

## How To Sort the Cereal Data In Excel

- Select the rows you want to have Excel sort (including the top row containing the titles). This is done by selecting the row numbers at the left of the spreadsheet. In our cereal data, we will select rows 1 through 77.
- Once all the rows are highlighted, choose the “Data” tab at the top of the screen and then select “Sort”.
- In the “Sort by” drop down menu, select the category you would like to sort by first. In our cereal data, we want to sort by “shelf” first. Then the default should be to Sort On: Values and Order: Smallest to Largest, which we want to leave as is.
- Next choose “Add Level” to sort the data within each shelf.
- In the “Then by” drop down, menu select the category you would like to sort by next. In our cereal data, we want to sort by “sugars” next. Again, the defaults should be left as is.
- Then select OK.
- Your data should now be sorted by shelf number and then by sugar content within that shelf number!