

How to Sort Data Alphabetically in Excel Without Separating Rows

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In Excel, there is a simple method to sort data alphabetically while keeping the rows together. This can be achieved by using the "Sort" function, which allows for sorting by a specific column. By selecting the entire data set and choosing the desired column as the sorting criteria, the rows will be rearranged alphabetically while maintaining their original order. This method is useful for organizing data into a more coherent and easily readable format.

Excel: Sort Alphabetically and Keep Rows Together

Often you may want to sort the values in one column in Excel in alphabetical order but keep the rows together.

	A	B	C	D	E	F
1	Player	Points			Player	Points
2	Isaac	24			Andy	24
3	John	19			Bob	29
4	Doug	14			Chad	14
5	Greg	36			Doug	14
6	Frank	10			Eric	12
7	Eric	12			Frank	10
8	Henry	38			Greg	36
9	Luke	22			Henry	38
10	Kendall	27			Isaac	24
11	Bob	29			John	19
12	Andy	24			Kendall	27
13	Chad	14			Luke	22
14						
15						
16						
17						
18						
19						

Fortunately this is easy to do using the Sort function in Excel and the following examples shows how to do so.

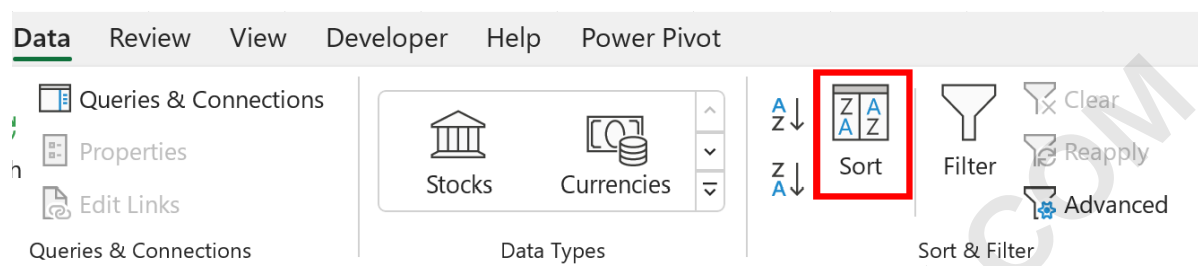
Example: How to Sort Alphabetically and Keep Rows Together in Excel

Suppose we have the following dataset in Excel that contains information about various basketball players:

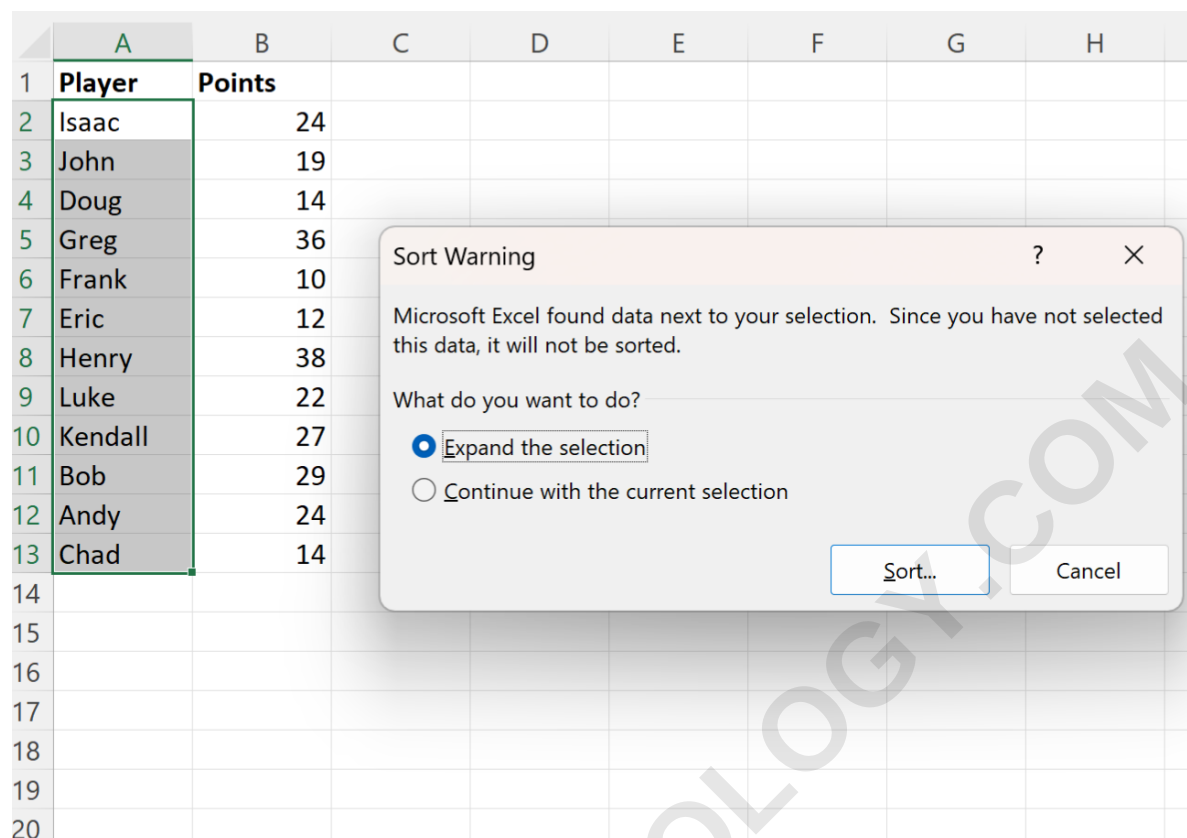
	A	B	C	D	E
1	Player	Points			
2	Isaac	24			
3	John	19			
4	Doug	14			
5	Greg	36			
6	Frank	10			
7	Eric	12			
8	Henry	38			
9	Luke	22			
10	Kendall	27			
11	Bob	29			
12	Andy	24			
13	Chad	14			
14					
15					
16					
17					

