UNIVERSITY OF
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Terrorism Research Center

Terrorism & Homeland Security Research
Crime & Security Data Analytics Lab
Educational Training & Internship Programs

How-To Guide
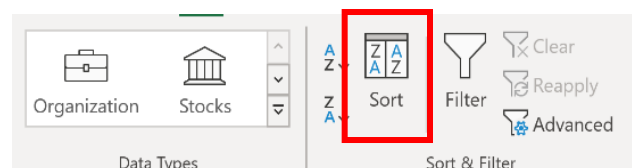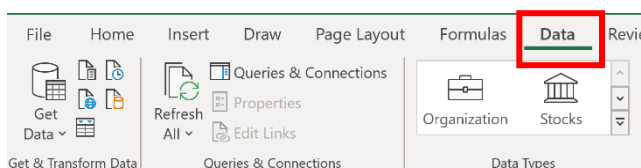
Excel: Double and Multiple Sorts

Summary by Treyce (Joseph) Williams

This guide will walk you through how to do double and multiple sorts for your data. The first three steps of the guide will walk you through how to complete a double sort based on day of the week and hour of the day (see the how-to guide on Dates and Pivot Tables for help on date formulas). The rest of the guide will walk you through how to add an additional sort beyond two criteria which makes data organization easier. The dataset used in this tutorial is all offenses from the University of Arkansas Police Department 2018-2020.
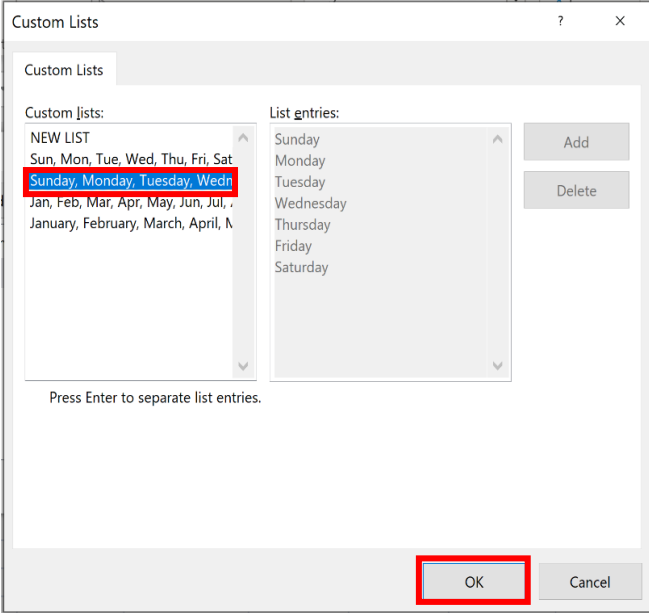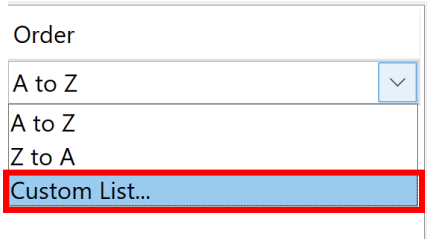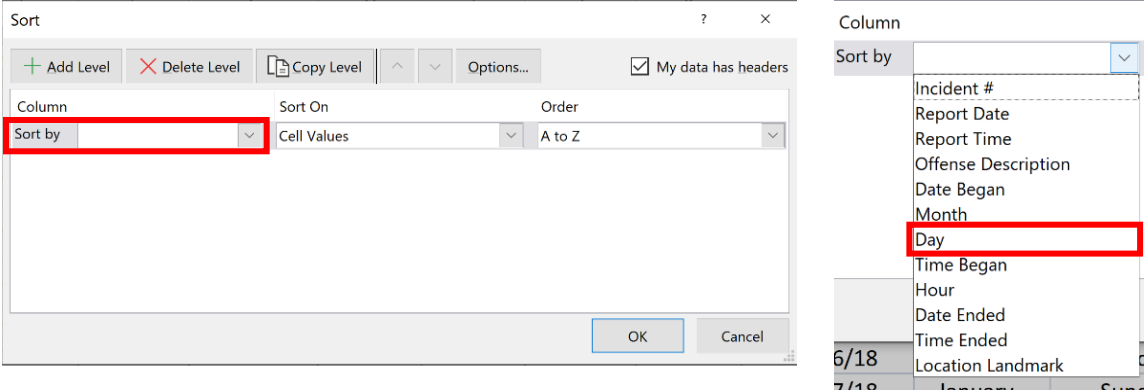
1. Before we start walking through the steps of how to do a double sort based on day of the week and hour of the day for your data, three new columns should be created in the dataset. One for "hour", one for "day", and one for "month". For assistance in how to create these formulas refer to the earlier how-to guide on Dates and Pivot Tables. After creating the new columns, data should appear as seen below.

