Quick Notes: Custom Sorting Data in Excel

1. Click the Sort & Filter button
2. Select Custom Sort
3. Select the column you want to sort by
4. Select the type of sort (cell value, color, font color, or cell icon)
5. You can sort Cell Values from A to Z, Z to A, or create your own custom sorting order
   To create your own custom sorting order:
   a. Choose Custom List... from the drop-down menu
   b. Select from the pre-made lists, any list you previously made, or create a new list
   
      To create a new list
      i. Click the Add button
      ii. Type a list entry
      iii. Press the Enter key on your keyboard
      iv. Repeat until the list is complete
   c. Click the OK button
6. If you would like to sort by another column as the secondary sort click the Add Level button
7. Follow the same process as 3 – 5.
8. Add as many levels as you need.
9. To delete a level, click the Delete Level button.
10. To copy a level, click the Copy Level button.
11. To move a level, select the level you wish to move and click the corresponding directional button.
12. If you want your sort to be case sensitive or sort by rows instead of columns:
    a. Click the Options... button.
    b. Select the options you would like and click the OK button.
13. When you are done creating your sort, click the OK button.