

### Sort and Filter Data

In Excel 2016 you can sort and filter your data after you have entered it in the spreadsheet. You can sort the data in either ascending or descending order or filter data so that only certain information is shown on the screen.


#### To Sort Data

1. Select the column of data.
2. On the **Home** tab, select **Sort & Filter**.
3. Select ascending (**A to Z/Smallest to Largest**) or Descending (**Z to A/Largest to Smallest**) order.


#### To Filter Data

1. Select any cell in the table.
2. On the **Home** tab, select **Sort & Filter**.
3. Select **Filter**.
4. Select the drop-down arrow at the top of a column to display the filter options.

Order Amount	Order Date
\$440.00	7/16/2009
\$556.62	7/23/2009



5. Uncheck any items that you do not want to have displayed and select **OK**.

Search 

- (Select All)
- Buchanan
- Callahan
- Davolio
- Dodsworth
- Fuller
- King
- Leverling
- Peacock
- Suyama