Using the **Sort & Filter** option also makes it easier to work with data in Excel. You can choose to simply sort data from **A to Z** (or **Z to A**), or to use the **Custom Sort** feature to sort based on a different rule.

**To Sort A to Z or Z to A:**

1. Select the entire column, or just a piece of data in the column, that you would like to sort.
2. Go to the **Home** ribbon.
3. In the **Edit** chunk to the far right, click on **Sort & Filter**.
4. From the dropdown menu, select **Sort A to Z** or **Sort Z to A**.

**To use Custom Sort:**

1. From the **Sort & Filter** dropdown menu, select **Custom Sort**. A new **Sort** window will pop up.
2. Under **Column**, you can choose which column you would like to sort by.
3. Under **Sort On**, you can choose to sort based on the values in the cells, the cell color, font color, or cell icon.
4. Under **Order**, you can choose how you would like your data to be ordered.
   - If the selected column is text, the default is A to Z, but you can choose a different option or use a different format by click on “Custom List.”
5. If you would like to add more than one level of sorting, you can click on “**Add Level.**”
   - This will create a new sorting level below the first one, for which you can change all of these options as well.