EXP –1: Using Excel –filter and sort data, LEN, Basic Arithmetic Operations
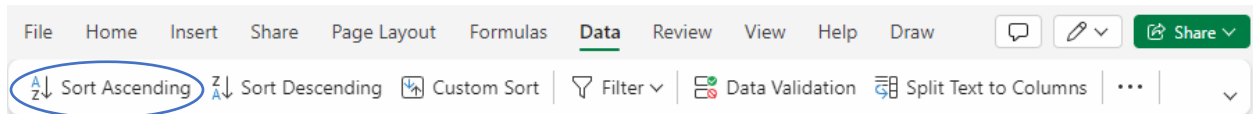
Name:- Jayesh Mahajan
Roll no:- 11
PRN:- 1032220100

1.Excel sort from A to Z:

Step 1: Select the range of data.

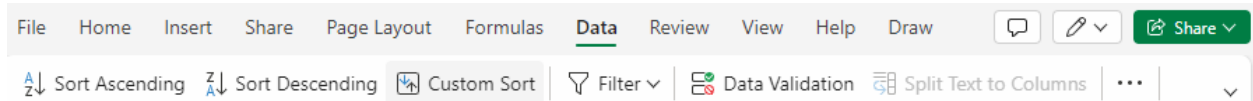**Step 2**: Select the "DATA" tab and select Sort Ascending A->Z.

	A
1	Beedrill
2	Blastoise
3	Bulbasaur
4	Butterfree
5	Caterpie
6	Charizard
7	Charmance
8	Charmeleo
9	Ivysaur
10	Kakuna
11	Metapod
12	Name
13	Pidgeotto
14	Pidgeotto
15	Pidgey
16	Raticate
17	Rattata
18	Squirtle
19	Venusaur
20	Wartortle
21	Weedle

2.Sort left to right in Excel:

Step 1: Select the range of data.

2	1	6	5	55	99	33	

Step2: Select the "DATA" tab and click on "custom sort".

File   Home   Insert   Share   Page Layout   Formulas   **Data**   Review   View   Help   Draw   💬   ✏️∨   ⬧ Share ∨

↓ Sort Ascending   ↓ Sort Descending   Custom Sort   ▽ Filter ∨   Data Validation   Split Text to Columns   •••   ∨

Step 3: Click on "options" and select "Sort left to right".

Custom Sort   ✕

+ Add   🗑 Delete   🗋 Copy   ↑   ↓   Options ∨   ☐ My data has headers

	Column	Sort On	
Sort by		Cell Value	

☐ Case sensitive

Orientation

◉ Sort top to bottom

○ Sort left to right

Cancel
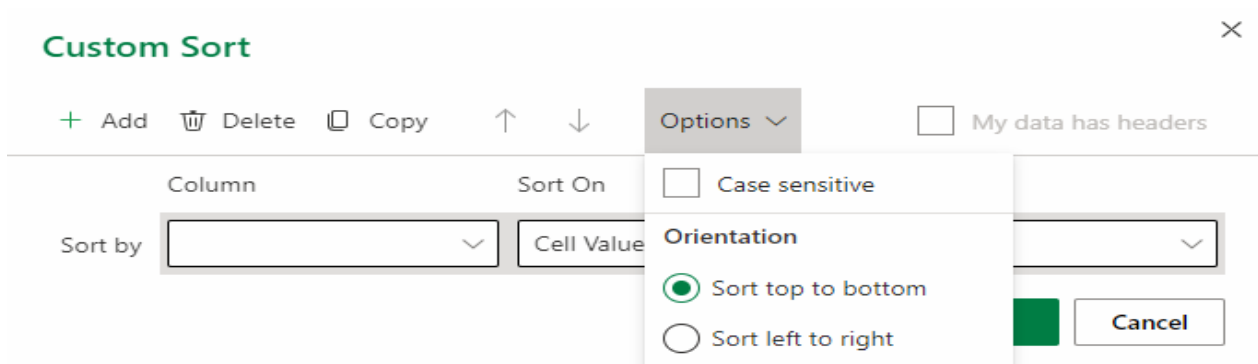
Step 4: Select the row to be sorted.