	D	E	F	G	H	I	J	K	
1	**Offense Description**	**Date Began**	**Month**	**Day**	**Time Began**	**Hour**	**Date Ended**	**Time Ended**	
2	Public Intoxication	01/01/18	January	Monday	2:49	2	01/01/18	2:49	Gregg Avenue
3	Arrest On Warrant	01/01/18	January	Monday	14:21	14	01/01/18	14:21	Lindell Avenu
4	Assist Other Agency	01/03/18	January	Wednesday	11:08	11	01/03/18	11:08	Poplar Street
5	Possession Of Drug Paraphernalia	01/03/18	January	Wednesday	22:24	22	01/03/18	22:24	Baum Stadiur
6	Obstructing Governmental Operations	01/03/18	January	Wednesday	22:24	22	01/03/18	22:24	Baum Stadiur
7	Driving While License Suspended/Revoked For DWI	01/03/18	January	Wednesday	22:24	22	01/03/18	22:24	Baum Stadiur
8	Public Intoxication	01/05/18	January	Friday	12:24	12	01/05/18	12:24	Town Branch
9	Obstructing Governmental Operations	01/05/18	January	Friday	12:24	12	01/05/18	12:24	Town Branch
10	Assist Other Agency	01/06/18	January	Saturday	14:57	14	01/06/18	14:57	Maple Street
11	Possession Of Drug Paraphernalia	01/07/18	January	Sunday	14:00	14	01/07/18	14:00	Razorback Ro
12	Theft By Receiving	01/07/18	January	Sunday	14:00	14	01/07/18	14:00	Razorback Ro
13	Breaking or Entering; Theft of Property	07/19/17	July	Wednesday	13:32	13	01/09/18	13:25	Reynolds Cen

2. To begin sorting your data you will first select your whole dataset. You can do this a couple of different ways. You can either highlight the first row (variables only) then hold CTRL + Shift and press the down arrow or you can click the triangle in the top left corner (above row 1). Next, you will navigate over to the **Data tab** on the ribbon and select the **"Sort"** button.
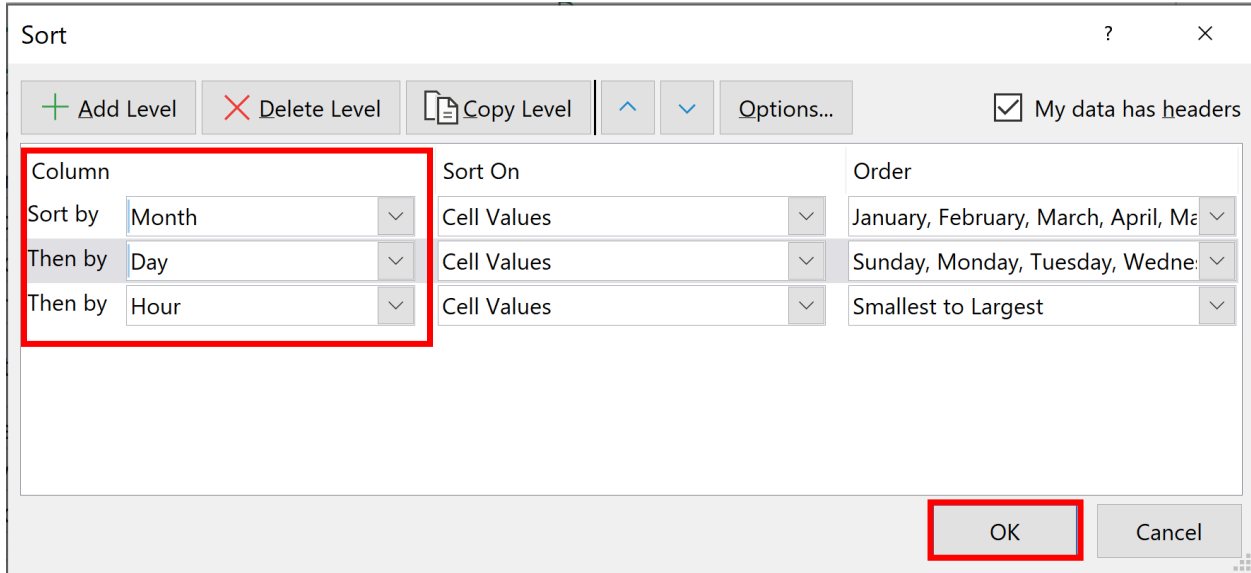
After clicking the **Sort** button, a dialogue box will appear that gives you the option to create a variety of different sorts. Let's start with sorting by day of the week. You would select the drop-down arrow next to **Sort by** and select **"Day"**. After that, select **"Custom List…"**, then **"Sunday, Monday, Tuesday"**, and finally click **OK.** This completes your first sort.

