

How do I sort a sheet in Google Sheets by a specific column?

Authored by
stats writer

June 29, 2024

RECOMMENDED CITATION

stats writer (2024). *How do I sort a sheet in Google Sheets by a specific column?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=159994>

To sort a sheet in Google Sheets by a specific column, you must first select the column you want to sort by. Then, click on the "Data" tab and select "Sort Range" from the drop-down menu. A window will appear where you can choose the column to sort by and the order (ascending or descending). Once you have made your selections, click "Sort" and the sheet will be sorted accordingly. This feature is useful for organizing data and making it easier to analyze or present in a specific order.

Google Sheets Sort Sheet By Column

Sort Sheet By Column

Sorting a sheet by column **preserves** the relation between multiple data columns.

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

ARABPSYCHOLOGY.COM

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	
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			

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+←**

Note: This method works if your data no **headers**. If you have **headers**, look at Sort range.

Example

Sort the Pokemon by their names in ascending order (from A to Z).

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			

the column bar

Select column **A** by clicking on the letter A in

My first spreadsheet ☆ 📄 ☁

File Edit View Insert Format Data Tools Add-ons Help

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

A:A | fx | Bulbasaur

	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				
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						

Click on the **Data** menu and select **Sort sheet by column A, A → Z**

My first spreadsheet ☆ 📁 🌐

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

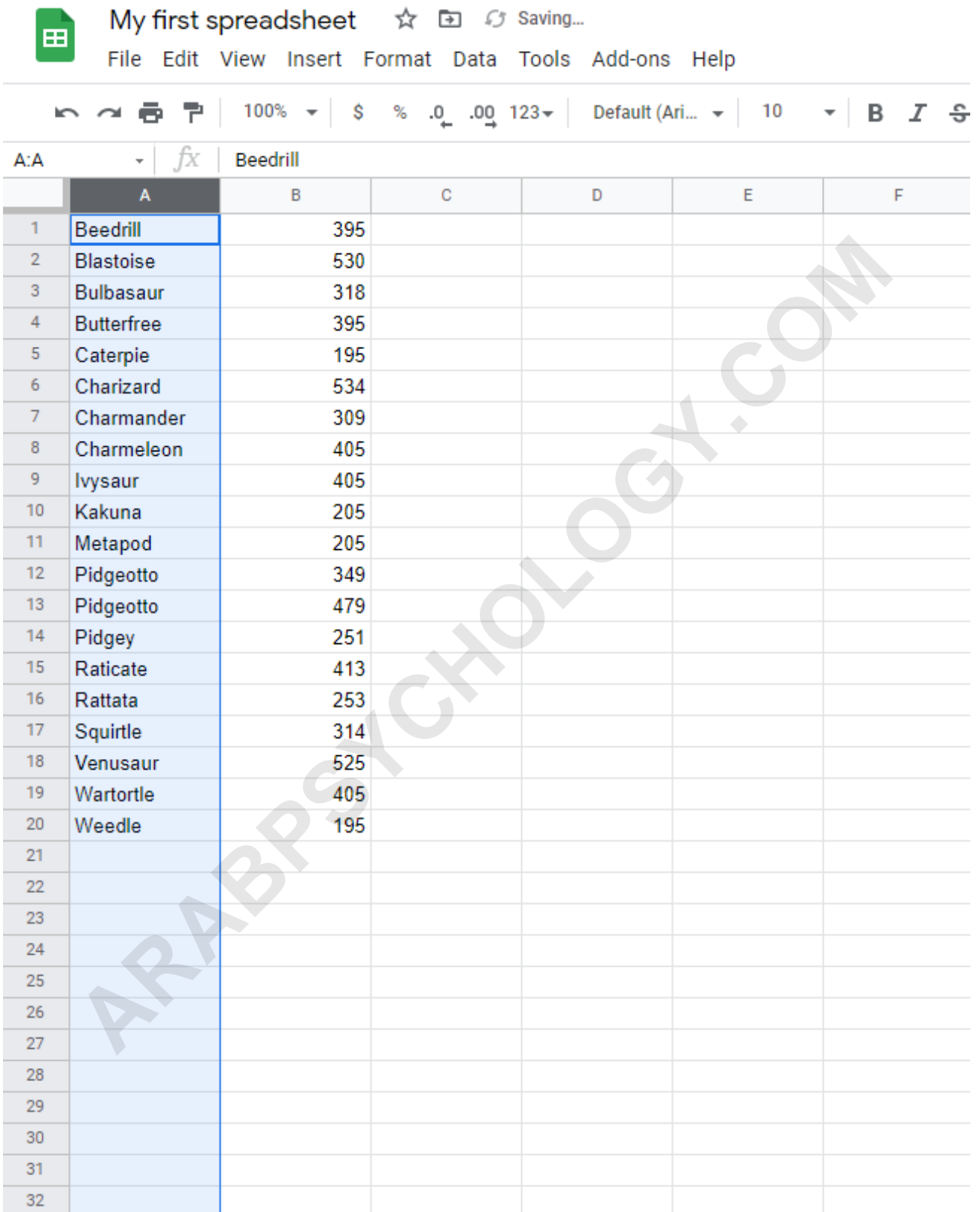
100% \$ % .0

	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
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		

Data menu options:

- 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 column **Alt+Shift+→**
- Ungroup column **Alt+Shift+←**

This is the result:



My first spreadsheet ☆ 📄 ↻ Saving...
File Edit View Insert Format Data Tools Add-ons Help

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

A:A | fx | Beedrill

	A	B	C	D	E	F
1	Beedrill	395				
2	Blastoise	530				
3	Bulbasaur	318				
4	Butterfree	395				
5	Caterpie	195				
6	Charizard	534				
7	Charmander	309				
8	Charmeleon	405				
9	Ivysaur	405				
10	Kakuna	205				
11	Metapod	205				
12	Pidgeotto	349				
13	Pidgeotto	479				
14	Pidgey	251				
15	Raticate	413				
16	Rattata	253				
17	Squirtle	314				
18	Venusaur	525				
19	Wartortle	405				
20	Weedle	195				
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						

Now all the Pokemon are sorted by their names.

