

Excel Cell Sorting

How to sort cells in an Excel worksheet without disturbing the formulas:

If you set the calculation mode in Excel to manual, the formulas will not be disturbed by a sort. When the sort completes, you can set the calculation mode back to automatic.

1. Open the worksheet you want to sort and choose Tools...Options.
2. When the Options dialog box opens, click the Calculation tab.
3. Now select the Manual radio button and click OK to close the dialog box and apply your change.

To set the calculation mode back to normal, choose Tool... Options and click the Calculation tab. This time, select the Automatic radio button and click OK.

Revised 6/3/2009 JMM