

How do I sort by date in Google Sheets?

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To sort by date in Google Sheets, follow these steps:

1. Select the column containing the dates you want to sort.
2. Click on the "Data" tab in the menu bar.
3. Choose the "Sort range" option.
4. In the pop-up window, select the column you want to sort by and choose "Date" as the sort type.
5. Choose the desired sorting order (ascending or descending).
6. Click on "Sort" to apply the changes.

This will rearrange the data in your selected column according to the chosen date sorting criteria.

Sort by Date in Google Sheets (With Example)

The easiest way to sort by date in Google Sheets is to use the Sort range function within the Data tab.

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

Step 1: Enter the Data

First, let's enter the following set of date values in Google Sheets:

	A	B	C	D	
1	Date				
2	1/1/2020				
3	1/9/2020				
4	1/4/2020				
5	2/1/2020				
6	1/15/2020				
7	1/2/2020				
8	2/15/2020				
9	2/4/2020				
10	2/25/2020				
11	3/14/2020				
12	3/7/2020				
13					
14					
15					
16					
17					
18					
19					
20					

Step 2: Verify that Data is in Date Format

If your data values are not in a date format, you won't be able to sort them correctly.

To verify that the values are in a date format, make sure that all of the values are aligned to the right in the cell.

In the following screenshot, some of the values are left-aligned which means they're not in a date format:

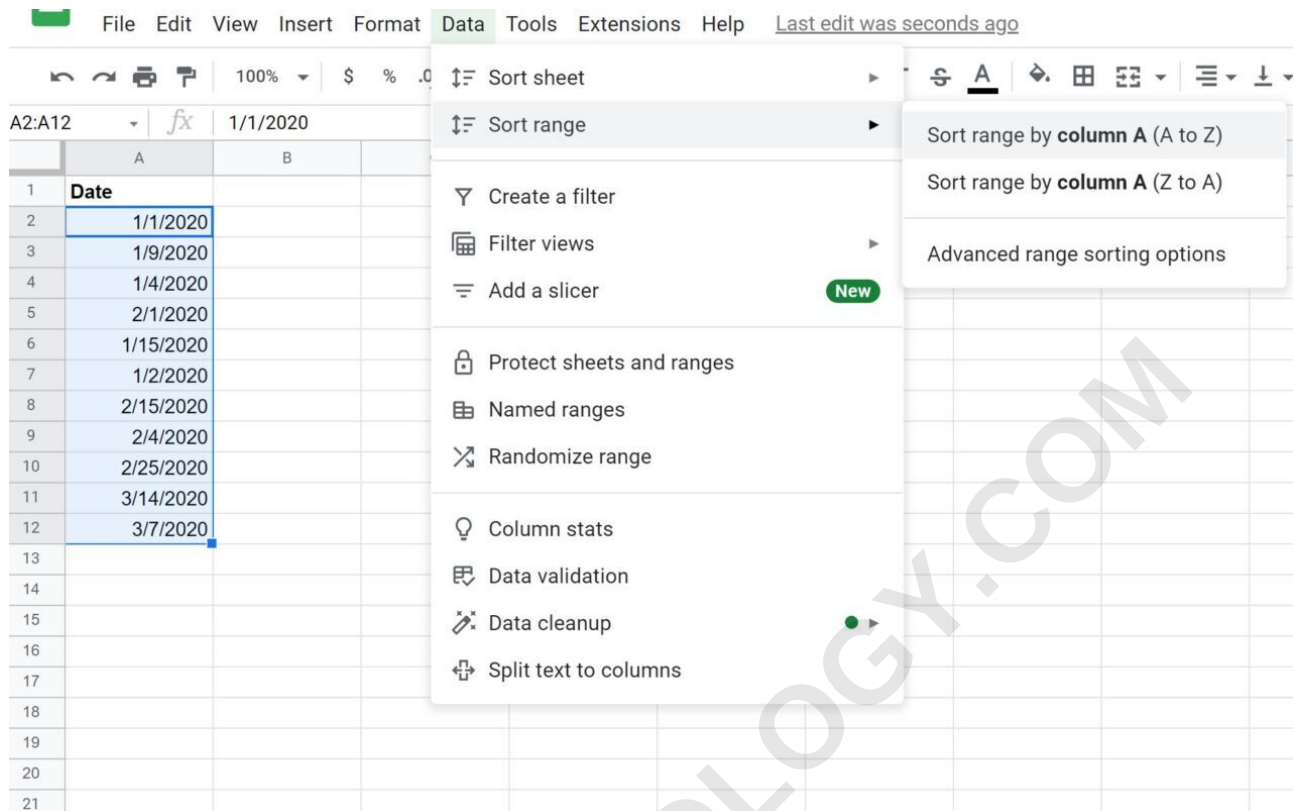
	A	B	C	D
1	Date			
2	1/1/2020			
3	1/9/2020			
4	1/4/2020			
5	2/1/2020			
6	1/15/2020			
7	1/2/2020			
8	2/15/2020			
9	2/4/2020			
10	2/25/2020			
11	3/14/2020			
12	3/7/2020			
13				
14				
15				
16				
17				
18				

To convert each of the values in a column to a date format, simply highlight all of the values in the column and then click the Format tab, then click Number, then click Date.

Each of the values should now be right-aligned.

Step 3: Sort the Data

To sort the date values, highlight the range A2:A12 and then click the Data tab, then click Sort range, then click Sort range by column A (A to Z):



The dates will automatically be sorted from earliest to latest date:

	A	B	C	D	
1	Date				
2	1/1/2020				
3	1/2/2020				
4	1/4/2020				
5	1/9/2020				
6	1/15/2020				
7	2/1/2020				
8	2/4/2020				
9	2/15/2020				
10	2/25/2020				
11	3/7/2020				
12	3/14/2020				
13					
14					
15					
16					
17					
18					
19					

	A	B	C	D
1	Date			
2	3/14/2020			
3	3/7/2020			
4	2/25/2020			
5	2/15/2020			
6	2/4/2020			
7	2/1/2020			
8	1/15/2020			
9	1/9/2020			
10	1/4/2020			
11	1/2/2020			
12	1/1/2020			
13				
14				
15				
16				
17				
18				

Additional Resources