3. Next, we will add a second sort for Hour. To add a second sort click **Add Level** in the top left corner of the dialogue box. You will then repeat steps similar to those in step 2. First, click the drop-down arrow next to **Sort by…** and select **Hour**. Next, select the drop-down arrow below **Order** and choose **Smallest to Largest** to organize data from beginning of the day to end of the day. Finally, click **Okay**. Your data should now be sorted first by day of the week and then hour occurred!

	D	E	F	G	H	I
1	**Offense Description**	**Date Began**	**Month**	**Day**	**Time Began**	**Hour**
2	Criminal Mischief First Degree	02/18/18	February	Sunday	0:02	0
3	Driving While Intoxicated	06/10/18	June	Sunday	0:35	0
4	Domestic Battery, Third Degree	06/24/18	June	Sunday	0:20	0
5	Disorderly Conduct	08/12/18	August	Sunday	0:36	0
6	Purchase or Possession of Alcohol by Minor	08/12/18	August	Sunday	0:36	0
7	Theft Of Property	08/26/18	August	Sunday	0:49	0
8	Battery, Third Degree	09/23/18	September	Sunday	0:56	0
9	Arrest On Warrant	10/07/18	October	Sunday	0:16	0
10	Driving While Intoxicated	10/07/18	October	Sunday	0:16	0
11	Purchase or Possession of Alcohol by Minor	10/28/18	October	Sunday	0:53	0
12	Obstructing Governmental Operations	10/28/18	October	Sunday	0:53	0
13	Possession Of A Controlled Substance	11/18/18	November	Sunday	0:15	0
14	Possession Of Drug Paraphernalia	11/18/18	November	Sunday	0:15	0
15	Criminal Mischief First Degree	11/18/18	November	Sunday	0:00	0
16	Driving While Intoxicated	12/02/18	December	Sunday	0:07	0

4. Adding additional sorts beyond the second one follows the same process. It is important to note that the order of sorts does impact the way in which data are displayed. Say you want to add a third sort in your data for **Month** and you want to sort your data first by **Month**, then by **Day**, and finally by **Hour**. First, you need to follow the steps discussed above to add a sort for Month. Second, double check to see that your sorts are listed as **"Sort by Month"**, **"Then by Day"**, and finally **"Then by Hour"**. After this, click **OK**. Your data should now be sorted by Month first, then by day of the week, and finally by hour of the day.

	Column		Sort On		Order	
Sort by	Month	∨	Cell Values	∨	January, February, March, April, Ma	∨
Then by	Day	∨	Cell Values	∨	Sunday, Monday, Tuesday, Wedne	∨
Then by	Hour	∨	Cell Values	∨	Smallest to Largest	∨

OK   Cancel

	D	E	F	G	H	I
1	Offense Description	Date Began	Month	Day	Time Began	Hour
2	Purchase or Possession of Alcohol by Minor	01/20/19	January	Sunday	0:22	0
3	Obstructing Governmental Operations	01/05/20	January	Sunday	0:54	0
4	Theft By Receiving	01/05/20	January	Sunday	0:54	0
5	Arrest On Warrant	01/05/20	January	Sunday	0:54	0
6	DWI Refusal To Submit To Chemical Test (VICL)	01/19/20	January	Sunday	0:55	0
7	Driving While Intoxicated	01/19/20	January	Sunday	0:55	0
8	Smell of Marijuana Smoke	01/14/18	January	Sunday	1:06	1
9	Public Intoxication	01/28/18	January	Sunday	1:19	1
10	Driving While Intoxicated	01/13/19	January	Sunday	1:45	1
11	DWI Refusal To Submit To Chemical Test (VICL)	01/13/19	January	Sunday	1:45	1
12	Public Intoxication	01/27/19	January	Sunday	1:41	1
13	Harassment	01/26/20	January	Sunday	1:22	1
14	Driving While Intoxicated	01/06/19	January	Sunday	2:03	2
15	Driving While Intoxicated	01/27/19	January	Sunday	2:54	2
16	DWI Refusal To Submit To Chemical Test (VICL)	01/27/19	January	Sunday	2:54	2
17	Possession Of A Controlled Substance	01/26/20	January	Sunday	2:13	2
18	Public Intoxication	01/26/20	January	Sunday	2:35	2
19	Driving While Intoxicated	01/12/20	January	Sunday	3:27	3
20	Public Intoxication	01/21/18	January	Sunday	6:32	6
21	Disorderly Conduct	01/21/18	January	Sunday	6:32	6