1.Sort the dataset alphabetic by the product name in coloumn A.
STEP 1.Select the Data Range: Click on the first cell in the data range (cell A1).Drag the mouse to select the entire range of data.
STEP 2. Access Sort and Filter: On the "Home" tab in Excel's ribbon, locate the "Editing" group.Click on the "Sort & Filter" button.Choose "Sort" from the dropdown menu.
STEP 3: In the "Sort by" dropdown, select "Product" (column A).
Choose the desired sort order: "Values" or "Custom Order".
If you want to sort in ascending order (A-Z), leave the "Order" option as "Values" and select "Smallest to Largest".
STEP 4: CLick OK .

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

2.Sort the dataset by Sales in Descending Order.
STEP 1.Select the Data Range: Click on the first cell in the data range (cell D1).Drag the mouse to sele the entire range of data.
STEP 2. Access Sort and Filter: On the "Home" tab in Excel's ribbon, locate the "Editing" group.Click o the "Sort & Filter" button.Choose "Sort" from the dropdown menu.
STEP 3: In the "Sort by" dropdown, select Salese column .
Choose the desired sort order: "Values" or "Custom Order".And sort in descending order "**HIghest TC Lowest".**
STEP 4: CLick OK

Product	Region	Date	Sale
Product C	North	07-01-2024	300
Product B	North	08-01-2024	220
Product A	East	09-01-2024	200
Product B	South	10-01-2024	150
Product A	South	11-01-2024	130
Product A	North	12-01-2024	120
Product C	West	13-01-2024	90
Product B	East	14-01-2024	80

3.Sort the dataset first by the Region in alphabetic order,and then by Sales in ascending order wit Region.
Step 1: Click on the first cell in the data range from entire table.Drag the mouse to select the entire

Product	Region	Date	Sale
Product B	East	08-01-2024	80
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	06-01-2024	130
Product B	South	02-01-2024	150
Product C	West	04-01-2024	90

4.Apply a filter to display only the rows where the Product is "Product B.
Step 1: Click on the first cell in the data range from entire table.Drag the mouse to select the entire range of data.
Step 2 : On the "Home" tab in Excel's ribbon, locate the "Editing" group.Click on the "Filter" button.
Step 3: Apply Filter Click on the arrow in the header of the "Product" column . A dropdown menu will appear with all the unique values in that column. Uncheck all the boxes except for the box nex to "Product B". Click "OK".
Step 4:"View Filtered Data "Only the rows where the "Product" is "Product B" will be displayed.

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

Product	Region	Date	Sale
Product A	North	01-01-2024	120
Product B	South	02-01-2024	150
Product A	East	03-01-2024	200
Product C	West	04-01-2024	90

Product B	North	05-01-2024	220
Product A	South	06-01-2024	130
Product C	North	07-01-2024	300
Product B	East	08-01-2024	80

5.Apply a filter to display only the rows where the Sales are greater than 150.
Step 1: Click on the first cell in the data range from entire table.Drag the mouse to select the entire range of data.
Step 2 : On the "Home" tab in Excel's ribbon, locate the "Editing" group.Click on the "Filter" button.
Step 3: Click on the arrow in the header of the "Sale" column. A dropdown menu will appear with all the unique values in that column. Select the **"Number Filters"** option. Choose "Greater Than equal to "150" in the field. Click "OK".
Step 4: Select Only the rows where the "Sale" is greater than 150 will be displayed.

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

After The Filtered Data

Product	Region	Date	Sale
Product A	North	01-01-2024	120
Product B	South	02-01-2024	150
Product A	East	03-01-2024	200

Product C	West	04-01-2024	90
Product B	North	05-01-2024	220
Product A	South	06-01-2024	130
Product C	North	07-01-2024	300
Product B	East	08-01-2024	80

6.Apply a filter to display only the rows where the Date is in January 2024 in excel .
Step 1: Click on the first cell in the data range from entire table.Drag the mouse to select the data.
Step 2 : On the "Home" tab in Excel's ribbon, locate the "Editing" group.Click on the "Filter" button.
Step 3: Click on the arrow in the header of the "Date" column. A dropdown menu will appear unique values in that column. Select the **"Date Filters"** option. Choose **"Custom Filter"** in the criterion, select "Month of" and choose "January". In the second criterion, select "Year" and
Step 4 : Click "OK",then shows the Only the rows where the "Date" is in January 2024 will be

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

Product	Region	Date	Sale
Product A	North	01-01-2024	120

7.Sort the dataset first by Date in chronogical order,and then by Sales in Descending order with each date.
Step 1: Click on the first cell in the data range from entire table.Drag the mouse to sele the entire range of data.

Step 2 : On the "Home" tab in Excel's ribbon, locate the "Editing" group.Click on the "S
& Filter" button.
Step 3: In the "Sort by" dropdown, select "Date". Choose the desired sort order: "Valu
or "Custom Order". Select "oldest to newest" to sort in chronological order. Click the
"Add Level" button to add another sort level.
Step 4 : Then"Sort by" dropdown for the second level, select "Sale". Choose the desire
sort order: "Values" or "Custom Order". Select "Largest to Smallest" .
Step 5 : Click "ok".

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

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