Assignment - 9

1) How do you sort data in Excel by multiple columns?

Sorting by multiple columns allows data to be organized using more than one condition.

steps:
 ⇒ select the entire data range including headers.
 ⇒ Go to data ⇒ sort
 ⇒ In the sort dialog box, choose the first column and order.
 ⇒ click Add level to add another column.
 ⇒ select the second column and order, then click ok.

Example:
 sort by Department first and then by salary within each department.

2) Explain the difference b/w Auto filter and advanced filter in Excel.

Auto filter:-
 ⇒ simple and quick filtering
 ⇒ Applied using column headers
 ⇒ Filters data in the same location.

⇒ suitable for basic conditioning

⇒ No formula usage

Advanced Filter

⇒ Used for complex filtering

⇒ uses criteria range

⇒ can copy data to another location

⇒ supports multiple conditions

⇒ Can use formulas.

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

⇒ A custom filter allows filtering data using specific conditions.

steps:-

⇒ select the data and apply filter

⇒ click the drop-down arrow on a column.

⇒ choose Text Filters / Number Filters ⇒ column Filters.

⇒ set conditions like Equals, Greaterthan, between

⇒ click ok.

Example:

show sales greater than 50,000 but less than less 1,00,000.

4) what steps would you take to filter out duplicate records in a dataset?

Duplicate records can be removed or hidden in Excel by using the Advanced Filter option with the unique-Records feature.

steps:
⇒ select the entire dataset including column headers.
⇒ Go to the Data tab and click Advanced in the sort & filter group.
⇒ choose filter the list, in-place.
⇒ Enable the checkbox unique records only.
⇒ click ok.

Explanation:-
⇒ Excel compares all rows in the dataset
⇒ Duplicate rows are hidden automatically
⇒ only the first column occurrence of each record is displayed.

5) How do you use the Advanced Filter to copy filtered data to another location?

The advanced filter in Excel allows filtered records to be copied to a new location without

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Example:
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6) what
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changing the original dataset.

<u>Steps:</u>

⇒ Prepare a criteria range by copying column headers and entering conditions.

⇒ select the full dataset

⇒ Go to Data ⇒ Advanced in the sort & filter group

⇒ select copy to another location.

⇒ Specify the Criteria Range and the copy To cell, then click ok.

<u>Explanation:-</u>

⇒ Excel extracts only records that match the criteria.

⇒ original data remains unchanged

⇒ filtered data appears in a new location for reporting or analysis.

<u>Example:</u>

copy Employees from the HR department to another sheet.

6) what is the purpose of the sort & filter options in Excel?

The sort & Filter options in Excel are used to organize, analyze, and manage large amounts of data efficiently.

Purpose:

⇒ sorting helps arrange data in ascending or descending order (A-Z, Z-A, smallest to largest)

⇒ Filtering displays only selected records while hiding others.

⇒ Helps users quickly find required information.

⇒ Improves data readability and accurancy.

⇒ supports better data analysis and decision-making.

Example:

sorting employees by salary and filtering only the sales department.

7) How do you apply a custom sort order in Excel?

A custom sort order in Excel is used when data needs to be sorted in a user-defined sequence insteads of alphabetical or numerical order.

steps:

⇒ select the data range including headers.

⇒ Go to Data ⇒ sort

⇒ choose the column to be sorted.
⇒ In the order option, select custom list.
⇒ create or choose a custom list and click<OK.

Explanation:

⇒ custom lists allow sorting based on business logic.
⇒ Excel supports builts-in lists like days and months.
⇒ Users can also define their own lists.

Example:

sorting Priority as High, medium, Low instead of alphabetical order.

8) Explain the Process of using the Advanced Filter to extract unique records.

The Advanced Filter in Excel is used to extract unique records from a datasets without deleting the original data.

steps:

⇒ select the complete data range including column headings.

⇒ Go to the Data tab and click Advanced in the sort & filter group.

⇒ choose either Filter the list, in-place or copy to another location.

⇒ select the option unique records only

⇒ click ok

Explanation:-

⇒ Excel checks each row for duplicates

⇒ only the first occurrence of each record is kept

⇒ Duplicate records are hidden or copied separately

Example:-

Extracting a unique list of Employee IDs from a table that contains repeated IDs.

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

To filter records based on multiple conditions, Excel provides Advanced filter and custom criteria.

Steps:-

⇒ Create a criteria range with column headers.

⇒ Enter conditions under the headers (AND/OR logic)

⇒ AND: same row

⇒ OR: different rows.

⇒ select the data set

⇒ Go to Data ⇒ Advanced

⇒ set List Range (data) and criteria Range
⇒ choose Filter in place or copy to another location
and click ok.

Example:

⇒ show employees where Department = HR AND
salary > 50,000

⇒ Excel displays only rows meeting both criteria.

10) what is the difference b/w filtering data in-place
and copying it to another location?

In Excel, Advanced Filter allows you to filter data
in place or copy it elsewhere, and the choice
affects how data is displayed.

Differences:-

Filtering in-place:-

⇒ Hides non-matching records in the original
dataset

⇒ original data remains in the same place

⇒ useful for quick analysis

⇒ No extra spaces needed

⇒ changes view only.

copying to Another location:-

⇒ copies matching records to a new location

⇒ original data remains unchanged

⇒ useful for creating separate reports

⇒ Requires selecting a destination range

⇒ Generates a new dataset for further Processing.

Examples:-

⇒ In -place: show only employees from sales within the existing table.

⇒ copy to another locations: copy sales employ-ees to a new sheet for reporting.