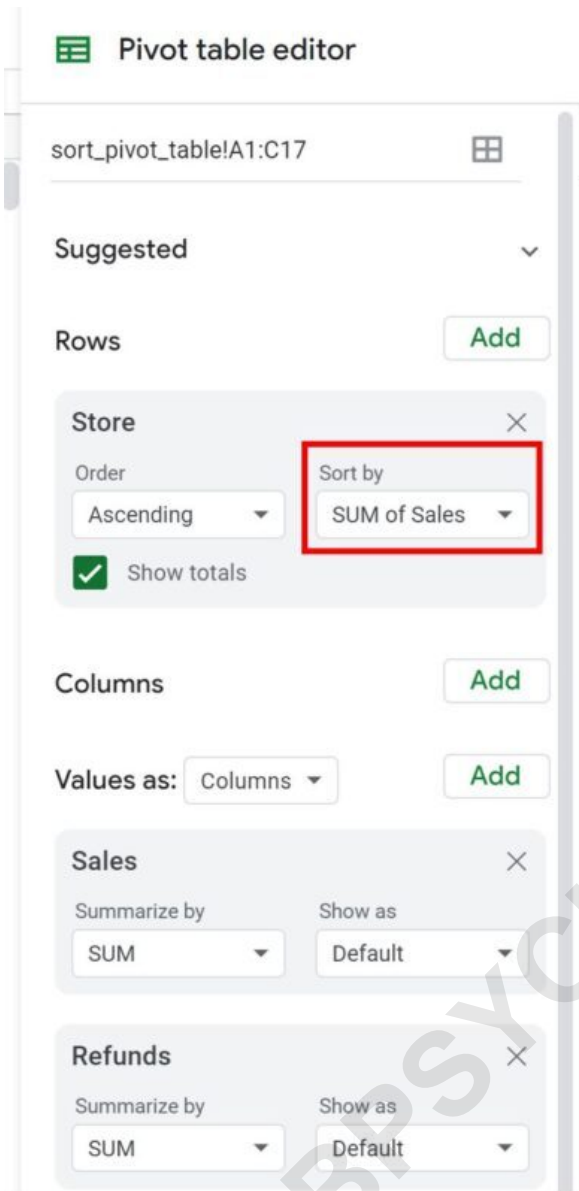
Sort a Pivot Table in Google Sheets (With Example)

The easiest way to sort a pivot table in Google Sheets is to use the Sort by function within the Pivot table editor panel.

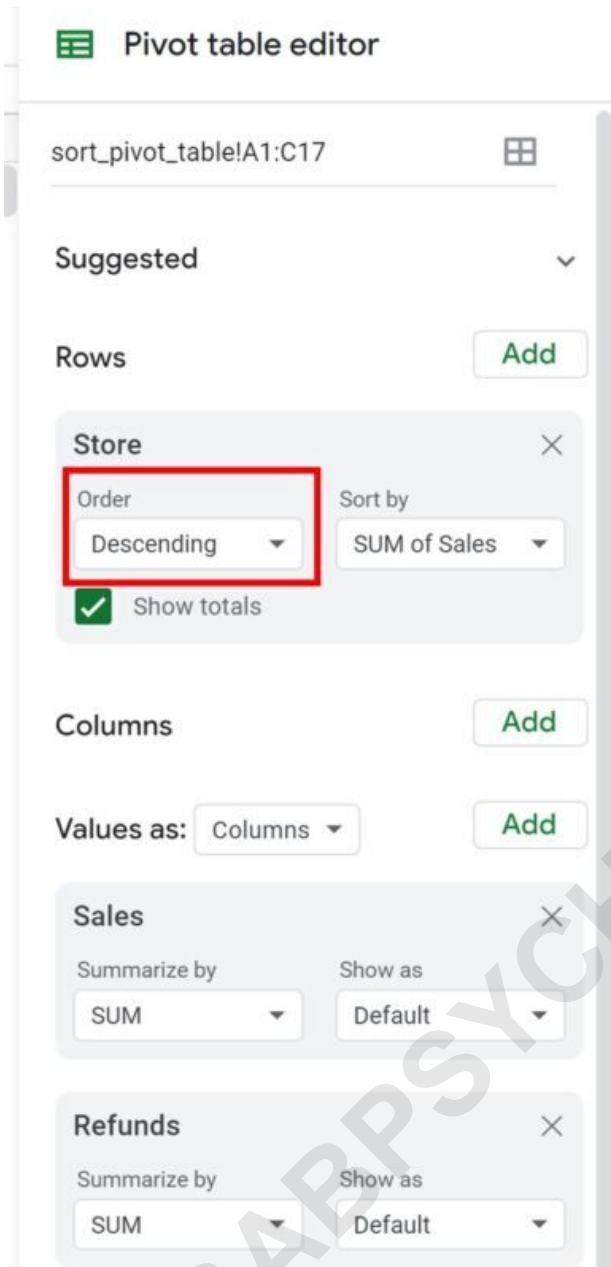
The following example shows how to use this function in practice.

Example: Sort a Pivot Table in Google Sheets

Suppose we have the following pivot table in Google Sheets:



The rows of the pivot table will automatically be sorted by the SUM of Sales column, ascending:



The rows of the pivot table will automatically be sorted by the SUM of Sales column, descending:

