How can I sort a range of data in Google Sheets?

Authored by

stats writer

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The process of sorting a range of data in Google Sheets involves organizing the data in a specific order based on a chosen criteria. This can be done by selecting the range of data, clicking on the "Data" tab, and choosing the "Sort Range" option. From there, the user can select the column to sort by and the order in which the data should be arranged. This allows for a more organized and efficient way of analyzing and manipulating data in Google Sheets.

Google Sheets Sort Range

Sort Range

The **Sort Range** command in Google Sheets allows for more complex sorting of data.

For example it can work with data which has headers or have multiple sort rules.

Handling Data with Headers

Sort range makes it very easy to sort data with headers.

Example

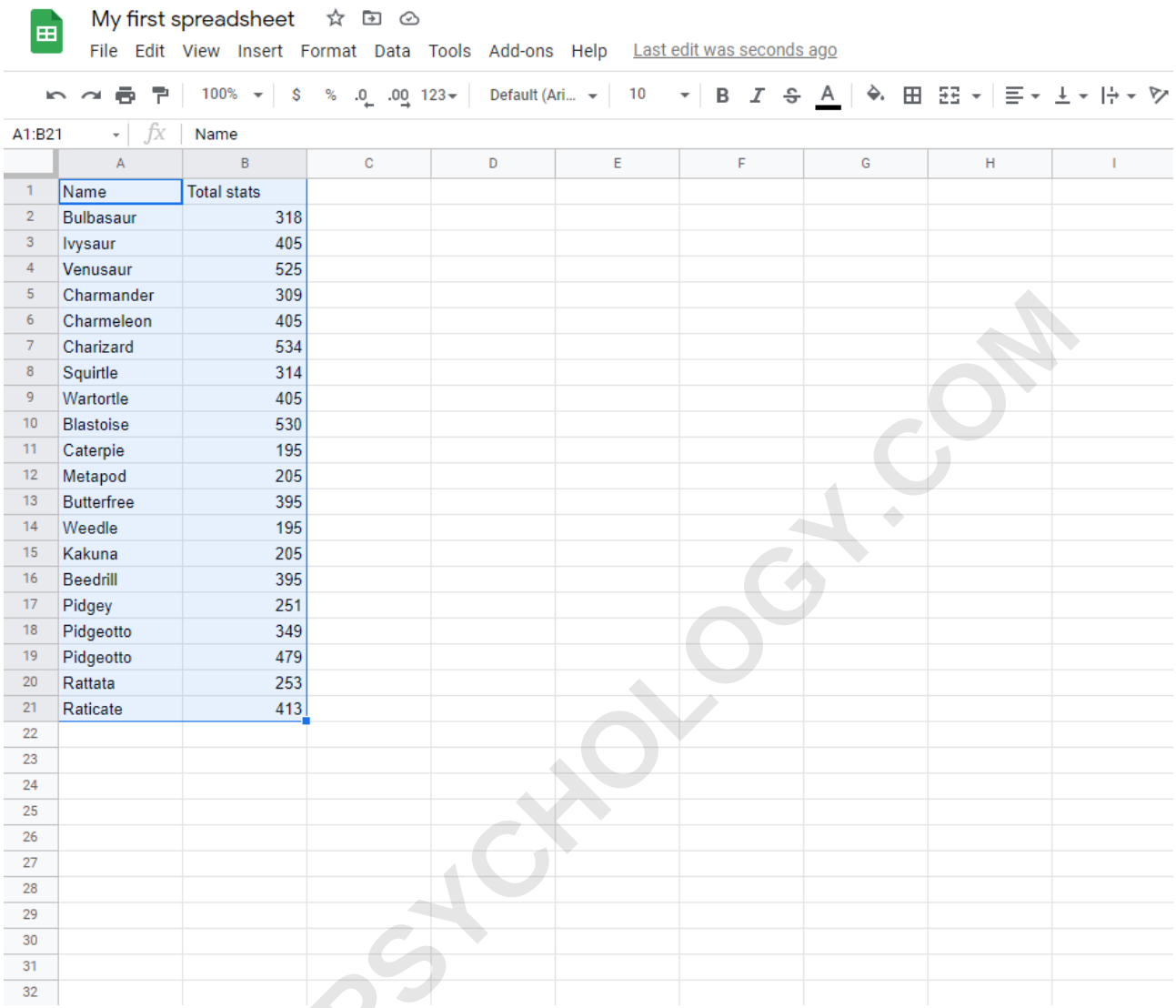
Sort the Pokemon in the range `A2:A21` by their **Total stats**, ascending from smallest to largest (A-Z).

Copy the values to follow along.

	A	B	C
1	Name	Total stats	
2	Bulbasaur	318	
3	Ivysaur	405	
4	Venusaur	525	
5	Charmander	309	
6	Charmeleon	405	
7	Charizard	534	
8	Squirtle	314	
9	Wartortle	405	
10	Blastoise	530	
11	Caterpie	195	
12	Metapod	205	
13	Butterfree	395	
14	Weedle	195	
15	Kakuna	205	
16	Beedrill	395	
17	Pidgey	251	
18	Pidgeotto	349	
19	Pidgeotto	479	
20	Rattata	253	
21	Raticate	413	
22			

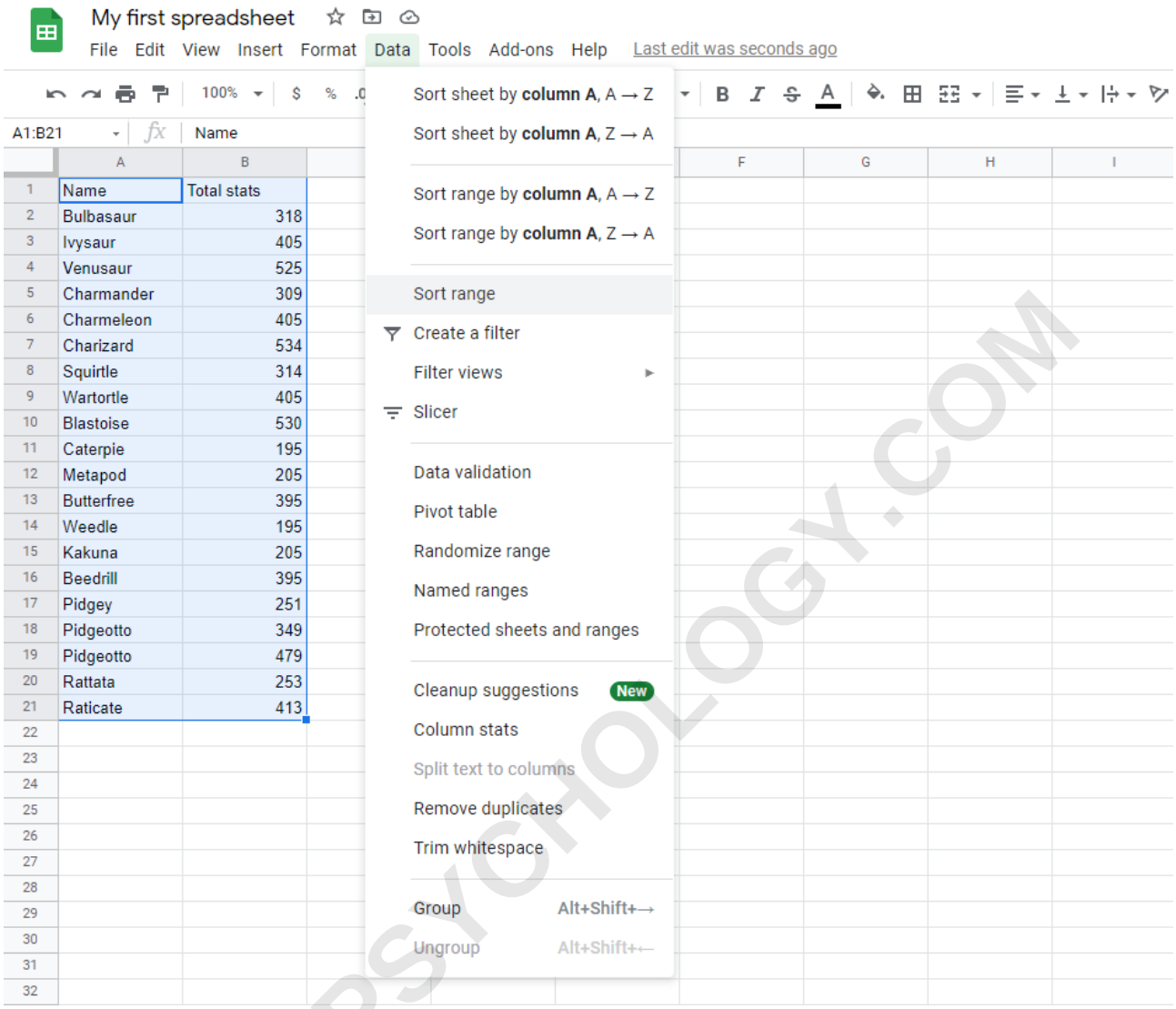
Sort range, step by step:

Select all the data, range `A2:B21`



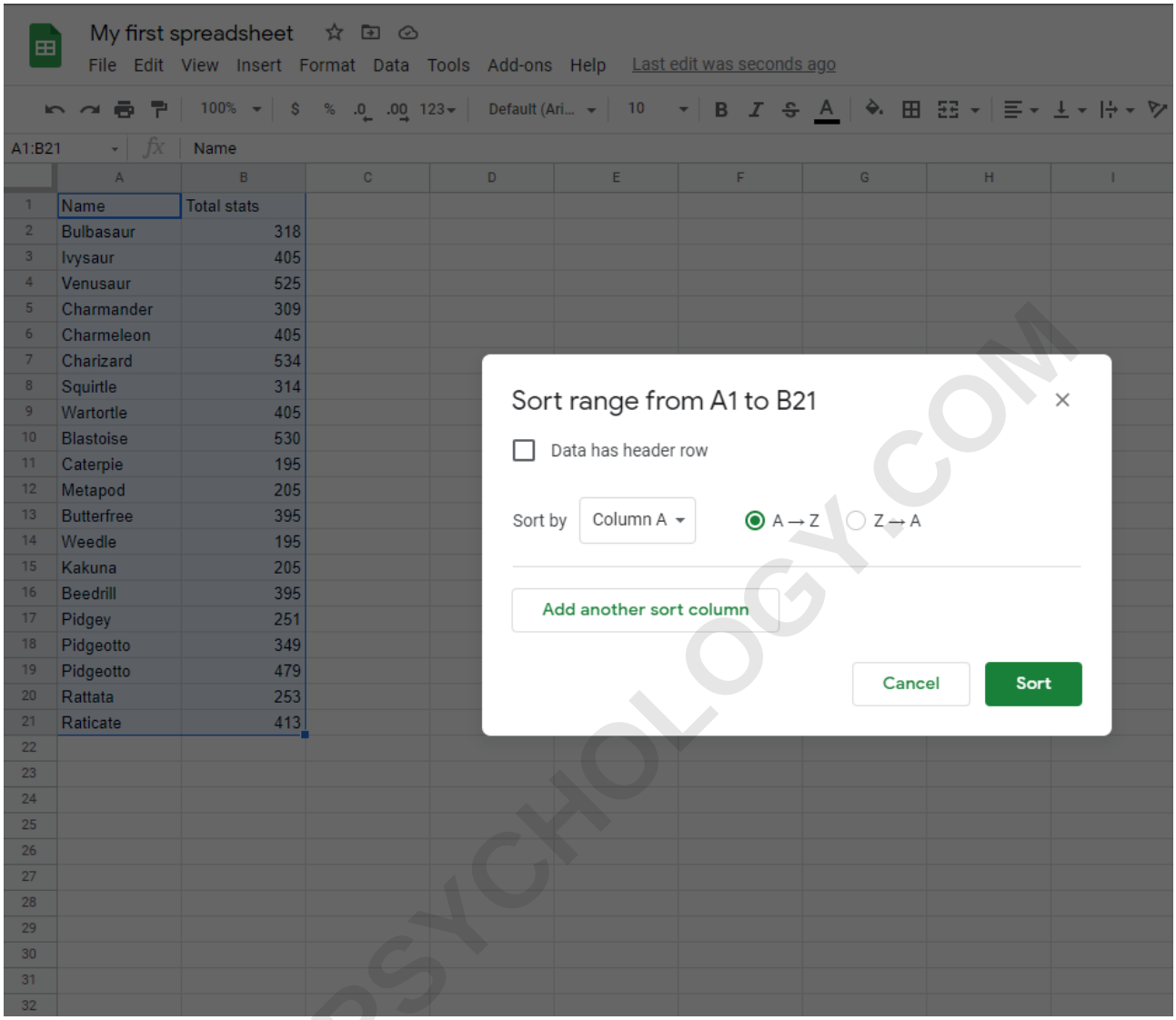
	A	B
1	Name	Total stats
2	Bulbasaur	318
3	Ivysaur	405
4	Venusaur	525
5	Charmander	309
6	Charmeleon	405
7	Charizard	534
8	Squirtle	314
9	Wartortle	405
10	Blastoise	530
11	Caterpie	195
12	Metapod	205
13	Butterfree	395
14	Weedle	195
15	Kakuna	205
16	Beedrill	395
17	Pidgey	251
18	Pidgeotto	349
19	Pidgeotto	479
20	Rattata	253
21	Raticate	413

