|  |  |  |  |
| --- | --- | --- | --- |
|  | | | ***Vivek Kumar ray*** |
| **Product** | **Region** | **Date** | **Sales** |
| product A | North | 1/1/2024 | 120 |
| product B | South | 1/2/2024 | 150 |
| product A | East | 1/3/2024 | 200 |
| product C | West | 1/4/2024 | 90 |
| product B | North | 1/5/2024 | 220 |
| product A | South | 1/6/2024 | 130 |
| product C | North | 1/7/2024 | 300 |
| product B | East | 1/8/2024 | 80 |

Question1:

Answer

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

Choose the PRODUCT Column from the

Table-> Choose Sort Option Sort it from A to Z .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product** | **Region** | **Date** | **Sales** |  |
| product A | North | 1/1/2024 |  | 120 |
| product A | East | 1/3/2024 |  | 200 |
| product A | South | 1/6/2024 |  | 130 |
| product B | South | 1/2/2024 |  | 150 |
| product B | North | 1/5/2024 |  | 220 |
| product B | East | 1/8/2024 |  | 80 |
| product C | West | 1/4/2024 |  | 90 |
| product C | North | 1/7/2024 |  | 300 |

**Question2:** Sort the dataset by Sales in descending order .

**Answer**:Choose the SALES Column from the

Table->Choose Sort Option and Sort it

Descending Order

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product** | **Region** | **Date** | **Sales** |  |
| product C | North | 1/7/2024 |  | 300 |
| product B | North | 1/5/2024 |  | 220 |
| product A | East | 1/3/2024 |  | 200 |
| product B | South | 1/2/2024 |  | 150 |
| product A | South | 1/6/2024 |  | 130 |
| product A | North | 1/1/2024 |  | 120 |
| product C | West | 1/4/2024 |  | 90 |
| product B | East | 1/8/2024 |  | 80 |

o

**Question3**:Sort the dataset first by Region in alphabetical order,

and then by Sales in ascending order within each Region.

**Answer:**- Choose the REGION Column from the Table.->-Choose the Column From the Table.->Choose Sort Option and Sort

the Region alphabatically and Sales in ascending order

SALES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product** | **Region** | **Date** | **Sales** |  |
| product B | East | 1/8/2024 |  | 80 |
| product C | West | 1/4/2024 |  | 90 |
| product A | North | 1/1/2024 |  | 120 |
| product A | South | 1/6/2024 |  | 130 |
| product B | South | 1/2/2024 |  | 150 |
| product A | East | 1/3/2024 |  | 200 |
| product B | North | 1/5/2024 |  | 220 |
| product C | North | 1/7/2024 |  | 300 |

**Question4.** Apply a filter to display only the rows

where the Product is "Pr duct B".

**Answer:** -Choose the table and use filter Command.

Then After Using Filter Command the Rows are shown

where the PRODUCT is "Product B"

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Region** | **Date** | **Sales** |  |
| product A North | 1/1/2024 |  | 120 |
| product B South | 1/2/2024 |  | 150 |
| product A East | 1/3/2024 |  | 200 |
| product C West | 1/4/2024 |  | 90 |
| product B North | 1/5/2024 |  | 220 |
| product A South | 1/6/2024 |  | 130 |
| product C North | 1/7/2024 |  | 300 |
| product B East | 1/8/2024 |  | 80 |

**Question5:** Apply a filter to display only the rows where the Sales are

than 150.

**Answer**: Choose the Table and use Filter Command .-> After Using the Command the rows are Display Where the Sales are

Greater than 150

greater

Filter

**Product Region Date Sales**

product A North 1/1/2024 120

|  |
| --- |
| 150 |
| 200 |
| 90 |
| 220 |
| 130 |
| 300 |
| 80 |

|  |  |  |
| --- | --- | --- |
| product B | South | 1/2/2024 |
| product A | East | 1/3/2024 |
| product C | West | 1/4/2024 |
| product B | North | 1/5/2024 |
| product A | South | 1/6/2024 |
| product C | North | 1/7/2024 |
| product B | East | 1/8/2024 |

**Question6**. Apply a filter to display only the rows where

Date is in January 2024.

**Answer**:-Choose the Table and Use Filter Comamnd.-> use the Filter Command it display only the rows

Dates is January 2024.

the

-After

where the

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product** | **Region** | **Date** | **Sales** |  |
| product A | North | 1/1/2024 |  | 120 |
| product B | South | 1/2/2024 |  | 150 |
| product A | East | 1/3/2024 |  | 200 |
| product C | West | 1/4/2024 |  | 90 |
| product B | North | 1/5/2024 |  | 220 |
| product A | South | 1/6/2024 |  | 130 |
| product C | North | 1/7/2024 |  | 300 |
| product B | East | 1/8/2024 |  | 80 |

**Question7.** Sort the dataset first by Date in chronological

and then by Sales in descending order within each Date.

**Answer:** -First, sort by Date in ascending order newest).->Add another level and sort by Sales order (largest to smallest) and Display it.

order,

(oldest to

in descending

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product** | **Region** | **Date** | **Sales** |  |
| product C | North | 1/7/2024 |  | 300 |
| product B | North | 1/5/2024 |  | 220 |
| product A | East | 1/3/2024 |  | 200 |
| product B | South | 1/2/2024 |  | 150 |
| product A | South | 1/6/2024 |  | 130 |
| product A | North | 1/1/2024 |  | 120 |
| product C | West | 1/4/2024 |  | 90 |
| product B | East | 1/8/2024 |  | 80 |