

# DATA SORTING AND FILTERS

## 1.1 DATA SORTING

### Sorting in Excel

Sorting helps you organize data in **ascending or descending order** based on one or more columns (e.g., names, numbers, dates).

#### 1. Simple Sort (Single Column)

**Steps:**

1. Select the column you want to sort (or click any cell in the column).
2. Go to the **Home** or **Data** tab.
3. Click:
  - o **Sort A to Z** (Ascending – smallest to largest or A to Z)
  - o **Sort Z to A** (Descending – largest to smallest or Z to A)

 *Example: Sorting a list of names alphabetically.*

#### 2. Custom Sort (Multiple Columns)

**Steps:**

1. Click anywhere in the data range (make sure there's a header row).
2. Go to **Data > Sort** (opens the Sort dialog box).
3. In the **Sort by** dropdown, choose the column to sort.
4. Choose **Sort On** (e.g., Cell Values).
5. Choose **Order** (A to Z, Z to A, etc.).
6. Click **Add Level** to sort by a second column (optional).

7. Click **OK**.

📌 *Example: Sort by Department, then by Employee Name within each department.*

### 3. Sorting by Cell Color, Font Color, or Icon

**Steps:**

1. Select your data.
2. Go to **Data > Sort**.
3. Under **Sort On**, choose:
  - **Cell Color**
  - **Font Color**
  - **Cell Icon**
4. Choose the color or icon, and sort order (on top or bottom).
5. Click **OK**.

📌 *Useful when you use conditional formatting.*

### Tips to Remember

- Ensure the **entire data range is selected**, or Excel may sort only one column.
- Always keep headers in your data (uncheck "My data has headers" only if your data doesn't).
- Use **Ctrl + Z** to undo if something goes wrong.

## 1.2 DATA FILTERING

### Data Filtering in Excel

**Filtering** allows you to display only the rows that meet certain **conditions or criteria**, making it easier to analyze and focus on specific information in a large dataset.

## 1. Apply Basic Filter

### Steps:

1. Select any cell within your data range.
2. Go to the **Data** tab.
3. Click on **Filter** (a drop-down arrow will appear in each header).
4. Click the drop-down arrow on the column you want to filter.
5. Select or deselect the values you want to show.
6. Click **OK**.

 *Example: Show only rows where the "City" is "Bangalore".*

## 2. Filter by Text Conditions

### Steps:

1. Click the filter drop-down on a text column.
2. Choose **Text Filters**.
3. Select a condition like:
  - o Equals
  - o Does Not Equal
  - o Begins With
  - o Contains
4. Enter the keyword/text.
5. Click **OK**.

 *Example: Show names that start with "A".*

## 3. Filter by Number Conditions

#### Steps:

1. Click the filter drop-down on a number column.
2. Choose **Number Filters**.
3. Select a condition:
  - o Greater Than
  - o Less Than
  - o Between
  - o Top 10
4. Enter the numbers/values as required.
5. Click **OK**.

💡 *Example: Show sales above 50,000.*

#### 4. Filter by Date

#### Steps:

1. Click the filter drop-down on a date column.
2. Choose **Date Filters**.
3. Select condition:
  - o Before / After a certain date
  - o This Week / Month / Year
  - o Between two dates
4. Enter the date(s).
5. Click **OK**.

💡 *Example: Show records from the current month.*

#### 5. Clear Filters

## Steps:

- To clear a specific column filter:
  - Click the filter drop-down → **Clear Filter from [Column Name]**
- To clear all filters:
  - Go to **Data > Clear**

## ⚠ Notes & Tips

- Make sure your data has headers before applying filters.
- You can filter multiple columns at once.
- Filtered rows are hidden, not deleted.
- Use filtered data for further operations like copying or charting.

Let me know if you'd like me to now **generate and share a Word document (.docx)** with all these Excel notes combined:

- ✓ Types of Data Cleaning
- ✓ Sorting
- ✓ Filtering

It'll be neatly formatted and ready to use or print.