

Sort And Filter Lab

Annu Kumari

Exercise Questions on Sort and Filter

Product	Region	Date	Sales
Product A	North	01-01-2024	120
Product A	East	03-01-2024	200
Product B	North	05-01-2024	220
Product C	North	07-01-2024	300
Product B	East	08-01-2024	90
Product C	West	04-02-2024	80
product B	South	02-08-2024	150
Product A	South	06-09-2024	130

1. Sort the dataset alphabetically by the Product name in column A.

Step1: Select the random data from given table.

Step2: Go to **Data Tab**, then click **Sort**.

Step3: Add level, In Column -> **Product**, In Sort On -> **Cell Values** and In Order-> **A to Z**.

Step4: Click **OK**.

Product	Region	Date	Sales
Product A	North	01-01-2024	120
Product A	East	03-01-2024	200
Product A	South	06-09-2024	130
Product B	North	05-01-2024	220
Product B	East	08-01-2024	90
product B	South	02-08-2024	150
Product C	North	07-01-2024	300
Product C	West	04-02-2024	80

2. Sort the dataset by Sales in descending order.

Step1: Select the random data from given table.

Step2: Go to **Data Tab**, then click **Sort**.

Step3: Add level, In Column -> **Sales**, In Sort On -> **Cell Value**
and In Order -> **Largest to Smallest**.

Step4: Click OK.

Product	Region	Date	Sales
Product C	North	07-01-2024	300
Product B	North	05-01-2024	220
Product A	East	03-01-2024	200
product B	South	02-08-2024	150
Product A	South	06-09-2024	130
Product A	North	01-01-2024	120
Product B	East	08-01-2024	90
Product C	West	04-02-2024	80

3. Sort the dataset first by region in alphabetical order, and then by Sales in ascending order within each Region.

Step1: Select the random data from given table.

Step2: Go to **Data Tab**, then click **Sort**.

Step3: Add level, In Column -> **Region**, In Sort On -> **Cell Value** and In Order-> **A to Z**.

and in Column -> **Sales**, In Sort On -> **Cell Value**

and In Order -> **Smallest to Largest**.

Step4: Click OK.

Product	Region	Date	Sales
Product B	East	08-01-2024	90
Product A	East	03-01-2024	200
Product A	North	01-01-2024	120
Product B	North	05-01-2024	220
Product C	North	07-01-2024	300
Product A	South	06-09-2024	130
product B	South	02-08-2024	150
Product C	West	04-02-2024	80

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

Step1: Select the entire dataset.

Step2: Go to **Data tab** and click **advanced sort**.

Step3: Select the **criteria range** and **copy to another location**.

Step4: Select the location where you want to show the data.

Step5: Click **OK**.

Product	Region	Date	Sale
Product B	North	07-01-2024	300
Product B	East	08-01-2024	80
Product B	West	04-02-2024	90

5. Apply Filter to display only the Rows where the sales are greater than 150.

Step1: Select the entire dataset.

Step2: Go to **Data tab** and click **advanced sort**.

Step3: Set the **criteria range: sales>150** and click on **copy to another location**.

Step4: Select the location where you want to show the data.

Step5: Click **OK**.

Product	Region	Date	Sale
Product B	North	07-01-2024	300
Product A	East	03-01-2024	200
Product A	North	05-01-2024	220

6. Apply Filter to Display only Rows where the Date is in January 2024.

Step1: Select the entire dataset.

Step2: Go to **Data tab** and click **advanced sort**.

Step3: Set the range:

- **>= 01-01-2024**
- **<=31-01-2024**

Step4: Then click on copy to another location and select the cell where you want to show the data.

Step5: Click **OK**.

Product	Region	Date	Sale
Product A	North	01-01-2024	120
Product A	East	03-01-2024	200
Product A	North	05-01-2024	220
Product B	North	07-01-2024	300
Product B	East	08-01-2024	80

7. Sort by dataset first by date chronological order, and then by Sales Descending order within each.

Step1: Select the entire dataset.

Step2: Go to **Data tab** and click **advanced sort**.

Step3: In the Sort dialog box:

- First Sort by: **Data (Order: Oldest to Newest)**
- Then by: **Sale (Order: Smallest to Largest)**

Step4: Click OK.

Product	Region	Date	Sale
Product A	North	01-01-2024	120
Product A	East	03-01-2024	200
Product A	North	05-01-2024	220
Product B	North	07-01-2024	300
Product B	East	08-01-2024	80
Product B	West	04-02-2024	90
Product C	South	02-08-2024	150
Product C	South	06-09-2024	130