

Sorting by a Custom List

A custom list allows you to sort by criteria that you define or by one of Excel's predefined custom lists (which include, for example, Sun, Mon, Tue... or Jan, Feb, Mar...).

Create a custom list

First let's look at how to create your own custom list.

1. Enter the values you want to sort by, in the correct order from top to bottom, in a column of cells.

For example, you could enter Small, Medium, and Large in successive cells.

2. Select the values you just entered.

Now you need to create the list.

3. Click the **Office Button** and click the **Excel Options** button.

The Excel Options dialog box appears.

4. Click the **Popular** category and click the **Edit Custom Lists** button.

The Custom Lists dialog box appears. Here you can see the custom lists that are already stored in Excel.

5. Make sure the cells you want to use as a list are selected in the Import list from cells. Click the **Import** button.

Your new custom list appears in the dialog box.

6. Click **OK**.

The Custom Lists dialog box closes.

7. Click **OK**.

The Excel Options dialog box closes and the custom list is created.

✓ Tips

- ✓ You can only create a custom list based on a value, not on cell color, font color, or an icon.

📖 Exercise

- **Exercise File:** SalesReps9-4.xlsx
- **Exercise:** This exercise sorts the sales reps by position from most senior to least senior. In cells A10:A12, enter Senior Manager, Manager, and Associate. Create a custom list using those values. Next, sort the data by the Position field using the custom list you just created (if Sort levels appear in the dialog box from previous sorts, you can just modify the first one for this new sort). Then delete the values from cells A10:A12.

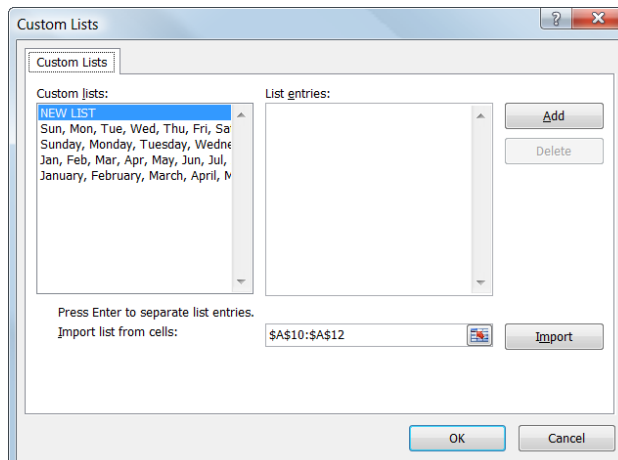


Figure 9-7: Adding a custom list in the Custom Lists dialog box.

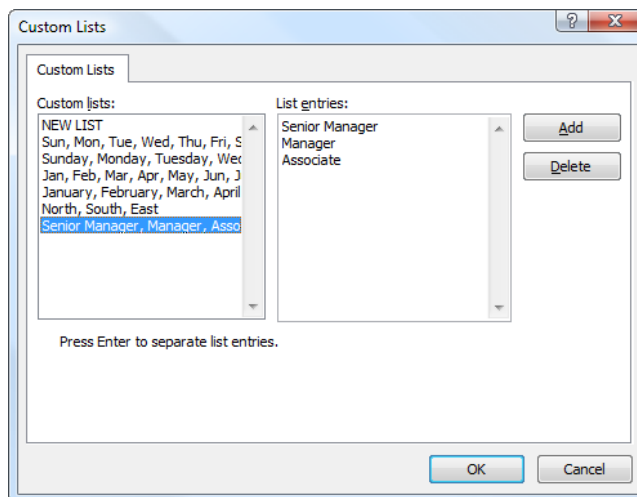


Figure 9-8: The Custom Lists dialog box after the custom list is added.

Sort by a custom list

Once you've created a list, or if you just want to use one of Excel's predefined custom lists, you're ready to sort.


1. Select the range of data you want to sort or select a cell within the range.
2. Click the **Home** tab on the Ribbon, click the **Sort & Filter** button in the Editing group, and select **Custom Sort**.

The Sort dialog box appears.

3. Click the **Sort by** list arrow and select a column to sort by (the column with data that matches the custom list).
4. Click the **Order** list arrow and select **Custom List**.
5. Select the custom list you want to use and click **OK**.
6. Click **OK**.

The data is sorted according to the custom list.

Tips

- ✓  To sort by rows instead of columns, click **Options** in the Sort dialog box and select **Sort left to right**.