**SORT AND FILTER LAB**

**Name – Rakhi Kumrai**

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| Product | Region | date | sale |
| Product B | East | 08-01-2024 | 80 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 01-01-2024 | 120 |
| Product A | North | 05-01-2024 | 220 |
| Product B | North | 07-01-2024 | 300 |
| Product C | South | 06-09-2024 | 130 |
| Product C | South | 02-08-2024 | 150 |
| Product B | West | 04-02-2024 | 90 |

**1. Sort Alphabetically by Product Name in (Column A):**

* **Steps:**
  1. Select the product column .
  2. Go to the "Data" tab in the ribbon.
  3. Click on "Sort."
  4. In the Sort dialog box:
     + Sort by: Product
     + Order: A to Z

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| Product | Region | date | sale |
| Product A | North | 01-01-2024 | 120 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 05-01-2024 | 220 |
| Product B | North | 07-01-2024 | 300 |
| Product B | East | 08-01-2024 | 80 |
| Product B | West | 04-02-2024 | 90 |
| Product C | South | 02-08-2024 | 150 |
| Product C | South | 06-09-2024 | 130 |

* 1. Click "OK."

**2. Sort by Sales in Descending Order:**

* **Steps:**
  1. Select the sales column.
  2. Go to the "Data" tab and click "Sort."
  3. In the Sort dialog box:
     + Sort by: sale
     + Order: Largest to Smallest
  4. Click "OK."

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| **Product** | **Region** | **Date** | **Sale** |
| Product B | North | 07-01-2024 | 300 |
| Product A | North | 05-01-2024 | 220 |
| Product A | East | 03-01-2024 | 200 |
| Product C | South | 02-08-2024 | 150 |
| Product C | South | 06-09-2024 | 130 |
| Product A | North | 01-01-2024 | 120 |
| Product B | West | 04-02-2024 | 90 |
| Product B | East | 08-01-2024 | 80 |

**3. Sort the dataset first by Region Alphabetically, then by Sales in Ascending Order within each region.**

* **Steps:**
  1. Select the dataset.
  2. Go to the "Data" tab and click "Sort."
  3. In the Sort dialog box:
     + First Sort by: Region (Order: A to Z)
     + Then by: sale (Order: Smallest to Largest)
  4. Click "OK."

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| **Product** | **Region** | **Date** | **Sale** |
| Product B | East | 08-01-2024 | 80 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 01-01-2024 | 120 |
| Product B | North | 07-01-2024 | 300 |
| Product B | West | 04-02-2024 | 90 |
| Product C | South | 06-09-2024 | 130 |
| Product C | South | 02-08-2024 | 150 |

**4. Apply Filter to Display only Rows where the Product is "Product B”.**

* **Steps:**
  1. Select the entire dataset.
  2. Go to the "Data" tab and click "advanced sort."
  3. Select the criteria range and copy to another location.
  4. Select the location where you want to show the data.
  5. Click "OK."

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| **Product** | **Region** | **Date** | **Sale** |
| Product B | North | 07-01-2024 | 300 |
| Product B | East | 08-01-2024 | 80 |
| Product B | West | 04-02-2024 | 90 |

**5. Apply Filter to Display only the Rows where the sales are greater than150.**

* **Steps:**
  1. Select the entire dataset.
  2. Go to the "Data" tab and click "advanced sort."
  3. Set the criteria range : sales>150 and click on copy to another location.
  4. Select the location where you want to show the data.
  5. Click "OK."

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| **Product** | **Region** | **Date** | **Sale** |
| Product B | North | 07-01-2024 | 300 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 05-01-2024 | 220 |

**6. Apply Filter to Display only the Rows where the Date is in January 2024.**

* **Steps:**
  1. Select the entire dataset.
  2. Go to the "Data" tab and click "advanced sort."
  3. Set the range:
     + >=01-01-2024
     + <=31-01=2024
  4. Then click on copy to another location and select the cell where you want to show the data.
  5. Click "OK."

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| **Product** | **Region** | **Date** | **Sale** |
| Product A | North | 01-01-2024 | 120 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 05-01-2024 | 220 |
| Product B | North | 07-01-2024 | 300 |
| Product B | East | 08-01-2024 | 80 |

**7. Sort by dataset first by date in Chronological order, and then by Sales Descending order within each.**

* **Steps:**
  1. Select the entire dataset.
  2. Go to the "Data" tab and click "Sort."
  3. In the Sort dialog box:
     + First Sort by: Date (Order: Oldest to Newest
     + Then by: sale (Order: Smallest to Largest)

4. Click "OK."

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| --- | --- | --- | --- |
| **Product** | **Region** | **Date** | **Sale** |
| Product A | North | 01-01-2024 | 120 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 05-01-2024 | 220 |
| Product B | North | 07-01-2024 | 300 |
| Product B | East | 08-01-2024 | 80 |
| Product B | West | 04-02-2024 | 90 |
| Product C | South | 02-08-2024 | 150 |
| Product C | South | 06-09-2024 | 130 |