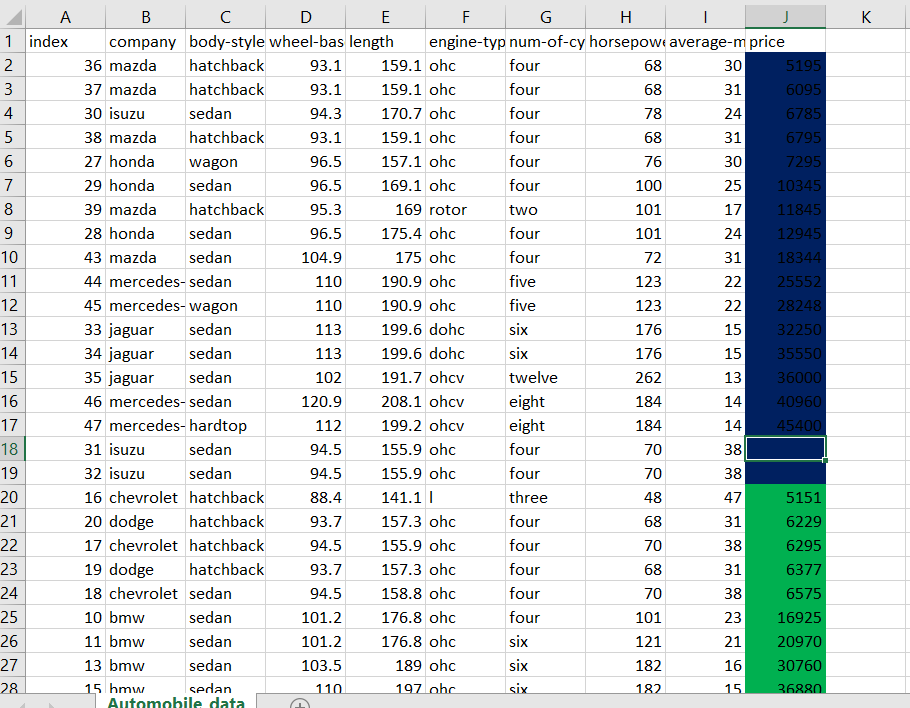
**Data manipulation**

**Sorting**

**By color**

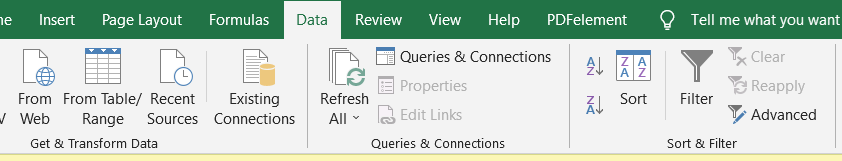


Sort the data on the basis of price with order with respect to color:

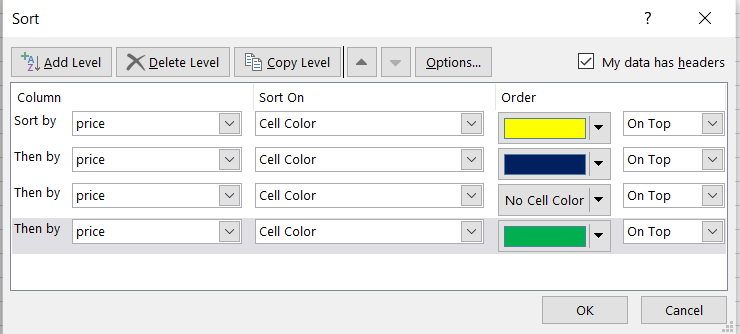
Yellow🡪 Blue🡪No Color🡪Green

First sort the data a-Z

Select a data cell and click sort



Select the priority of color and copy level accordingly .



**By Values**

**Alphabetically / reverse alphabetically/ Custom list**

**Custom list: user can add their own list order**

**BY Dropdown**

**Ctrl+shift+L on Header cell of the column**

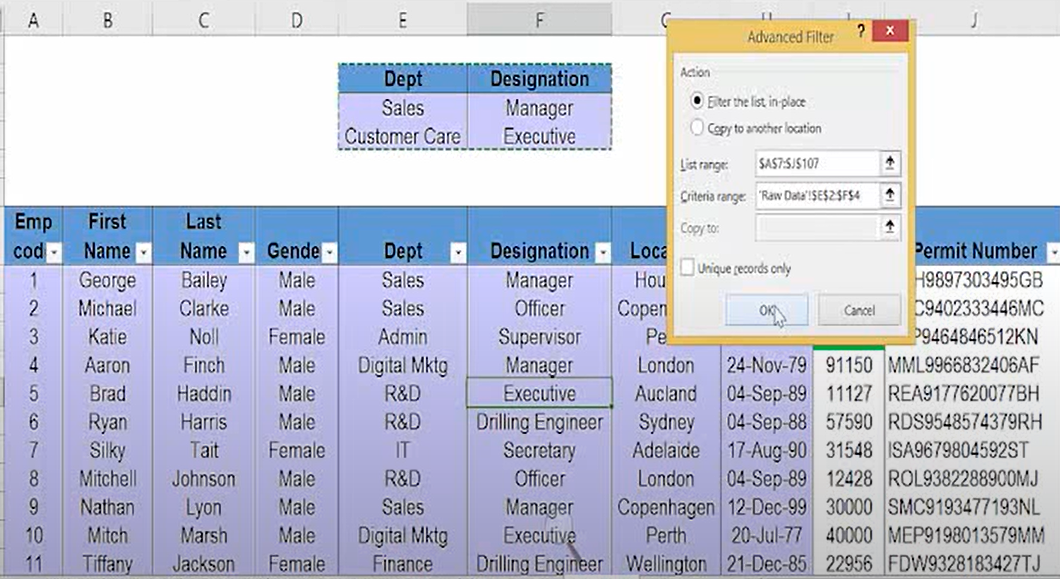
**Complex data condition where two column needs a particular condition.**

**Example**

****

**Using drop down menu ,we had to sort having department as sales along with designation Manager and department as customer care along with designation Executive. But we can see we got the customer care manager and sakes executive which were not required. So to avoid such complex condition dropdown r not used.**

**The solution is advanced filter option**

****

**Specify conditions with another table along with headers.**