Example (Sort Sheet By Column, Another Way)

This example shows another way to sort Pokemon names in ascending order (from A to Z).

Select column **A** by clicking on the letter A in the column bar

ARABPSYCHOLOGY.COM

My first spreadsheet ☆ 📄 ☁

File Edit View Insert Format Data Tools Add-ons Help

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

A:A | *fx* | Bulbasaur

	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				
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						



Click on the drop-down menu next to letter B in the column bar ()

The screenshot shows a Google Sheets interface with a spreadsheet titled "My first spreadsheet". The spreadsheet has columns labeled A through F and rows numbered 1 through 31. Column A contains the names of 20 different Pokemon, and column B contains their corresponding HP values. The rest of the spreadsheet is empty. The interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar with various icons for undo, redo, print, and formatting. A watermark "ARABPSYCHOLOGY.COM" is visible diagonally across the spreadsheet area.

	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				
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Click on **Sort sheet A → Z**

The screenshot shows the Google Sheets interface for a spreadsheet titled "My first spreadsheet". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar shows various icons for undo, redo, print, and zoom, along with numerical and percentage input fields. The spreadsheet grid has columns labeled A through F and rows numbered 1 through 31. Column A is selected, and a context menu is open over it. The menu items are: Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Paste special (with a right-pointing arrow), Insert 1 left, Insert 1 right, Delete column, Clear column, Hide column, Resize column, Group column, Ungroup column, Sort sheet A → Z (highlighted), Sort sheet Z → A, Randomize range, Get link to this range, Define named range, Protect range, and Conditional formatting. A large watermark "ARABPSYCHOLOGY.COM" is overlaid diagonally across the spreadsheet.

This is the result:

My first spreadsheet ☆ 📄 ↻ Saving...

File Edit View Insert Format Data Tools Add-ons Help

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

A:A | fx | Beedrill

	A	B	C	D	E	F
1	Beedrill	395				
2	Blastoise	530				
3	Bulbasaur	318				
4	Butterfree	395				
5	Caterpie	195				
6	Charizard	534				
7	Charmander	309				
8	Charmeleon	405				
9	Ivysaur	405				
10	Kakuna	205				
11	Metapod	205				
12	Pidgeotto	349				
13	Pidgeotto	479				
14	Pidgey	251				
15	Raticate	413				
16	Rattata	253				
17	Squirtle	314				
18	Venusaur	525				
19	Wartortle	405				
20	Weedle	195				
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						

Non-Working Example (Sort Sheet By Column with Headers)

Sort the Pokemon by their names in ascending order (from A to 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			

Unlike the first example, the data for this example has **headers**.

Let's see what happens if we sort this data.

Select column **A** by clicking on the letter A in the column bar

My first spreadsheet ☆ 📄 🌐

File Edit View Insert Format Data Tools Add-ons Help

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

	A	B	C	D	E	F
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						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						

Click on the **Data** menu and select **Sort sheet by column A, A → Z**

The screenshot shows a Google Sheet titled "My first spreadsheet". The spreadsheet has two columns: "Name" (Column A) and "Total stats" (Column B). The data is as follows:

	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
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		

The "Data" menu is open, showing the following options:

- 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 column Alt+Shift+→
- Ungroup column Alt+Shift+←

This is the result:

My first spreadsheet ☆ 📁 Saved to Drive

File Edit View Insert Format Data Tools Add-ons Help

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

A:A | fx | Beedrill

	A	B	C	D	E	F
1	Beedrill	395				
2	Blastoise	530				
3	Bulbasaur	318				
4	Butterfree	395				
5	Caterpie	195				
6	Charizard	534				
7	Charmander	309				
8	Charmeleon	405				
9	Ivysaur	405				
10	Kakuna	205				
11	Metapod	205				
12	Name	Total stats				
13	Pidgeotto	349				
14	Pidgeotto	479				
15	Pidgey	251				
16	Raticate	413				
17	Rattata	253				
18	Squirtle	314				
19	Venusaur	525				
20	Wartortle	405				
21	Weedle	195				
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						

Notice anything **wrong**?

The headers are also sorted

My first spreadsheet ☆ 📁 Saved to Drive

File Edit View Insert Format Data Tools Add-ons Help

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

A:A | fx | Beedrill

	A	B	C	D	E	F
1	Beedrill	395				
2	Blastoise	530				
3	Bulbasaur	318				
4	Butterfree	395				
5	Caterpie	195				
6	Charizard	534				
7	Charmander	309				
8	Charmeleon	405				
9	Ivysaur	405				
10	Kakuna	205				
11	Metapod	205				
12	Name	Total stats				
13	Pidgeotto	349				
14	Pidgeotto	479				
15	Pidgey	251				
16	Raticate	413				
17	Rattata	253				
18	Squirtle	314				
19	Venusaur	525				
20	Wartortle	405				
21	Weedle	195				
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						

This is why sort sheet by column is not suitable for data with headers.

Note: If you want to sort data with **headers**, look at Sort range.

★+1 W3schools PathfinderTrack your progress - it's free!

Log in

Sign Up

ARABPSYCHOLOGY.COM