Sort & filter your data in Google Sheets

You can sort data in alphabetical and numerical order, or use filters to hide data you don't want to see.

Note: Filter views are only available on a computer. See the FILTER article for info about the function.

Sort data in alphabetical or numerical order

1. On your computer, open a spreadsheet in Google Sheets.
2. Highlight the group of cells you'd like to sort.
3. Click **Data** and then **Sort range**.
4. If your columns have titles, click **Data has header row**.
5. Select the column you'd like to be sorted first and choose a sorting order.

   - To add another sorting rule, click **Add another sort column**.

6. Click **Sort**.

Sort an entire sheet

1. On your computer, open a spreadsheet in Google Sheets.
2. At the top, right-click the letter of the column you want to sort by.
3. Click **Sort sheet by A to Z** or **Sort sheet Z to A**.

Tip: If your sheet includes a header row, freeze the first row.

Sort by color

1. On your computer, open a spreadsheet in Google Sheets.
2. Select a range of cells.
3. Click **Data** and then image not found or type unknown **Create a filter**.
4. To see filter options, go to the top of the range and click Filter Filter image not found or type unknown
   - **Sort by color:** Choose which text or fill color to filter or sort by. Cells with the color you choose to sort by will move to the top of the range. You can sort by conditional formatting colors, but not alternating colors.
5. To turn the filter off, click **Data** and then image not found or type unknown **Turn off filter**.

Filter your data

To see and analyze data in a spreadsheet, use filters. Filters let you hide data that you don't want to see. You'll still be able to see all your data when you turn the filter off.

Filters vs. filter views

Both filters and filter views help you analyze a set of data in a spreadsheet.

Filters can be useful if:

- You want everyone viewing your spreadsheet to see a specific filter when they open it.
- You want your data to stay sorted after using the filter.

Filter views can be useful if:

- You want to save multiple views.
- You want to name your view.
- You want others to be able to view the data differently. Since filter views need to be turned on by each person viewing a spreadsheet, each person can view a different filter view at the same time.
- You want to share different filters with people. You can send different filter view links to different people so everyone will see the most relevant information for them.
- You want to make a copy or create another view with similar rules.
- You don't have edit access to a spreadsheet and still want to filter or sort. In this case, a temporary filter view will be created.

Note: You can import and export filters, but not filter views.

Use filters in a spreadsheet

To temporarily hide data in a spreadsheet, add a filter.

Note: When you add a filter, anyone with access to your spreadsheet will see the filter too. Anyone with permission to edit your spreadsheet will be able to change the filter.

Filter your data

To filter your data:

1. On your computer, open a spreadsheet in Google Sheets.
2. Select a range of cells.
3. Click **Data** and then **Create a filter.**
4. To see filter options, go to the top of the range and click Filter Filter image not found or type unknown

   - **Filter by condition**: Choose conditions or write your own.
   - **Filter by values**: To hide data points, uncheck the box next to the data point and click OK.
   - **Search**: Search for data points by typing in the search box.
   - **Filter by color:** Choose which text or fill color to filter by. You can filter by conditional formatting colors, but not alternating colors.

5. To turn the filter off, click **Data** and then **Turn off filter**.

Tip: You can sort data with a filter turned on. Only the data in the filtered range will be sorted. Learn how to sort data.

Create, name, and save a filter view

Use a filter view when:

- You want to save your filter and use it later.
- You don't want to disrupt others' view of the data.
- You want to share a link to a specific filter with others.
- You can't edit a spreadsheet, but you want to filter or sort data.

Create, save, or delete a filter view

1. On your computer, open a spreadsheet in Google Sheets.
2. Click **Data** and then **Filter views** and then **Create new filter view**.

3. Sort and filter the data.
4. To close your filter view, go to the top right and click Close Close image not found or type unknown
5. Your filter view is saved automatically.

To delete or duplicate a filter view, in top right, click Options Settings image not found or type unknown and then Delete or **Delete or Duplicate**.

Rename a filter view

1. On your computer, open a spreadsheet in Google Sheets.
2. Click **Data** image not found or type unknown and then **Filter views**.
3. Select a filter view.
4. Click the filter view name in the top left of the black bar and type the new name.
5. Press Enter.

See an existing filter view

1. On your computer, open a spreadsheet in Google Sheets.
2. Click **Data** image not found or type unknown and then **Filter views**.
3. Select a filter view.
4. Your filter will be applied to the spreadsheet.
5. To close your filter view, go to the top right and click Close Close image not found or type unknown

Save a filter as a filter view

1. On your computer, open a spreadsheet in Google Sheets.
2. Apply a filter.
3. Click **Data** image not found or type unknown and then **Filter views** image not found or type unknown and then **Save as filter view**.

Use filter view with "view only" access

If you have permission to view a spreadsheet but not edit it, you can still use filter views:

- To apply existing filter views, click **Data** and then around **Filter views**.
- You can create a temporary filter view that only you can use. Because you don't have "edit" access to the spreadsheet, the filter view won't be saved.
- Only users with permission to edit a spreadsheet can create filter views that anyone viewing the spreadsheet can use.