# Excel Desk Reference:
Sorting DAISEY Exports by Activity Date

When reviewing your organization's data using DAISEY Exports, you may find it useful to use Excel filters to sort your data chronologically by Activity Date. Because dates in DAISEY exports require reformatting before you can sort them chronologically, a few additional steps are required before you can do so. This guide will show you how to reformat activity dates and any other dates you wish to sort and filter in DAISEY exports.

1. Select and download the export of an activity form you would like to review, and open the DAISEY Export in Excel.

2. Delete Rows 1, 2, 4, 5, 6, and 7. This will leave only the row with the Question Label and make it easier to review your data.

3. Select the column for "Date of Activity" (This will usually be column H).

4. In the ribbon menu, select "Data" and click on "Text to Columns." A "Convert Text to Columns Wizard" window will open.
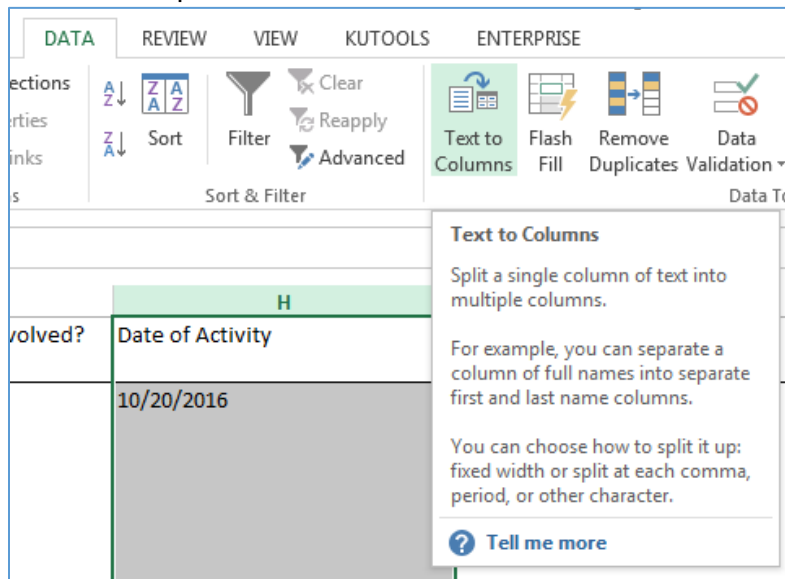
5. On Step 1 of 3, under "Original data type," select "Delimited" and click Next.

6. On Step 2 of 3, under "Delimiters" make sure nothing is selected and click Next.

7. On step 3 of 3, under "Column data format" select Date and MDY and click Finish.

8. Select Row 1 and in the "Data" ribbon menu, select "Filter."
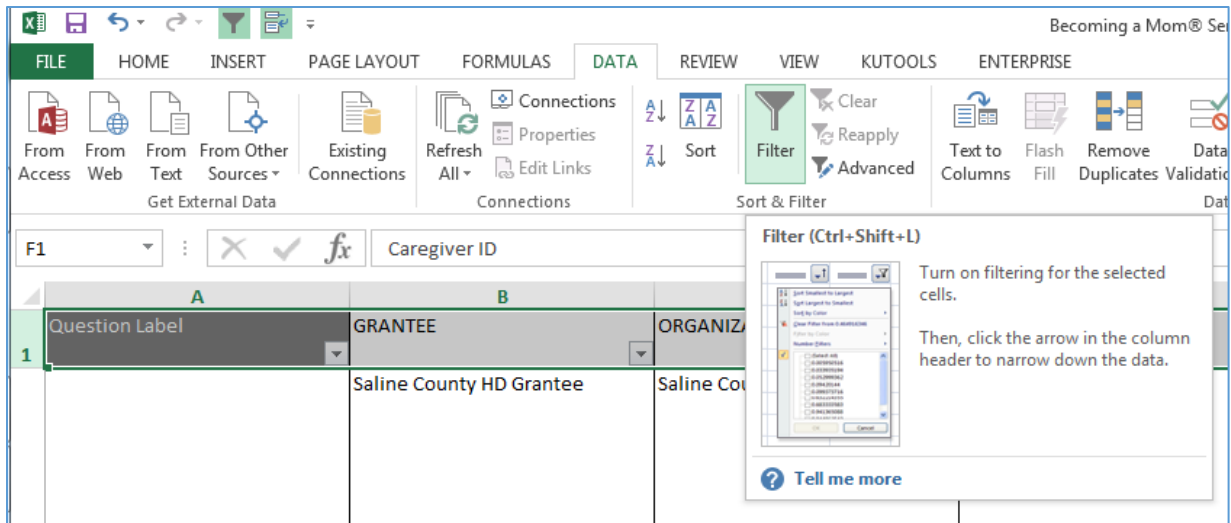
9. In the menu that appears in Activity Date cell you can now sort results by newest to oldest.
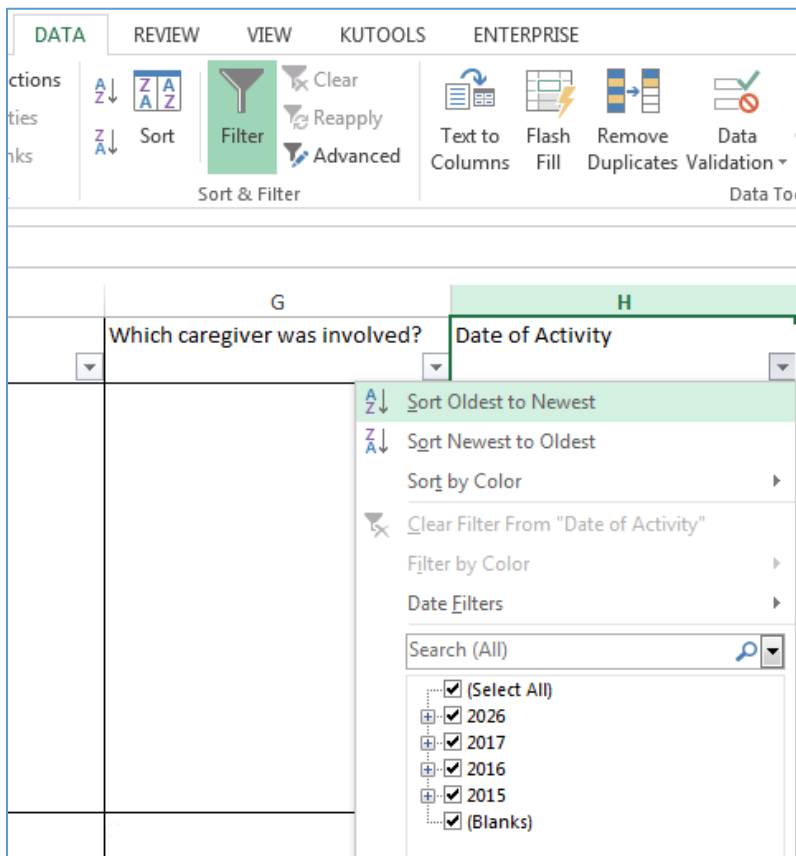
For any other date fields you wish to convert and sort chronologically, repeat steps 3 through 7.