

Please refer the above dataset for the following task.

1. Sort the dataset alphabetically by the Product name in column A.
2. Sort the dataset by Sales in descending order.
3. Sort the dataset first by Region in alphabetical order, and then by Sales in ascending order within each Region.
4. Apply a filter to display only the rows where the Product is "Product B".
5. Apply a filter to display only the rows where the Sales are greater than 150.
6. Apply a filter to display only the rows where the Date is in January 2024.
7. Sort the dataset first by Date in chronological order, and then by Sales in descending order within each Date.

Primary Table

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

1. Sort the dataset alphabetically by the Product name in column A.

Step1. Select the Entire **Product Column(A)**.

Step2. Go To **Home Tab**.

Step3. Click on **Sort And filter Select(A to Z)**.

Step4. Then Click on **OK**.

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

2. Sort the dataset by Sales in descending order.

Step1. Select the Entire **Sales Column(D)**.

Step2. Go To **Home Tab**.

Step3. Click on **Sort And filter(select Largest to Smallest)**.

Step4. Then Click on **OK**.

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

3. Sort the dataset first by Region in alphabetical order, and then by Sales in ascending order within each Region.

Step1. Select the Entire Table.

Step2. Go To Home Tab.

Step3. Click on **Sort And Filter**(Select Custom Sort).

Step4. Select (Region Column, sortby value And Order).

Step5. Click on **Add level** to sort Sales Column And select (Region Column, sortby value And Order).

Step5.Then Click on **OK**.

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

4. Apply a filter to display only the rows where the Product is "Product B".

Step1. Select the Entire Table.

Step2. Go To Home Tab.

Step3. Click on **Sort And Filter**.

Step4. Click on **Filter** option.

Step5. Go To **Dropdown Button** & Select the **Product B**.

Step5.Then Click on **OK**.

Product	Region	Date	Sales
Product B	West	04-02-2024	90
Product B	North	05-01-2024	220
Product B	South	06-09-2024	130

5. Apply a filter to display only the rows where the Sales are greater than 150.

Step1. Select the **Entire Table**.

Step2. Go To **Home Tab**.

Step3. Click on **Sort And Filter**.

Step4. Click on **Filter** option.

Step5. . Go To **Dropdown Button** & Select the **Number Filter(Greater than)**.

Step5.Then Click on **OK**.

Product	Region	Date	Sales
Product A	East	03-01-2024	200
Product B	North	05-01-2024	220
Product C	East	07-01-2024	300

6. Apply a filter to display only the rows where the Date is in January 2024.

Step1. Select the **Entire table**.

Step2. Go To **Home Tab**.

Step3. Click on **Sort And Filter**.

Step4. Click on **Filter** option.

Step5. . Go To **Dropdown Button** & Select the date (**Only January**).

Step6.Then Click on **OK**.

Product	Region	Date	Sales
Product A	North	01-01-2024	120
Product A	East	03-01-2024	200
Product B	North	05-01-2024	220
Product C	East	07-01-2024	300
Product C	West	08-01-2024	80

7. Sort the dataset first by Date in chronological order, and then by Sales in descending order within each Date.

Step1. Select the **Entire Table**.

Step2. Go To **Home Tab**.

Step3. Click on **Sort And Filter**(**Select Custom Sort**).

Step4. Select (**Date Column, sortby value And Order Oldest to Newest**).

Step5. Click on **Add level** to sort **Sales Column** And select (**Sales Column, sortby value And Order**).

Step6.Then Click on **OK**.

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

