# Sort Function:

The Sort function helps us arrange our data in order.

* Sort numbers from smallest to biggest or biggest to smallest.
* Sort words in A to Z (alphabetical) or Z to A order.
* Sort by one column or multiple columns at same time.

1. Go to home and click on sort and filter.
2. Select each individual column and sort them in ascending and descending order.

# Filter Function:

Filter function helps us see only the data we need and hide the rest.

* To show specific rows based on a condition.
* It does not delete anything – it just hides the data that doesn’t match.
* We can filter by text, numbers or dates.

1. Select on columns.
2. Go to sort and filter and click on Filter.
3. When we click the arrow like-button we can see different options like this.

# Conditional Formatting:

Conditional Formatting helps us add colors to cells based on the values inside them.

* Use it to highlight important data.
* Change the color automatically when the value meets the rule.
* Makes our data easy to read and understand.

1. Click on Home Tab. Then on conditional formatting
2. Click on it, and then on New Rule.
3. Select the column in which you want to highlight the data that follows the rules and define the rules there.
4. Do hit and trial as much as you can.