Day 9 - 90 days of Analytics: Sorting and filtering

In today's video, we saw how to sort and filter data in Ms Excel

The following were mentioned

-To sort according to a specific column, we right click on the column a choose the "**Sort**" option from the menu that appears. After which we either choose

- **"Sort Smallest to Largest"** or "**Sort Largest to Smallest"** depending on our preferences for numbers.
- **"Sort A to Z"** or "**Sort Z to A"** depending on our preferences for text.
- **"Sort Oldest to Newest"** or "**Sort Newest to Oldest"** depending on our preferences for dates.

-To sort according to multiple columns (multi-column sort), under the **Home** menu, we select **"Sort & Filter"** option in the "**Editing toolbox"**. Then we choose the option "**Custom Sort"**, adjust our preferences and validate.

-To filter the data, we select the headers of the data, under the "**Home"** menu, we select "**Sort & Filter"** option in the **"Editing toolbox"**. Then we choose the option "**Filter"**. Dropdowns will appear on the various headers permitting us to filter the data according to our preferences.

-The filtered data is a subset of the original data on its own.

Link to the YouTube Recording: https://www.youtube.com/watch?v=lQNskrPqiWw

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