ICE One Pager

Case Sensitive Sorts

Do you sort a lot of data in MS Excel? If so, have you ever found any case sensitive data (part numbers, account numbers, etc.) that just doesn't seem to sort properly? Does Excel ignore upper and lower case and sort purely on letter content? Is that a problem for you?

If it is, it seems to me you do a lot of manual manipulation of your data to get it all "in the right place."
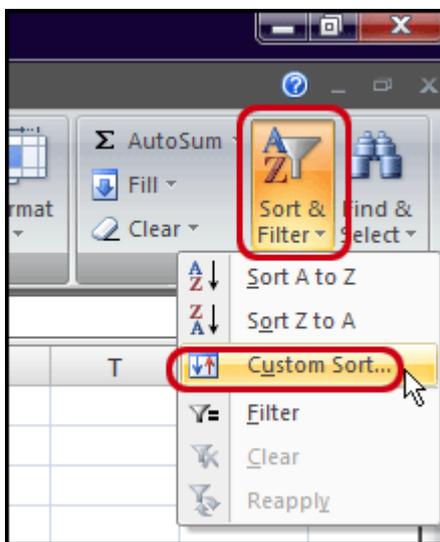
Want a way out of the manual manipulation?

No problem! Unbeknownst to many, Excel can do sorts that are case sensitive.

I know by now you're probably very intrigued, so let's take a look at how you can get Excel to cooperate.

Begin your sort as normal. That is, **highlight the list to sort** or **select a cell in the data range** to get Excel to select the whole thing for you.
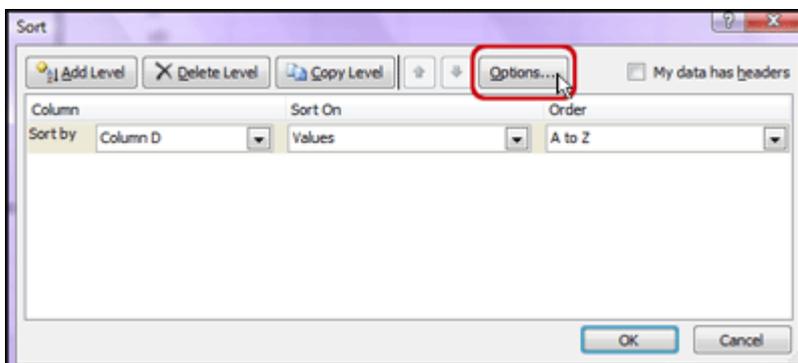
If you're using **Excel 2007**, you need the **Home Ribbon**, **Sort and Filter** button, **Custom Sort** choice.

In **older versions of Excel**, you need to go to the **Data** menu, **Sort** choice.

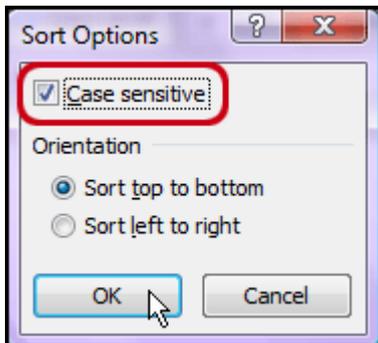For all versions, when the Sort window opens, locate and click on the **Options** button.

Excel 2007 will look like this:

Other versions of Excel will look something like this:

At this point, you're in the Sort Options dialogue window.

Select the **Case sensitive** checkbox and click **OK**.

Upon returning to the Sort window, finish setting your choices, complete the sort and then you're back to business as usual!

This time, the sorted data should be sorted in a whole new light! For example, lower case items will be sorted before the upper case.

And you no longer have to rearrange anything by hand. Yes!

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