

Sort a list by more than one column

- (1.) Select all of the data that you want to sort.
- (2.) On the **Data** menu, click **Sort**.
- (3.) On the **Sort by** menu, select the column that you want to sort first, and then select the sort order that you want to use.
 - a. If the columns in the list contain column titles, under **My list has**, click **Header row**, and then select the column title for the column that you want to sort first.
- (4.) On the **Then by** menus, select the second and third columns that you want to sort next, and then select the sort orders that you want to use.

The screenshot shows a Microsoft Excel spreadsheet with a data table and the Sort dialog box open. The data table has the following columns: LAST, FIRST, GRADE, GPA, Absence, and PHONE. The Sort dialog box is configured to sort by GRADE (Ascending), then by GPA (Descending), and then by an empty field (Ascending). The 'My list has' section is set to 'Header row'.

	A	B	C	D	E	F
1	LAST	FIRST	GRADE	GPA	Absence	PHONE
2	Allan	Abby	9	1	3	781-3585
3	Allan	Carl	9	2.9	3	782-0587
4	Allen	Andy	9	4.1	0	623-5578
5	Allen	Kim	10	4.05	1	206-4600
6	Allen	Mike	11	1.85	11	624-5603
7	Allen	Teddy	9	3.2	2	782-5599
8	Atkins	Abby	10	2.5	3	781-3585
9	Barnes	Anne	10	3.8	8	623-5596
10	Barnes	Logan	12	3.4	0	206-2222
11	Bell	Bridget	10	2.7	9	624-3580
12	Bridges	Debbie	9	3.5	3	206-4592
13	Brothers	Andrew	9	2.3	9	Unlisted
14	Brown	Annalee	10	2.5	8	623-5596
15	Brown	Scott	11	4	5	206-4444
16	Brown	Todd	10	4.05	2	781-6293
17	Callaway	Rhonda	10	2.5	5	206-4333
18	Cloud	Thomas	11	1.85	12	624-5604
19	Cullins	Brea	10	3.8	0	782-5579
20	Cullins	Carol	9	2.9	7	207-0583
21	Curry	Chelsea	9	3.4	1	782-0588
22	Curry	Tammy	10	2.7	10	624-5125
23	Daalev	Christopher	9	4	2	624-5599