Click on the **Data** menu and find **Sort range**

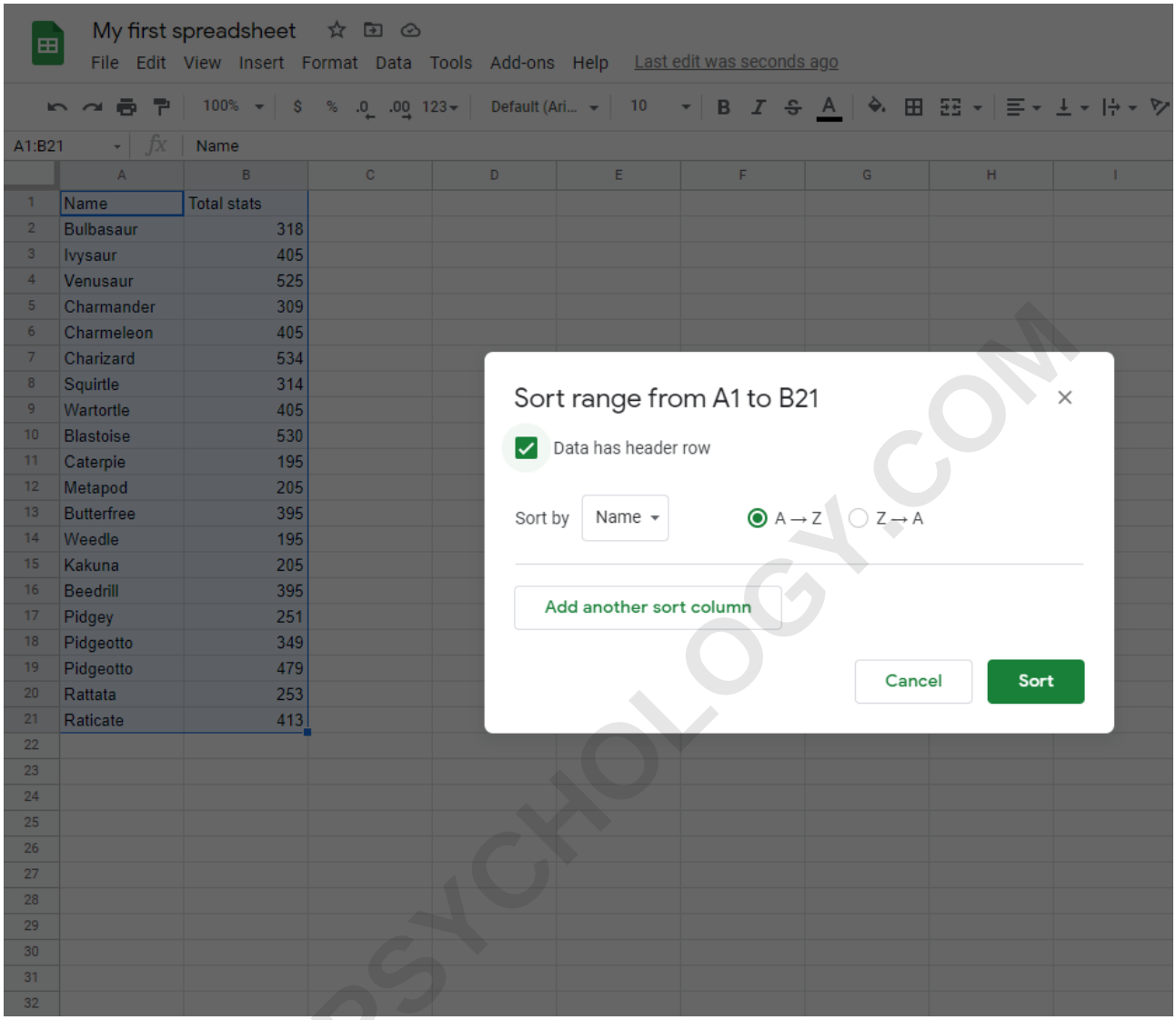


	Name	Total stats
2	Bulbasaur	318
3	Ivysaur	405
4	Venusaur	525
5	Charmander	309
6	Charmeleon	405
7	Charizard	534
8	Squirtle	314
9	Wartortle	405
10	Blastoise	530
11	Caterpie	195
12	Metapod	205
13	Butterfree	395
14	Weedle	195
15	Kakuna	205
16	Beedrill	395
17	Pidgey	251
18	Pidgeotto	349
19	Pidgeotto	479
20	Rattata	253
21	Raticate	413

