# Text Version

## Sorting Data

Note: This is a text version of Sorting Data.

Data can be sorted automatically within a Microsoft Excel spreadsheet. To do this, select the data that you want to sort in the spreadsheet. Go to the Data option in the menu bar and select the Sort option. As a result, the Sort dialog box appears. Often, the first row of a column of selected data will contain the heading for the data in the column. Select the My data has headers checkbox indicating that the first row of the selected portion contains a header and should not be sorted. If this checkbox is not selected, your header will be sorted into the data list. Next choose the option to order the selected data. You may arrange the list in ascending or descending alphanumeric order. Once you choose an option and select the OK button, the selected data gets automatically sorted.