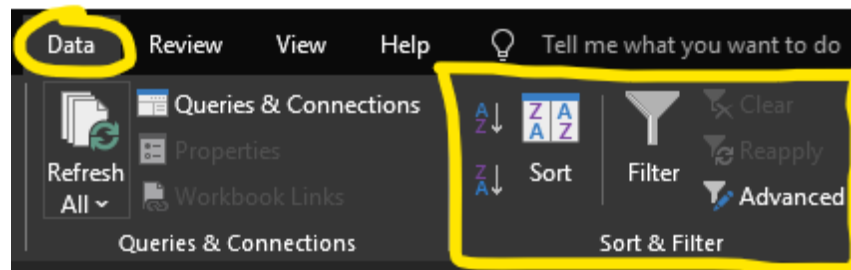


Excel Sort & Filter



- When you select a column and sort, it shows pop-up to expand selection

A	B	C	D	E
Sale Date	Region	State	City	Product
11/11/2023	West	Maharashtra	Mumbai	Stationery
6/24/2023	South	Karnataka	Mysuru	Clothing
1/23/2023	South			
11/30/2023	South			
12/29/2023	North			
3/11/2023	West			
11/20/2023	North			
10/14/2023	North			
2/5/2023	South	Tamil Nadu	Coimbatore	Clothing
11/6/2023	South	Karnataka	Hubli	Groceries

Sort Warning

Microsoft Excel found data next to your selection. Since you have not selected this data, it will not be sorted.

What do you want to do?

☒ Expand the selection

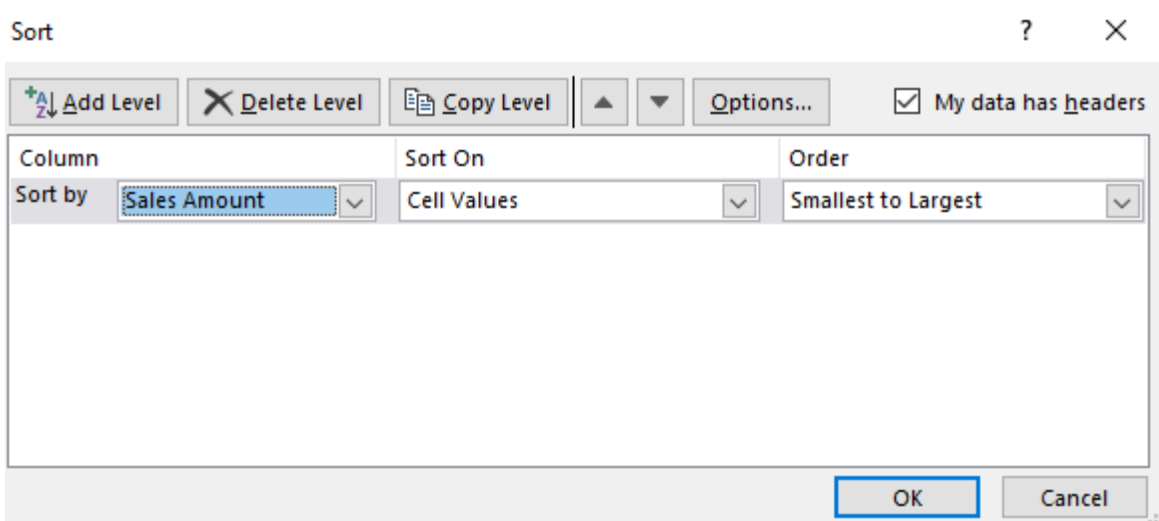
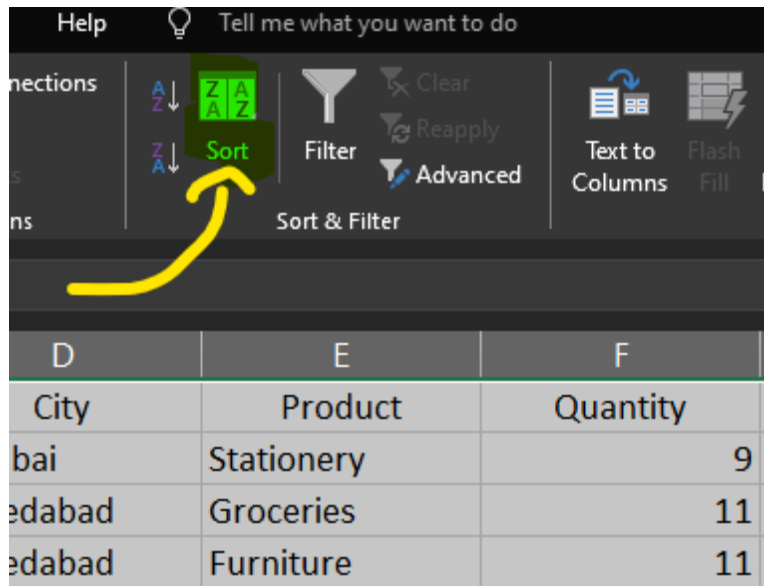
☐ Continue with the current selection