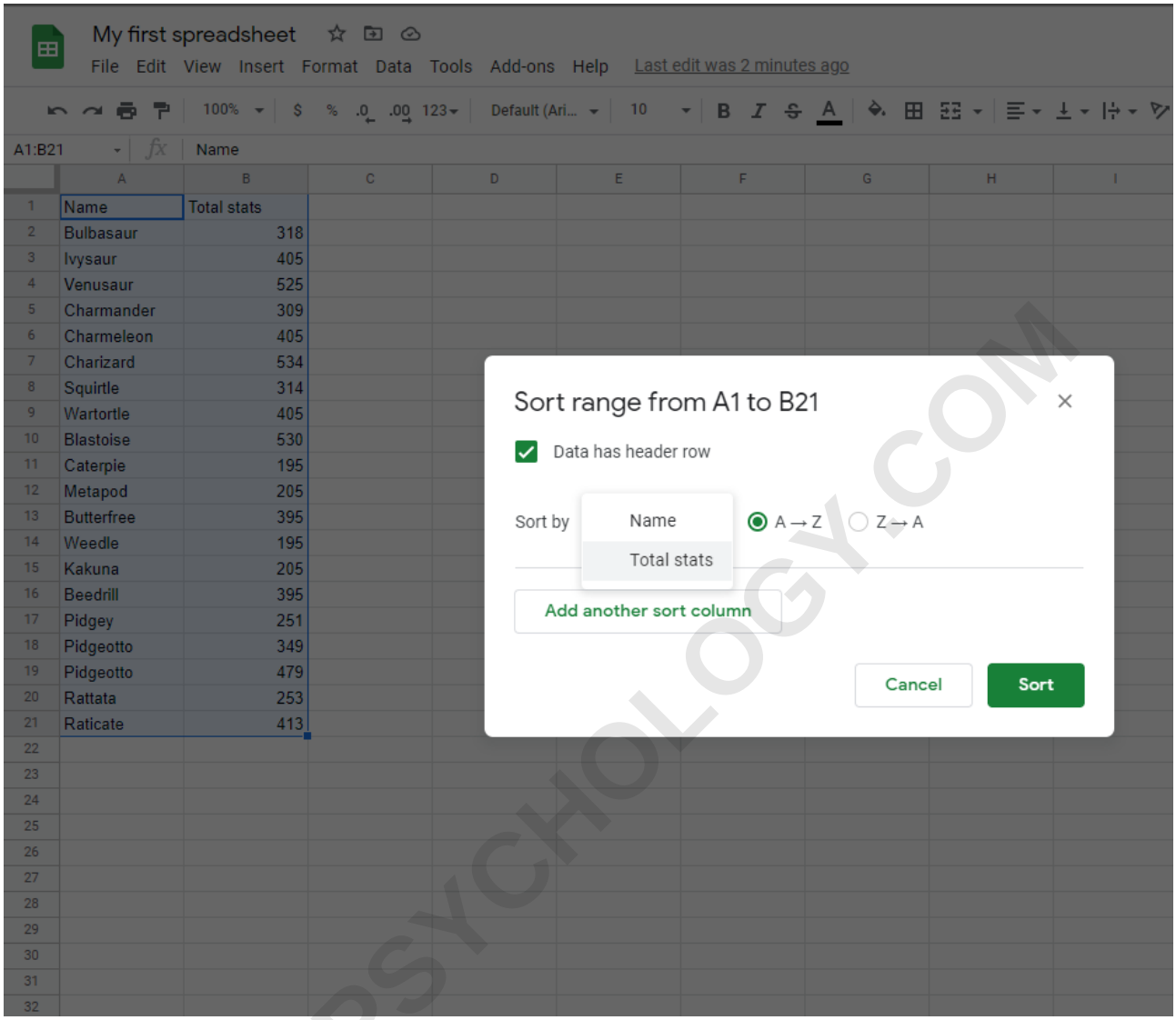
Click on **Sort range**



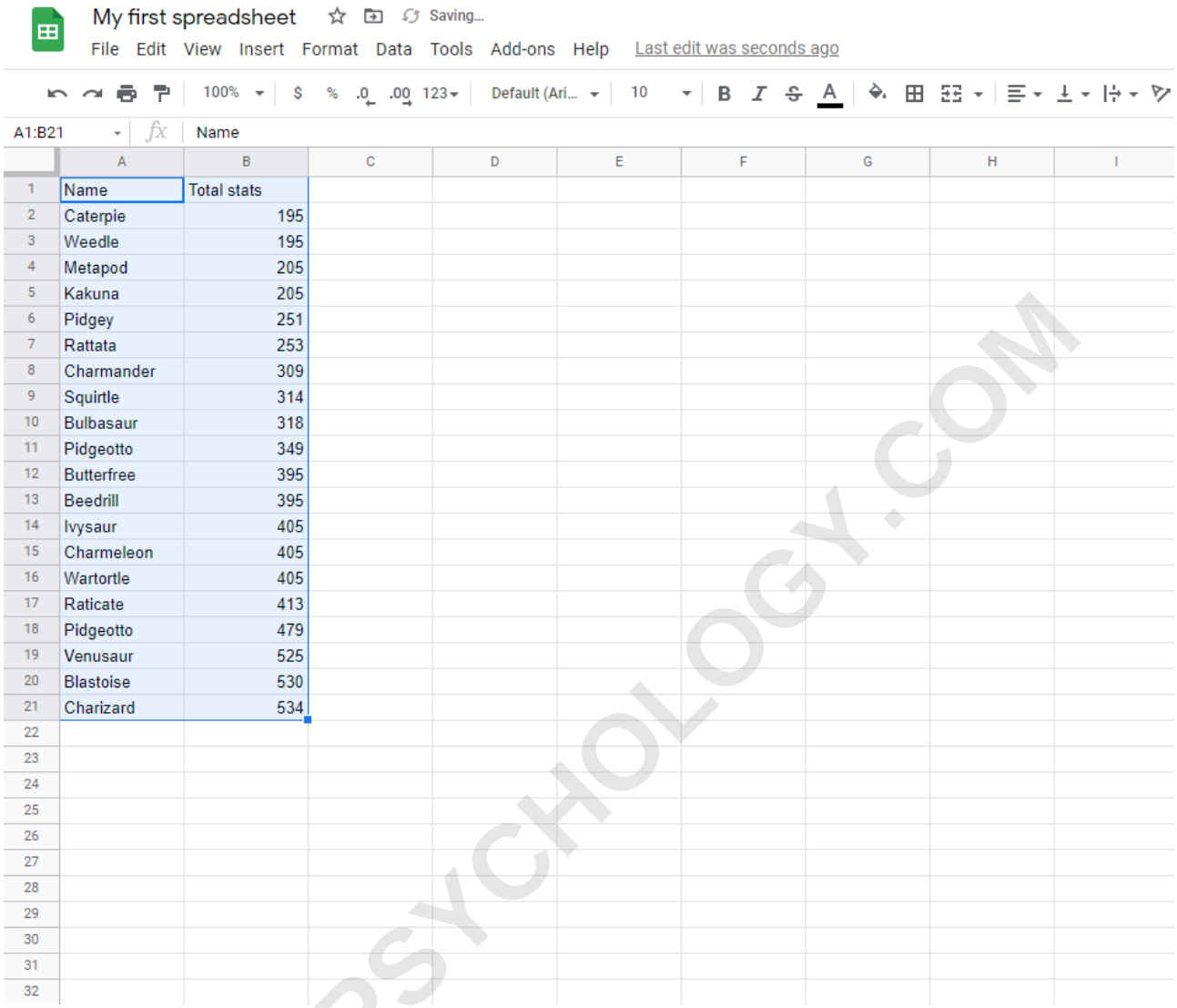
Select **Data has header row**



Select **Total stats** which is the header for column `B`



Click **Sort**



	A	B
1	Name	Total stats
2	Caterpie	195
3	Weedle	195
4	Metapod	205
5	Kakuna	205
6	Pidgey	251
7	Rattata	253
8	Charmander	309
9	Squirtle	314
10	Bulbasaur	318
11	Pidgeotto	349
12	Butterfree	395
13	Beedrill	395
14	Ivysaur	405
15	Charmeleon	405
16	Wartortle	405
17	Raticate	413
18	Pidgeotto	479
19	Venusaur	525
20	Blastoise	530
21	Charizard	534

Well Done! You have successfully sorted the Pokemon by their total stats.

Multi-Level Sorting

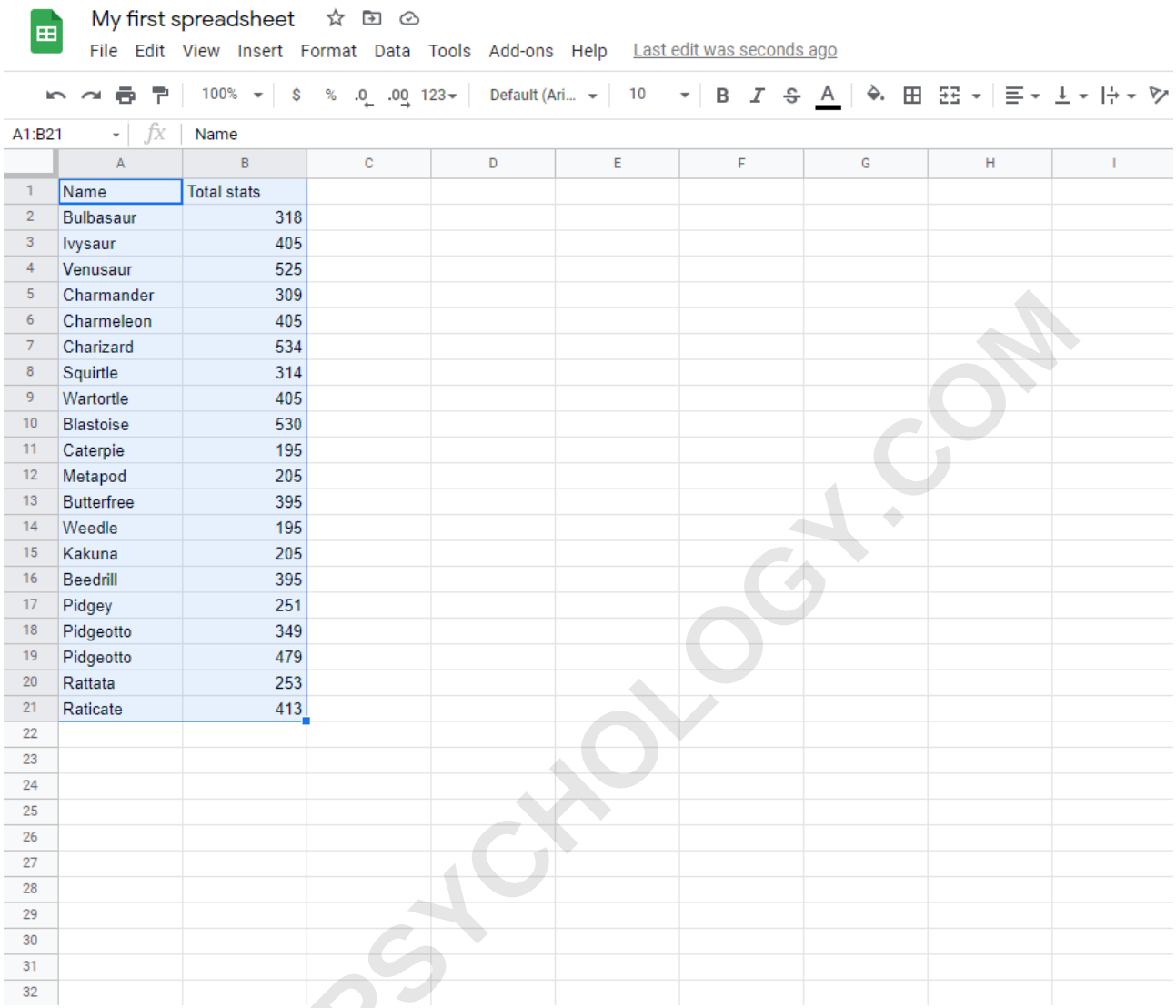
Google Sheets lets you sort your data in multiple levels.

