1. Open the spreadsheet you want to work in

2. Click the **Sort & Filter > Custom Sort**

3. Select the column you want to sort by (i.e. if I want to sort alphabetically by last name I would select “Last Name” from the list. If your columns do not have headers you will just see the column letters in the list.)

4. You can sort by cell value, color, font color, or cell icon (for the example I used before I would choose Values).
5. You can sort 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. You can select from a pre-made list (weekdays or months), any list you previously made, or create a new list.

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 4 – 6. (Adding as many levels as you need.)
8. To delete a level, highlight it and click the **Delete Level** button.

9. To copy a level, highlight it and click the **Copy Level** button.

10. To move a level, highlight it and click the corresponding directional button.

11. If you want your sort to be case sensitive or sort by rows instead of columns click the **Options** button.
12. **Select the options you would like and click the OK button.**

![Sort Options](image)

13. **When you are done creating your sort, click the OK button. Your data will be sorted according to your specifications.**

![Sort Options](image)