QUES1.Sort the dataset alphabatically by the Product name in Column (A) .

Step.1:-Choose the PRODUCT Column (A) from the Table.

Sttep.2:- Choose Sort Option and Sort it from A to Z .

PRODUCT	REGION	DATE	SALE
Product A	North	2024-01-01	120
Product A	East	2024-01-03	200
Product A	South	2024-01-06	130
Product B	South	2024-01-02	150
Product B	North	2024-01-05	220
Product B	East	2024-01-08	90
Product C	West	2024-01-04	90
Product C	North	2024-01-07	300

QUES.2.Sort the dataset by SALES (D) in descending Order .

Step.1:- Choose the SALES Column (D) from the Table

Step.2:-Choose Sort Option and Sort it Descending Order

PRODUCT	REGION	DATE	SALE
Product C	North	2024-01-07	300
Product B	North	2024-01-05	220
Product A	East	2024-01-03	200
Product B	South	2024-01-02	150
Product A	South	2024-01-06	130
Product A	North	2024-01-01	120
Product C	West	2024-01-04	90
Product B	East	2024-01-08	90

QUES.3. Sort the dataset firt by REGION in alphabatic order ,and then by Sales in acending order within each

Step.1:- Choose the REGION Column (B) from the Table.

Step.2:-Choose the SALES Column(D) From the Table.

Step.3:-Choose Sort Option and Sort the Region alphabatically and Sales in ascending order.

PRODUCT	REGION	DATE	SALE
Product B	East	2024-01-02	90
Product A	East	2024-01-03	90
Product A	North	2024-01-01	120
Product C	North	2024-01-04	130
Product B	North	2024-01-05	150
Product A	South	2024-01-06	200
Product C	South	2024-01-07	220
Product B	West	2024-01-08	300

QUES.4 Apply a filter to display only the rows where th PRODUCT is "Product B"

Step.1:-Choose the table and use filter Command.

Step.2:- After Using Filter Command the Rows are shown where the PRODUCT is "Product B"

PRODUCT	REGION	DATE	SALE
Product B	South	2024-01-02	150
Product B	North	2024-01-05	220
Product B	East	2024-01-08	90

Step.1:- Choose the Table and use Filter Command .
Step.2:- After Using the Filter Command the rows are Display Where the Sales are Greater than 150.

PRODUCT	REGION	DATE	SALE
Product B	South	2024-01-02	150
Product A	East	2024-01-03	200
Product B	North	2024-01-05	220
Product C	North	2024-01-07	300

QUES.6.Apply a filter to display only the rows where the Date is in January 2024.
Step.1:-Choose the Table and Use Filter Comamnd.
Step.2:-After use the Filter Command it display only the rows where the Dates is January 2024.

PRODUCT	REGION	DATE	SALE
Product A	North	2024-01-01	120
Product A	East	2024-01-03	200
Product B	North	2024-01-05	220
Product A	South	2024-01-06	130
Product B	East	2024-01-08	90

QUES.7.Sort the dataset first by Date in chronological order, and then by Sales in descending order within
Step.1:-First, sort by Date in ascending order (oldest to newest).
Step.2:-Add another level and sort by Sales in descending order (largest to smallest) and Display it.

PRODUCT	REGION	DATE	SALE
Product C	North	2024-01-01	300
Product B	North	2024-02-12	220
Product A	East	2024-02-27	200
Product B	South	2020-06-20	150
Product A	South	2024-07-07	130
Product A	North	2024-08-12	120
Product B	East	2024-09-04	90
Product C	West	2024-11-06	90