Example

Sort the Pokemon in the range `A2:A21` by their **Total stats**, ascending from smallest to largest (A-Z) and then sort the results based on their **Name**.

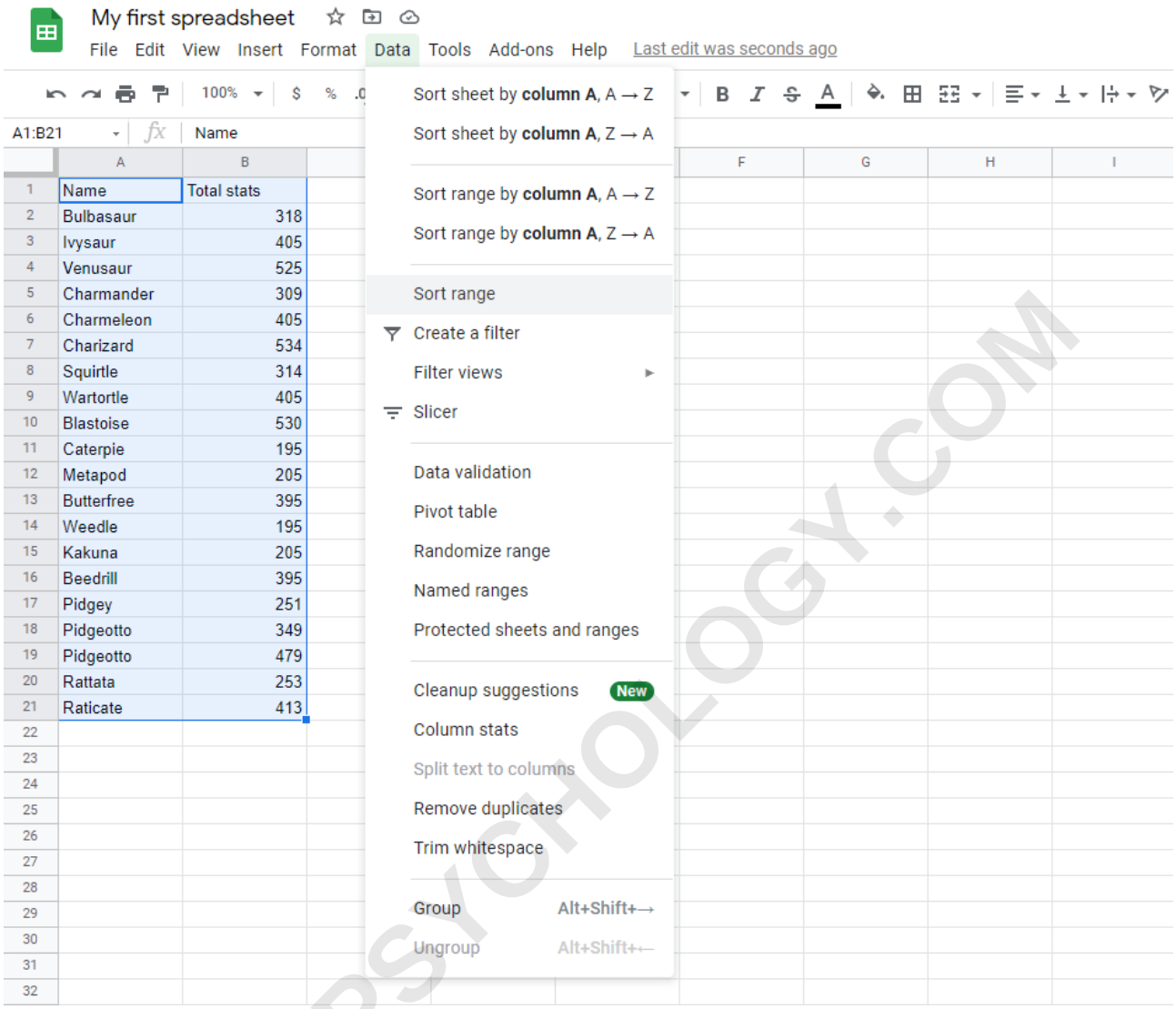
Multi-level sort range, step by step:

Select all the data, range `A2:B21`



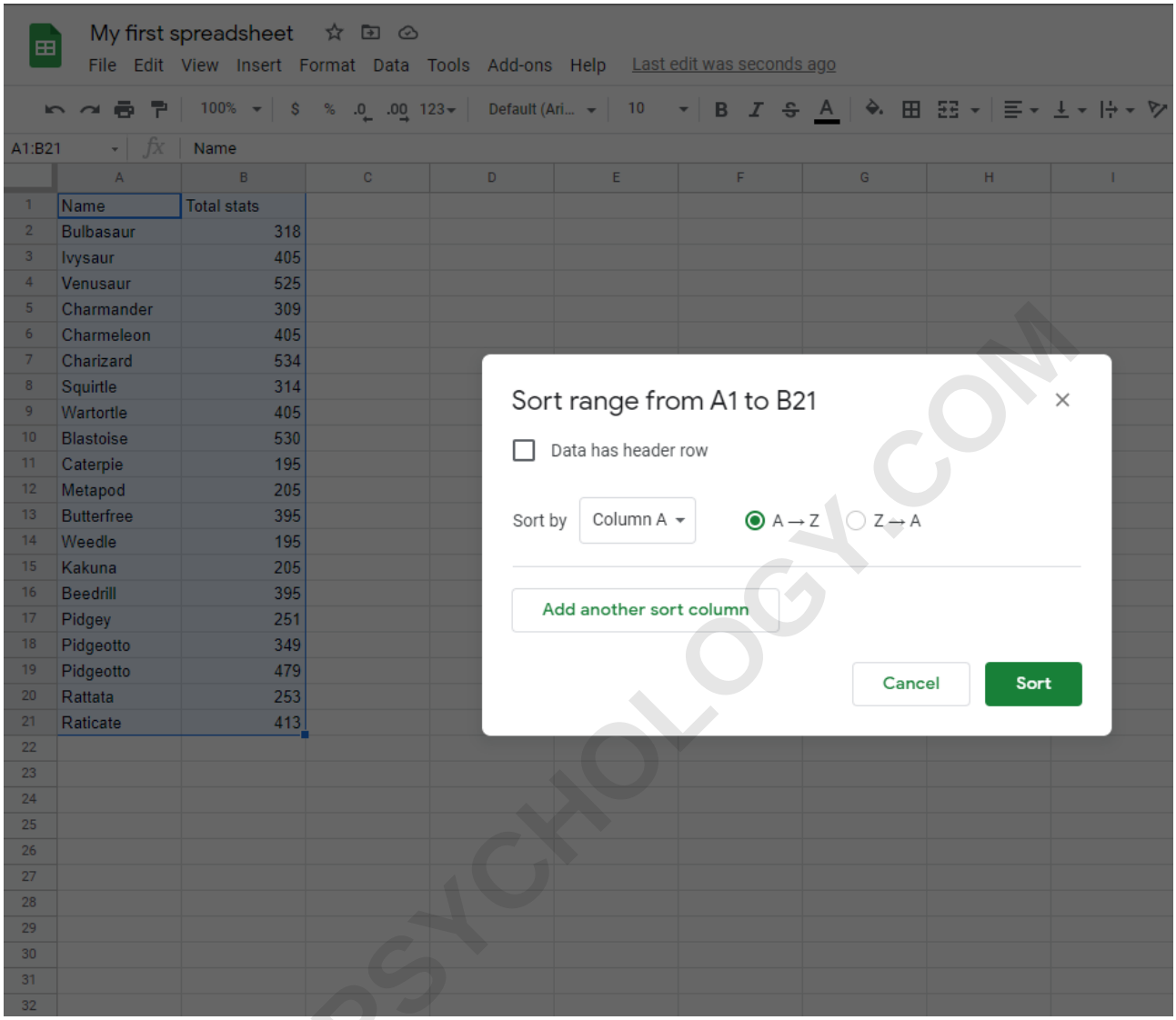
	A	B
1	Name	Total stats
2	Bulbasaur	318
3	Ivysaur	405
4	Venusaur	525
5	Charmander	309
6	Charmeleon	405
7	Charizard	534
8	Squirtle	314
9	Wartortle	405
10	Blastoise	530
11	Caterpie	195
12	Metapod	205
13	Butterfree	395
14	Weedle	195
15	Kakuna	205
16	Beedrill	395
17	Pidgey	251
18	Pidgeotto	349
19	Pidgeotto	479
20	Rattata	253
21	Raticate	413