Custom Sort   ✕

+ Add   🗑 Delete   🗋 Copy   ↑   ↓   Options ∨   ☐ My data has headers

	Row	Sort On	Order
Sort by		Cell Values	Sort Ascending
	Row 5		

OK   Cancel

1	2	5	6	33	55	99
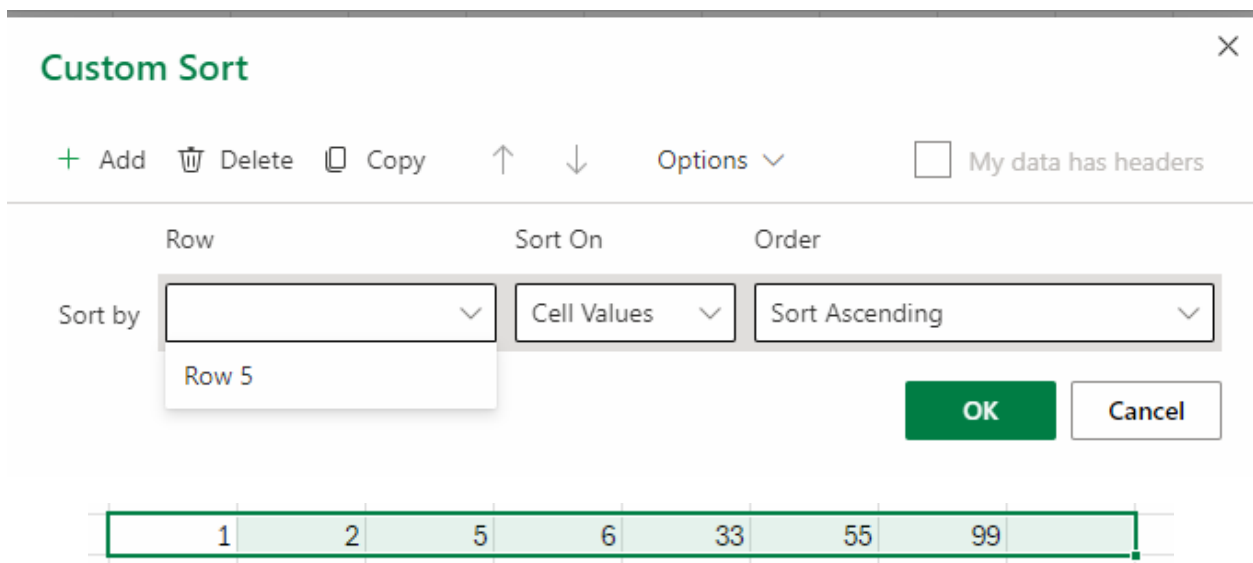
3.Filtering data

Step 1: **Select the range of data.**

Step 2: Right click on mouse and select "Filter", then click on "Cell Value Name".
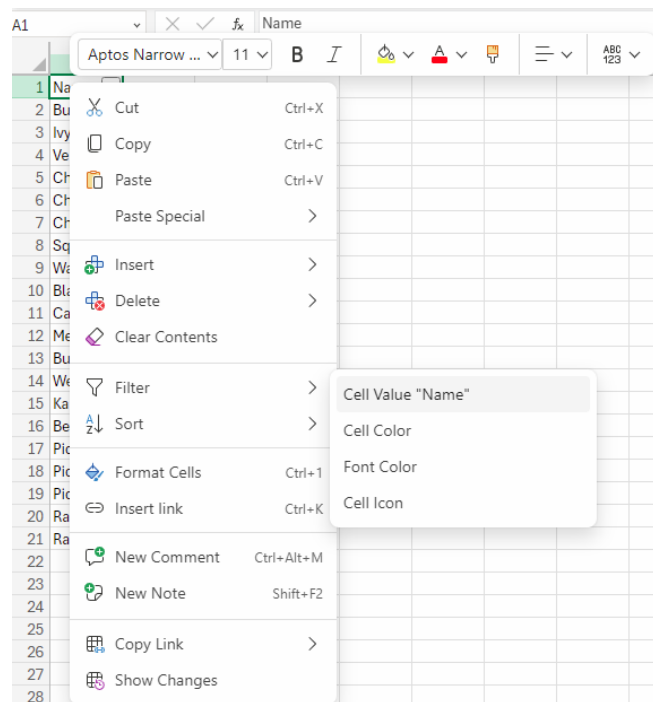
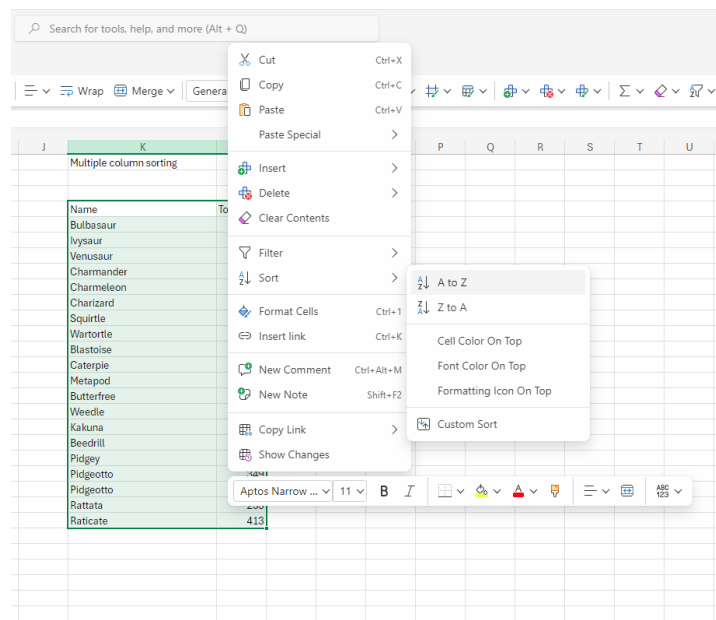**Step 3**: Select the drop down menu and filter according to the name you want to filter out.
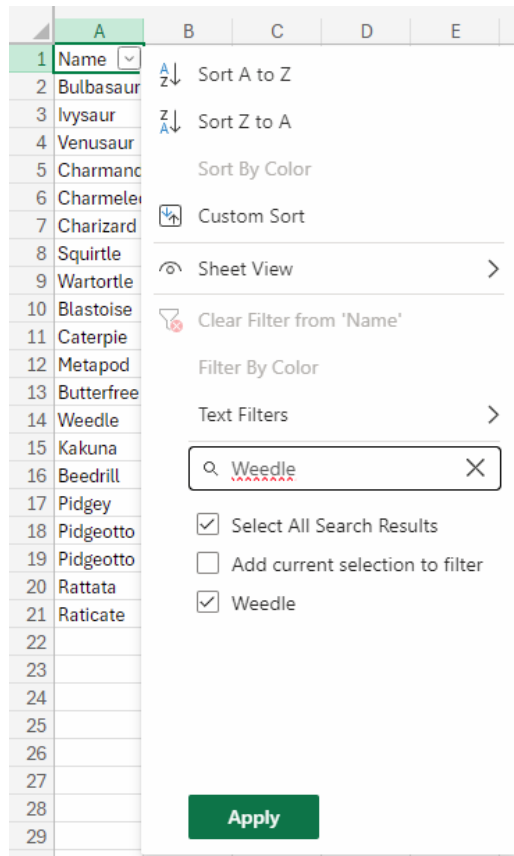
Step 4:

4.Sort two columns at the same time

Step 1: Select the range of data.

Step 2: Right click on mouse, select "Sort" and then click on "A to Z".

Step 3:

Name	Total stats
Beedrill	395
Blastoise	530
Bulbasaur	318
Butterfree	395
Caterpie	195
Charizard	534
Charmander	309
Charmeleon	405
Ivysaur	405
Kakuna	205
Metapod	205
Pidgeotto	349
Pidgeotto	479
Pidgey	251
Raticate	413
Rattata	253
Squirtle	314
Venusaur	525
Wartortle	405
Weedle	195

Multiple column sorting

5.Filter by date

Step 1:

02-04-2006
04-06-1977
10-02-1987
05-06-1998
05-03-2001
09-03-2002
09-05-2019
01-12-2028

Step 2:

	D	E	F	G	H			L
	apple		3				Equals...	
	pineapple		=SUM(F2:F8,F8:F14)SUM(F3,F5)				Before...	
	mango		3				After...	
	strawberry		6					
	dragonfruit		7				Between...	
	watermelon		8					
	apple		9				Tomorrow	
	pineapple		10				Today	
	mango		23					

Sort Oldest to Newest — Yesterday

Sort Newest to Oldest — Next Week

Sort By Color — This Week / Last Week

Custom Sort — Next Month

Sheet View — This Month / Last Month

Clear Filter from '02-04-2006' — Next Quarter

Filter By Color — This Quarter / Last Quarter

Date Filters — Next Year / This Year / Last Year

Search — Year To Date

Select All / + 2028 / + 2019 / + ☑ 2002 / + 2001 / + 1998 / + 1987 — All Dates in the Period / Custom Filter...