Sort Cancel

- Keep it selected
 - It will change the respective values for the entire row
 - If you select the second option, only the selected row will be sorted and the respective values will not change.

Custom Sort

- Select all the data and click sort



- 📌 This will sort sales amount from smallest to largest

City	Product	Quantity	Price per Unit	Sales Amount
Chennai	Groceries	1	267.32	267.32
Ahmedabad	Groceries	1	302.02	302.02
Hubli	Electronics	2	161.19	322.38
Nagpur	Clothing	3	116.58	349.74
Chennai	Clothing	1	421.27	421.27
New Delhi	Clothing	3	144.39	433.17
New Delhi	Clothing	2	233.75	467.5
Mumbai	Electronics	1	568.55	568.55
Madurai	Electronics	1	585.58	585.58
Bengaluru	Stationery	2	296.53	593.06
Coimbatore	Furniture	1	632.39	632.39
Madurai	Stationery	1	648.88	648.88
Chennai	Clothing	1	696.38	696.38
New Delhi	Groceries	5	143.78	718.9
Nagpur	Stationery	3	264.98	794.94
New Delhi	Groceries	1	840.65	840.65
Ahmedabad	Furniture	5	172.99	864.95
Hubli	Electronics	1	979.17	979.17

Double Sort

1. Sort by product
2. Sort the sales amount for each group

Sort ? X

☒ My data has headers

Column	Sort On	Order
Sort by Product	Cell Values	A to Z

OK Cancel

- Add level

Sort ? X

☒ My data has headers

Column	Sort On	Order
Sort by Product	Cell Values	A to Z
Then by Sales Amount	Cell Values	Largest to Smallest