Click on the **Data** menu and find **Sort range**

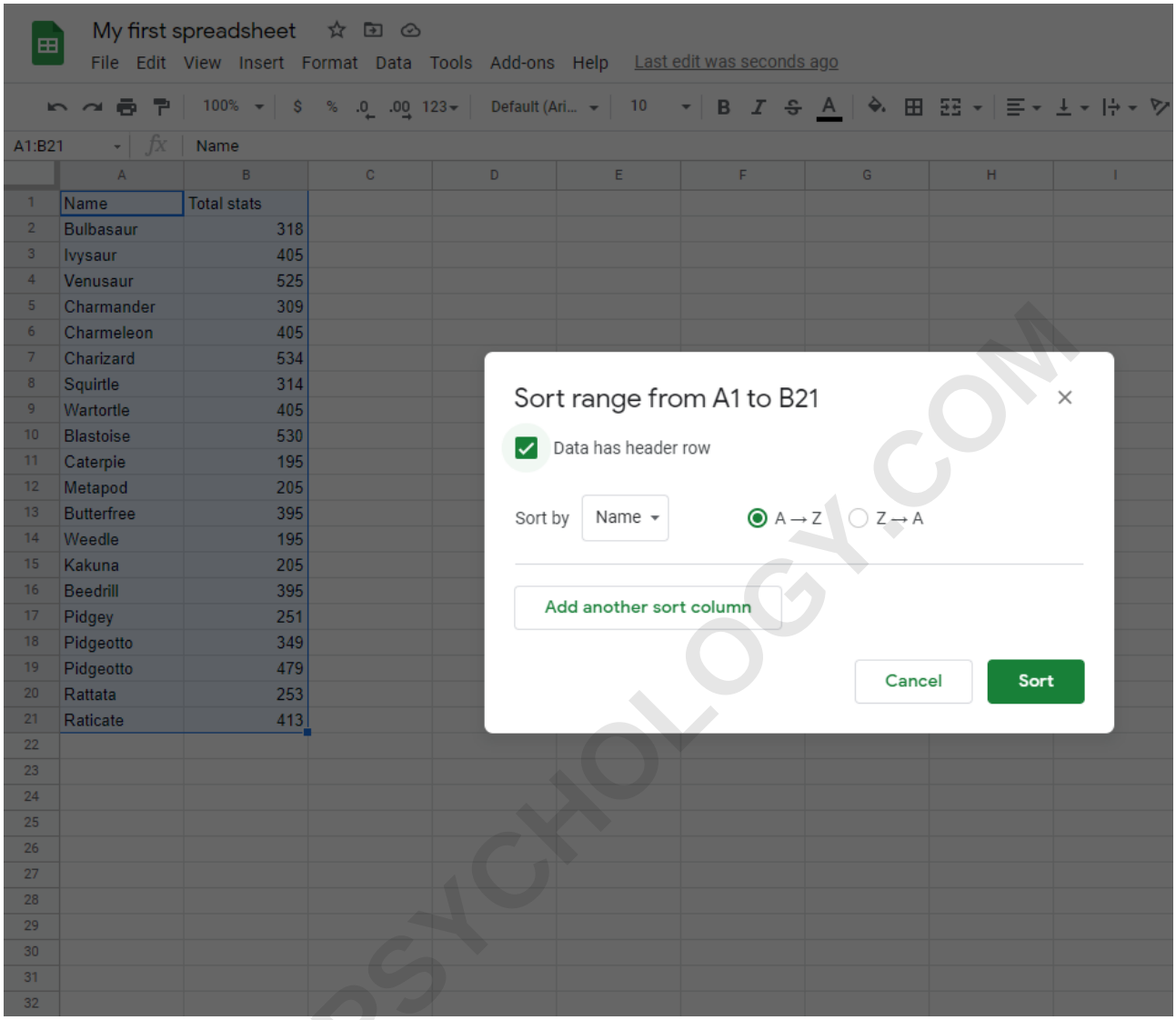


	Name	Total stats
2	Bulbasaur	318
3	Ivysaur	405
4	Venusaur	525
5	Charmander	309
6	Charmeleon	405
7	Charizard	534
8	Squirtle	314
9	Wartortle	405
10	Blastoise	530
11	Caterpie	195
12	Metapod	205
13	Butterfree	395
14	Weedle	195
15	Kakuna	205
16	Beedrill	395
17	Pidgey	251
18	Pidgeotto	349
19	Pidgeotto	479
20	Rattata	253
21	Raticate	413