Apply

Dates column: 02-04-2006, 04-06-1977, 10-02-1987, 05-06-1998, 05-03-2001, 09-03-2002, 09-05-2019, 01-12-2028

strawberry, orange, kiwi, banana, kiwi

Step 3:

02-04-2006

6.Find LENGTH

Step 1:

Hello	=LEN(C7)

Step 2:

Hello	5

7.Arithmetic Operations
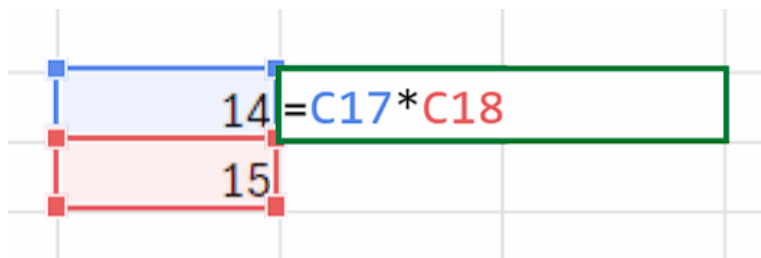
1.Addition:

95	=SUM(C15:C16)
13	

95	108
13	

2.Subtraction:

98	=C15-C16	
13		

98	85	
13		

3.Multiplication:

14	=C17*C18	
15		

14	210	
15		

4.Division:

14 =C17/C18
7
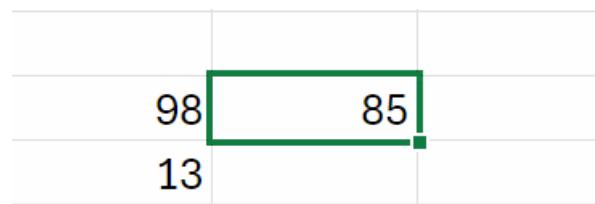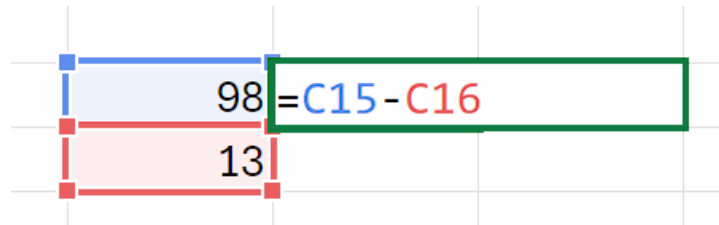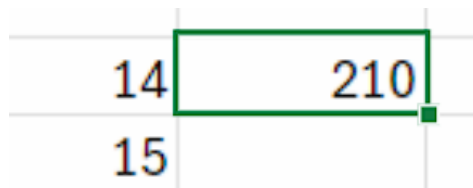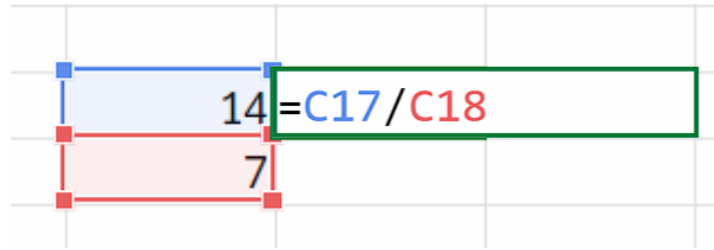
How to Sort data horizontally in Excel

1.Select the range of data you want to sort. ...

2.Click the Sort button on the Data tab to open the Sort dialog. ...

3.In the opening Sort Options dialog under Orientation, choose Sort left to right, and click OK.

4.Then select the row by which you want to sort.