

“How can I use Google Sheets to sort data?”

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RECOMMENDED CITATION

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Google Sheets is a powerful spreadsheet tool that allows users to efficiently organize and analyze data. One of its useful features is the ability to sort data in a variety of ways. By selecting a column or range of cells, users can easily rearrange their data in ascending or descending order, based on numerical, alphabetical, or custom criteria. This function can greatly enhance data management and streamline data analysis processes. With its user-friendly interface and customizable options, Google Sheets makes it easy for individuals and businesses to effectively sort and manipulate their data.

Google Sheets Sort

Google Sheets Sorting

Google sheets has commands for sorting the data in **Ascending** or **Descending** order.

Ascending: from the smallest to the largest for numbers and from A to Z for text.

Descending: from the largest to the smallest for numbers and from Z to A for text.

Google sheets has the following sort commands:

Sort sheet by columnSort range by columnSort range

The sort commands can be found in the **Data** menu.

My first spreadsheet ☆ 📁 ☁

File Edit View Insert Format **Data** Tools Add-ons Help

100% \$ % .0

A1:B21 fx Name

	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
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Sort sheet by **column A**, A → Z

Sort sheet by **column A**, Z → A

Sort range by **column A**, A → Z

Sort range by **column A**, Z → A

Sort range

▼ Create a filter

Filter views ▶

≡ Slicer

Data validation

Pivot table

Randomize range

Named ranges

Protected sheets and ranges

Cleanup suggestions **New**

Column stats

Split text to columns

Remove duplicates

Trim whitespace

Group **Alt+Shift+→**

Ungroup **Alt+Shift+←**

Example

Sort the Pokemon by their total stats in ascending order (from smallest to largest).

Copy the values to follow along.