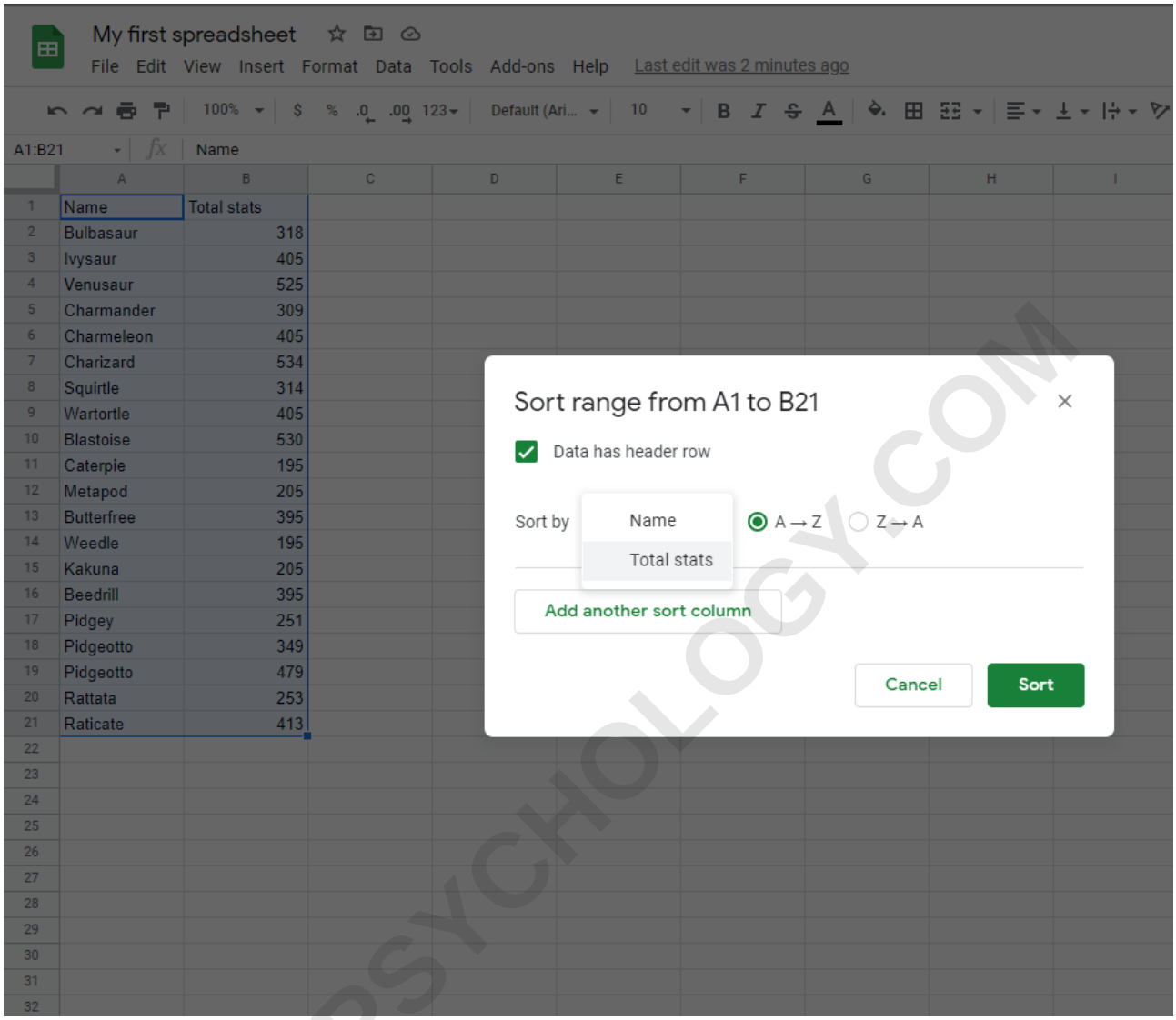
Click on **Sort range**



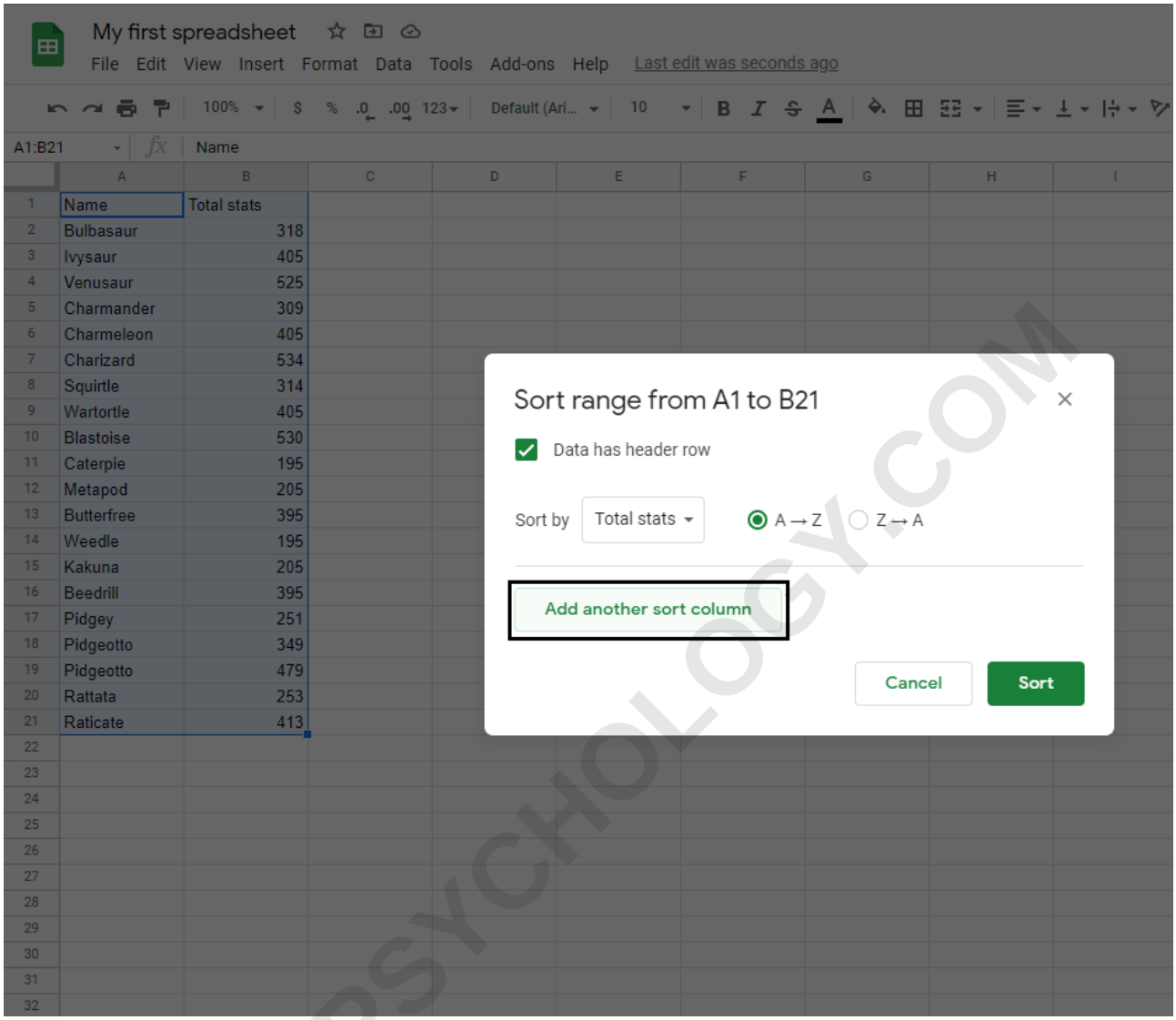
Select **Data has header row**



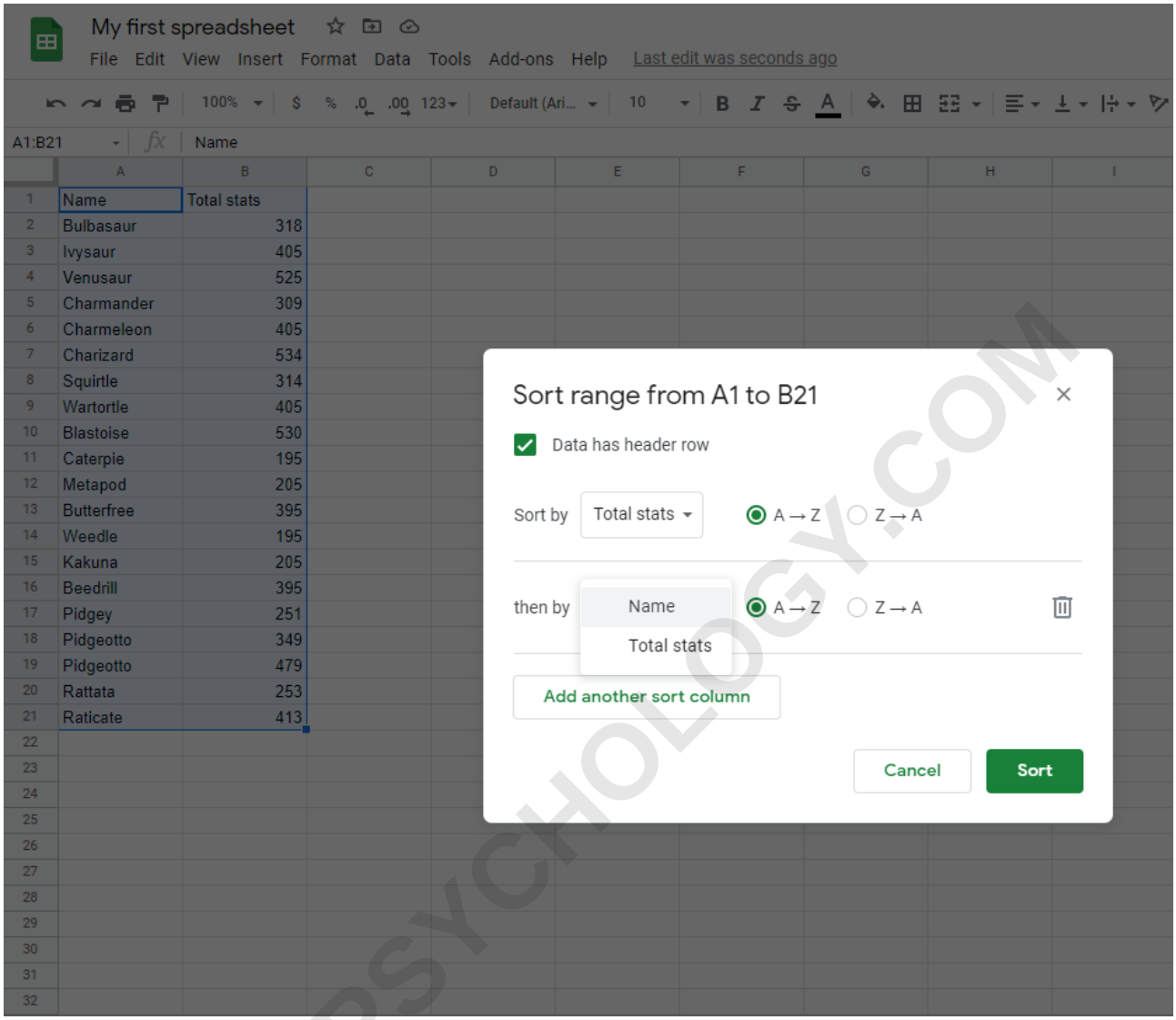
Select **Total stats** which is the header for column `B`



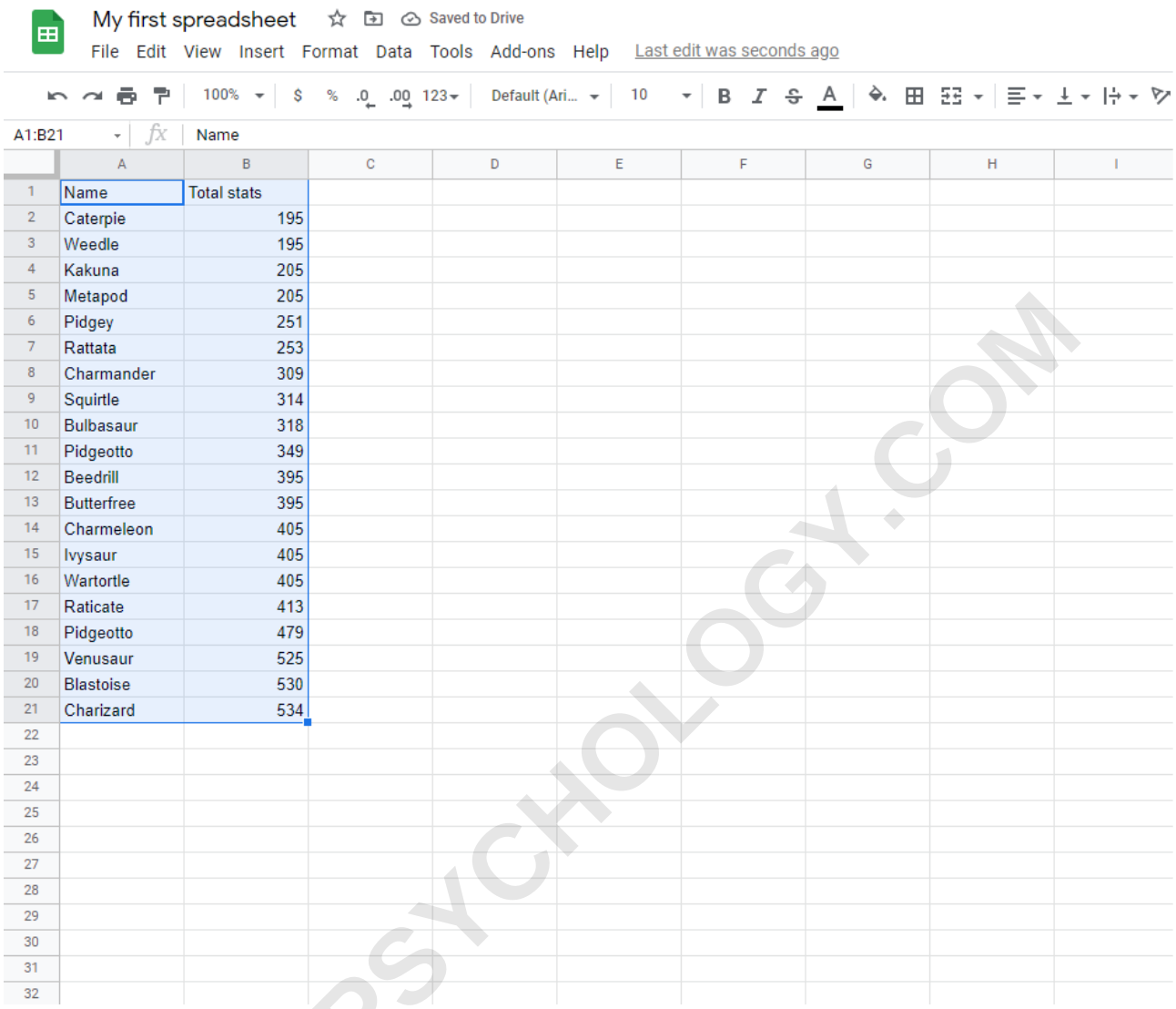
Click on **Add another sort column**



Select **Name** which is the header for column A



Click **Sort**



	A	B
1	Name	Total stats
2	Caterpie	195
3	Weedle	195
4	Kakuna	205
5	Metapod	205
6	Pidgey	251
7	Rattata	253
8	Charmander	309
9	Squirtle	314
10	Bulbasaur	318
11	Pidgeotto	349
12	Beedrill	395
13	Butterfree	395
14	Charmeleon	405
15	Ivysaur	405
16	Wartortle	405
17	Raticate	413
18	Pidgeotto	479
19	Venusaur	525
20	Blastoise	530
21	Charizard	534

Let's compare the results of this example with the previous example:

	A	B	C
1	Name	Total stats	
2	Caterpie	195	
3	Weedle	195	
4	Metapod	205	
5	Kakuna	205	
6	Pidgey	251	
7	Rattata	253	
8	Charmander	309	
9	Squirtle	314	
10	Bulbasaur	318	
11	Pidgeotto	349	
12	Butterfree	395	
13	Beedrill	395	
14	Ivysaur	405	
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18	Pidgeotto	479	
19	Venusaur	525	
20	Blastoise	530	
21	Charizard	534	
22			

The image with the **blue** rectangle is the result of the first example and the image with the **green** rectangle is the result of the second example.

Look at rows `14:16`.

The order of Pokemon has changed. In the second example they are also sorted alphabetically.

This is because we added an additional sort rule to **Sort range**.

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