6/1/2026

ASSIGNMENT-9
(Sort, Filter, Auto Filter, Custom Filter, Advanced Filter)

Ques-1 How do you sort data in Excel by multiple columns.

Ans-1⟹ Sorting by multiple columns means arranging data using more than one condition.

STEPS :

- Select the entire data range
- Go to Data → Sort
- In the Sort dialog box:
  - Choose the primary column (eg Department)
  - Click Add Level
  - Choose the second column (eg Salary)
- Select Sort order (A-Z, Z-A, Largest-Smallest)
- Click OK.

EXAMPLE :

First Sort employees by Department, then by Salary within each department.

Ques-2 Explain the difference between Auto Filter and Advanced Filter in Excel.

Ans-2⟹

Auto Filter	Advanced Filter
→ Easy and quick to use	→ More powerful and flexible
→ Filters data in the same location	→ Can copy data to another location
→ Used for simple conditions	→ Used for complex criteria.
→ No criteria range needed	→ Requires a criteria range.

\# Autofilter is best for daily use, while Advanced filter is used for Complex analysis.

Ques.3 How would you use a custom filter to display specific data in Excel?

Ans.3 => A custom filter allows filtering based on conditions like greater than, less than, contains etc.

<u>STEPS:</u>

- Select the Data Range
- Go to Data → Filter
- Click the drop down arrow in a column
- Choose Number filters / Text filters → Custom filter
- Set Conditions (eg > 50000)
- Click OK.

<u>EXAMPLE:</u> Shows employees with ~~employ~~ Salary greater than 1,00,000

Ques.4 What steps would you take to filter out duplicate records in a dataset?

Ans.4 => Method using Advanced filter:

→ Select the dataset
→ Go to Data → Advanced
→ Choose filter the list, in place
→ Check unique records only.
→ Click OK.

<u>Result:</u> Only unique records remain visible; duplicates are hidden.

Ques. 5 How do you use the Advanced filter to copy filtered data to another location?

Ans. 5⇒ Prepare a criteria range with headings
- Select the original dataset.
- Go to Data → Advanced
- Select copy to Another location.
- Enter:
- List Range
- Criteria Range
- Copy to location
- Click OK.

  EXAMPLE: Copy only "Sales Department" employees to a new area.

Ques. 6 What is the purpose of the Sort & filter options in Excel?

Ans. 6⇒ The Sort & filter options help:
- Arrange data logically.
- Analyze large datasets
- Display required records only
- Improve readability.

  Usage:
- Found under Home → Sort & filter or Data Tab

  # It is essential for Data cleaning, reporting and decision-making

Ques. 7 How do you apply Custom Sort order in Excel?

Ans. 7⇒ Custom Sort allows sorting based on User-defined lists.

Steps: → Under Order, click Custom list.
→ Select data - Data - Sort   → Create or select a list (Eg: High, low, Med)
→ Choose column   → Click OK

EXAMPLE: Sort Task priority as High → Med → low instead of alphabetical order.

Ques-8 Explain the process of using the Advanced filter to extract unique records.

Ans-8 → Select the data range

→ Go to Data → Advanced

→ Choose:

- Filter in place OR Copy to another location

→ Check Unique records only.

→ Click OK.

<u>RESULT:</u>

Excel removes duplicates and shows only unique values.

Ques-9 How do you create a filter to show only records that meet multiple criteria?

Ans-9 → Using Auto Filter:

- Apply filter
- Choose Custom filter
- Add conditions using AND/OR

<u>EXAMPLE:</u> Salary >40,000 AND Department = IT.

Using Advanced filter: Multiple criteria are written in the criteria range for complex conditions.

Ques-10 What is the diff. b/w filtering data in place and copying it to another location?

Ans-10 →

Filter in Place	Copy to Another Location
→ Data stays in Original location.	→ Data is copied elsewhere
→ Original Data is hidden.	→ Original Data remains unchanged
→ Uses Auto filter mostly.	→ Uses Advanced filter
→ Best for quick analysis.	→ Best for reports and extraction