Please refer the above dataset for the following task.

1. Sort the dataset alphabetically by the Product name in column A.
2. Sort the dataset by Sales in descending order.
3. Sort the dataset first by Region in alphabetical order, and then by Sales in ascending order within each Region.
4. Apply a filter to display only the rows where the Product is "Product B".
5. Apply a filter to display only the rows where the Sales are greater than 150.
6. Apply a filter to display only the rows where the Date is in January 2024.
7. Sort the dataset first by Date in chronological order, and then by Sales in descending order within each Date.

Primary Table			
Product	Region	Date	Sales
Product A	North	1/1/2024	120
Product B	South	8/2/2024	150
Product A	East	1/3/2024	200
Product C	West	2/4/2024	90
Product B	North	1/5/2024	220
Product A	South	9/6/2024	130
Product C	East	1/7/2024	300
Product B	West	1/8/2024	80

1. Sort the dataset alphabetically by the Product name in column A.
Step1. Select the Entire **Product Column(A).**
Step2. Go To **Home Tab.**
Step3. Click on **Sort And filter Select(A to Z).**
Step4. Then Click on **OK.**

Product	Region	Date	Sales
Product A	North	1/1/2024	120
Product A	South	8/2/2024	150
Product A	East	1/3/2024	200
Product B	West	2/4/2024	90
Product B	North	1/5/2024	220
Product B	South	9/6/2024	130
Product C	East	1/7/2024	300
Product C	West	1/8/2024	80

2. Sort the dataset by Sales in descending order.
Step1. Select the Entire **Sales Column(D).**
Step2. Go To **Home Tab.**
Step3. Click on **Sort And filter(select Largest to Smallest).**
Step4. Then Click on **OK.**

Product	Region	Date	Sales
Product A	North	1/1/2024	300
Product A	South	8/2/2024	220
Product A	East	1/3/2024	200
Product B	West	2/4/2024	150
Product B	North	1/5/2024	130
Product B	South	9/6/2024	120
Product C	East	1/7/2024	90
Product C	West	1/8/2024	80

3. Sort the dataset first by Region in alphabetical order, and then by Sales in ascending order within each Region.
Step1. Select the Entire **Table.**
Step2. Go To **Home Tab.**
Step3. Click on **Sort And Filter(Select Custom Sort).**
Step4. Select **(Region Column, sortby value And Order).**
Step5. Click on **Add level** to sort **Sales Column** And select **(Region Column, sortby value And Order).**
Step5. Then Click on **OK.**

Product	Region	Date	Sales
Product C	East	1/7/2024	90
Product A	East	1/3/2024	200
Product B	North	1/5/2024	130
Product A	North	1/1/2024	300
Product B	South	9/6/2024	120
Product A	South	8/2/2024	220
Product C	West	1/8/2024	80
Product B	West	2/4/2024	150

4. Apply a filter to display only the rows where the Product is "Product B".
Step1. Select the Entire **Table.**
Step2. Go To **Home Tab.**
Step3. Click on **Sort And Filter.**
Step4. Click on **Filter** option.
Step5. Go To **Dropdown Button** & Select the **Product B.**
Step5. Then Click on **OK.**

Product	Region	Date	Sales
Product B	West	2/4/2024	90
Product B	North	1/5/2024	220
Product B	South	9/6/2024	130

5. Apply a filter to display only the rows where the Sales are greater than 150.
Step1. Select the **Entire Table.**
Step2. Go To **Home Tab.**
Step3. Click on **Sort And Filter.**
Step4. Click on **Filter** option.
Step5. . Go To **Dropdown Button** & Select the **Number Filter(Greater than).**
Step5. Then Click on **OK.**

Product	Region	Date	Sales
Product A	East	1/3/2024	200
Product B	North	1/5/2024	220
Product C	East	1/7/2024	300

6. Apply a filter to display only the rows where the Date is in January 2024.
Step1. Select the **Entire table.**
Step2. Go To **Home Tab.**
Step3. Click on **Sort And Filter.**
Step4. Click on **Filter** option.
Step5. . Go To **Dropdown Button** & Select the date **(Only Janurary).**
Step6. Then Click on **OK.**

Product	Region	Date	Sales
Product A	North	1/1/2024	120
Product A	East	1/3/2024	200
Product B	North	1/5/2024	220
Product C	East	1/7/2024	300
Product C	West	1/8/2024	80

7. Sort the dataset first by Date in chronological order, and then by Sales in descending order within each Date.
Step1. Select the Entire **Table.**
Step2. Go To **Home Tab.**
Step3. Click on **Sort And Filter(Select Custom Sort).**
Step4. Select **(Date Column, sortby value And Order Oldest to Newest).**
Step5. Click on **Add level** to sort **Sales Column** And select **(Sales Column, sortby value And Order).**
Step6. Then Click on **OK.**

Product	Region	Date	Sales
Product A	North	1/1/2024	120
Product A	East	1/3/2024	200
Product B	North	1/5/2024	220
Product C	East	1/7/2024	300
Product C	West	1/8/2024	80
Product B	West	2/4/2024	90
Product A	South	8/2/2024	150
Product B	South	9/6/2024	130