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

Select column B by clicking on the letter B in the column bar

My first spreadsheet ☆ 📁 ☁

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Default (Arial) 10 B I

B:B fx 318

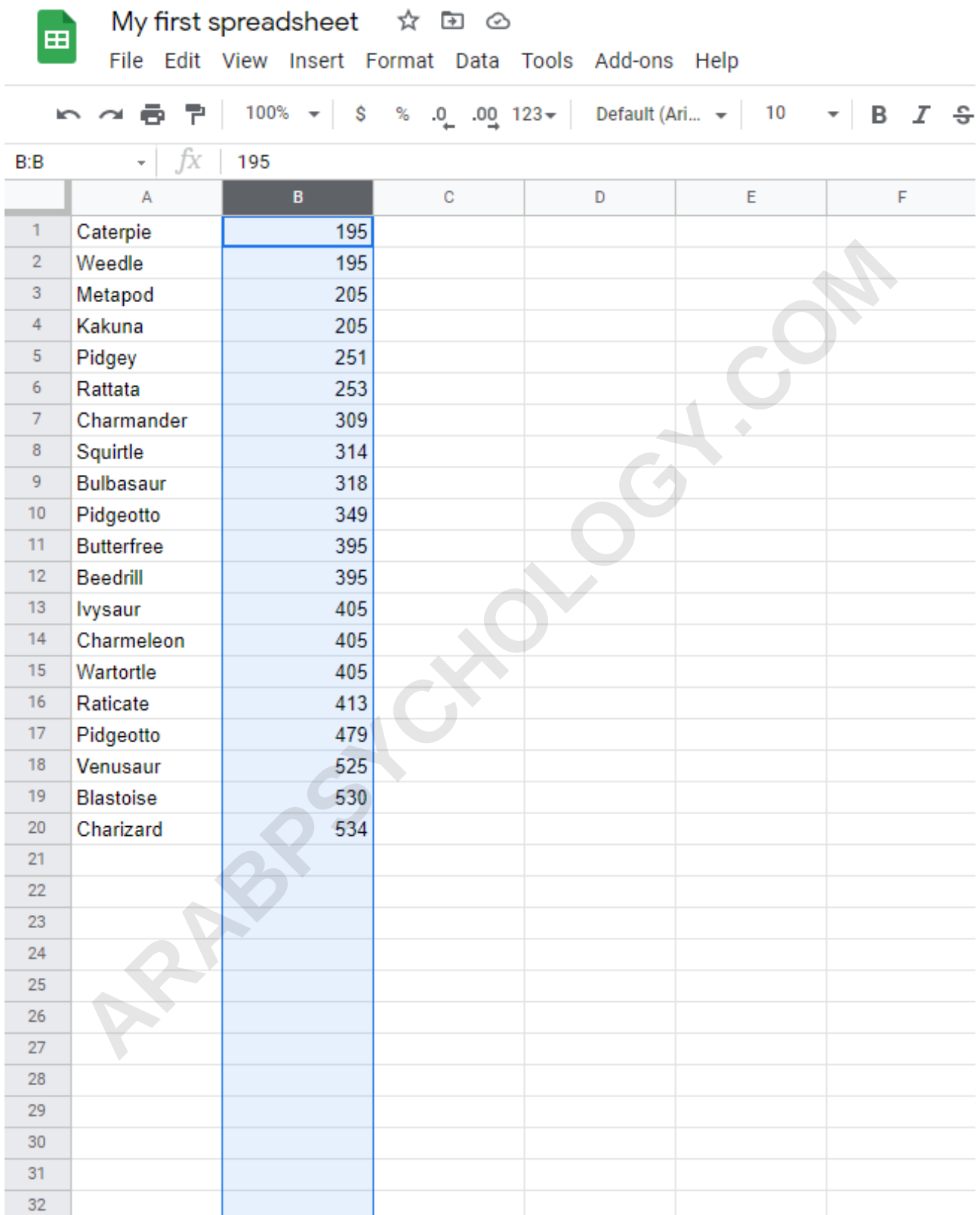
	A	B	C	D	E	F
1	Bulbasaur	318				
2	Ivysaur	405				
3	Venusaur	525				
4	Charmander	309				
5	Charmeleon	405				
6	Charizard	534				
7	Squirtle	314				
8	Wartortle	405				
9	Blastoise	530				
10	Caterpie	195				
11	Metapod	205				
12	Butterfree	395				
13	Weedle	195				
14	Kakuna	205				
15	Beedrill	395				
16	Pidgey	251				
17	Pidgeotto	349				
18	Pidgeotto	479				
19	Rattata	253				
20	Raticate	413				
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Click on the **Data** menu and select **Sort sheet by column B, A → Z**

The screenshot shows a Google Sheets interface with a spreadsheet titled "My first spreadsheet". The "Data" menu is open, and the option "Sort sheet by column B, A → Z" is highlighted. The spreadsheet contains a list of Pokémon names in column A and their corresponding HP values in column B. The HP values are: Bulbasaur (318), Ivysaur (405), Venusaur (525), Charmander (309), Charmeleon (405), Charizard (534), Squirtle (314), Wartortle (405), Blastoise (530), Caterpie (195), Metapod (205), Butterfree (395), Weedle (195), Kakuna (205), Beedrill (395), Pidgey (251), Pidgeotto (349), Pidgeotto (479), Rattata (253), and Raticate (413). The cells in column B are currently selected.

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



My first spreadsheet

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Default (Ari... 10 B I

B:B 195

	A	B	C	D	E	F
1	Caterpie	195				
2	Weedle	195				
3	Metapod	205				
4	Kakuna	205				
5	Pidgey	251				
6	Rattata	253				
7	Charmander	309				
8	Squirtle	314				
9	Bulbasaur	318				
10	Pidgeotto	349				
11	Butterfree	395				
12	Beedrill	395				
13	Ivysaur	405				
14	Charmeleon	405				
15	Wartortle	405				
16	Raticate	413				
17	Pidgeotto	479				
18	Venusaur	525				
19	Blastoise	530				
20	Charizard	534				
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Now all the Pokemon are sorted by their total stats.

In the next chapter, you will learn more about **Sort sheet** command in Google sheets.

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