# Text Version

## How to Secondary Sort

Note: This is a text version of How to Secondary Sort.

Another way to sort the data in Microsoft excel is by putting it in order by name. But in addition to names, we further want to put it in order according to dates for each person. So begin by highlighting and selecting the entire table. We make sure data is selected and choose sort. Our first choice is according to names, and then we will add a second choice to sort by date. We make the name ascending and also the date ascending, and then click okay. Now we have all the projects by person, for example, the person named Allysa according to the date her projects are due, all of Joan’s projects in order according to the date they are due, then Owen, who has more projects than anybody, and then finally Tom.