OK Cancel

- 👉 It will first sort by product.
- then it will sort by sales amount

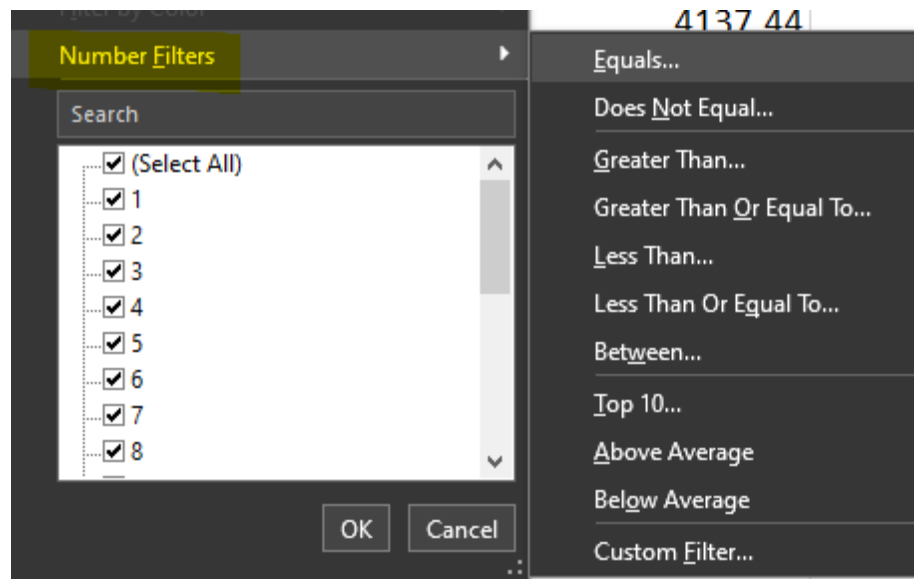
E	F	G	H
Product	Quantity	Price per Unit	Sales Amount
Clothing	20	4712.75	94255
Clothing	20	4398.47	87969.4
Clothing	18	4422.21	79599.78
Clothing	18	4403.69	79266.42
Clothing	20	3937.67	78753.4
Clothing	19	4137.44	78611.36
Clothing	17	4517.78	76802.26
Clothing	17	4515.21	76758.57
Clothing	16	4780.77	76492.32
Clothing	18	4168.59	75034.62
Clothing	20	3751.01	75020.2
Clothing	15	4822.26	72333.9
Clothing	18	3012.42	70441.56

Clothing	3	144.39	433.17
Clothing	1	421.27	421.27
Clothing	3	116.58	349.74
Electronics	20	4710.85	94217
Electronics	19	4943.69	93930.11
Electronics	19	4642.84	88213.96
Electronics	18	4450.23	80104.14
Electronics	16	4999.9	79998.4
Electronics	16	4860.07	77761.12
Electronics	16	4720.23	75523.68
Electronics	20	3728.46	74569.2
Electronics	18	3982.89	71692.02
Electronics	19	3718.59	70653.21
Electronics	15	4667.42	70011.3
Electronics	17	4100.27	69704.59
Electronics	20	3428.35	68765

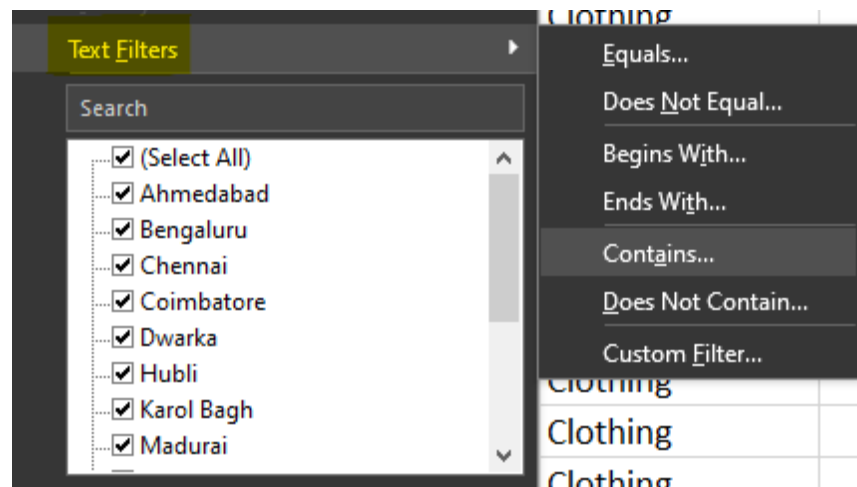
FILTER

- **Alt +A+T**

Number Filter



Text Filters



TAKE Function (New in Excel 365 & Excel 2021)

Purpose: Extracts a specific number of rows or columns from a range.

Syntax:

=TAKE(array, rows, [columns])

- **array** → The range of data.
- **rows** → The number of rows to return. Use a negative number for bottom rows.
- **columns** → (Optional) The number of columns to return. Use negative for rightmost columns.

Example:

Take the top 3 rows from a dataset.

excel

=TAKE(A2:C10, 3)

Output: First 3 rows of A2:C10 .