Suppose we would like to sort the values in the Player column in alphabetical order (from A to Z) but we would like to keep the rows together so that the values in the Points column are still associated with the correct player.

To do so, we can highlight the cell range A2:A13, then click the Data tab and then click the Sort icon within the Sort & Filter group:

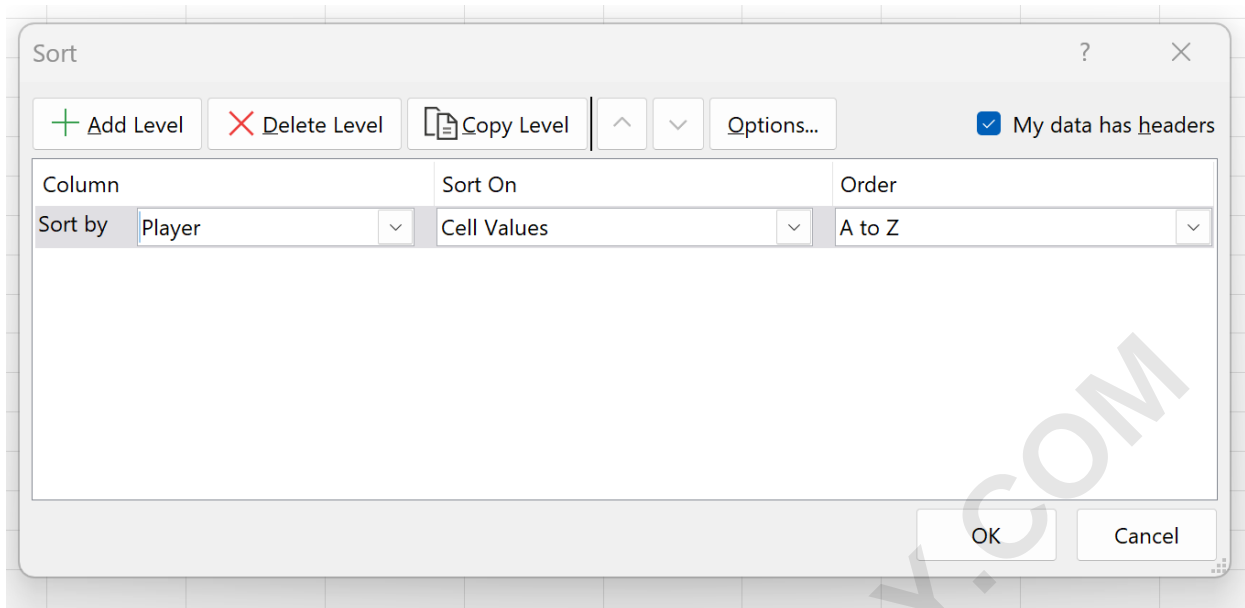


A Sort Warning window will appear. Be sure to click the radio button next to Expand the selection, then click Sort:



A new window will then appear asking which column you'd like to sort by.

Click the Sort by dropdown arrow, then click Player:



Once you click OK, the values in the Player column will be sorted alphabetically from A to Z and the values in the Points column will shift so that they're kept with the correct player:

	A	B	C	D	E	F
1	Player	Points				
2	Andy	24				
3	Bob	29				
4	Chad	14				
5	Doug	14				
6	Eric	12				
7	Frank	10				
8	Greg	36				
9	Henry	38				
10	Isaac	24				
11	John	19				
12	Kendall	27				
13	Luke	22				
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Note: If you instead clicked the radio button next to **Continue with the current selection** when the Sort Warning window appeared, the values in the Player column would have been sorted alphabetically but the values in the Points column would not have been sorted so that they remained with the correct player.

The following tutorials explain how to perform other common operations in Excel: