

**Excel's built-in filtering and sorting features.**

**Dataset:**The dataset includes columns for employee details(Employee Name, Age, Department, Region), sales transactions(Sales amount, Transaction Date), and product information.

## **1. Filtering Data by a Specific Value**

**Objective:** Filter a list of employees to show only those in the "Finance" department.

## **Steps:**

### **1. Select the Data Range:**

- Click anywhere within your data set.**

### **2. Apply AutoFilter:**

- Go to the "Data" tab.**
- Click on the "Filter" button.**

### **3. Filter Data:**

- Click the drop-down arrow in the "Department" column.**
- Select "Finance" from the list.**

## **2. Sorting Data by Multiple Columns**

**Objective: Sort a list of employees first by "Department" and then by "Age" in ascending order.**

### **Steps:**

#### **1. Select the Data Range:**

- Highlight the entire data range, including headers.**

#### **2. Apply Custom Sort:**

- Go to the "Data" tab.**
- Click on the "Sort" button.**

- In the Sort dialog box:**
  - Choose "Department" for the first level and set it to sort "A to Z."**
  - Click "Add Level."**
  - Choose "Age" for the second level and set it to sort "Smallest to Largest."**
  - Click "OK."**

### **3. Using Advanced Filter for Multiple Criteria**

**Objective: Filter employees older than 30 and in the "Finance" department.**

## **Steps:**

### **1. Set Up Criteria Range:**

- Create a criteria range like this:**

**| Age | Department |**

**|-----|-----|**

**| >30 | Finance |**

### **2. Select the Data Range:**

- Click anywhere within your data set.**

### **3. Apply Advanced Filter:**

- Go to the "Data" tab.**

- Click on the "Advanced" button.**
- In the Advanced Filter dialog box:**
  - Choose "Filter the list, in-place."**
  - Set the "List range" to your data range.**
  - Set the "Criteria range" to your criteria range.**
  - Click "OK."**

## **4. Creating a Dynamic Filter with Slicers**

**Objective: Filter a list of sales data by "Region" using a slicer.**

**Steps:**

**1. Create a Table:**

- Select your data range.**
- Go to the "Insert" tab.**
- Click "Table" and confirm your data range.**

**2. Add Slicers:**

- With your table selected, go to the "Table Design" tab.**
- Click "Insert Slicer."**

- Choose the "Region" column.
- Click "OK."

### **3. Use Slicers:**

- Click on the slicer buttons to filter your data by region.

## **5. Filtering and Sorting Combined**

**Objective:** Filter a list of products by "Category" and then sort the filtered products by "Price."

### **Steps:**

#### **1. Apply AutoFilter:**



- Click anywhere within your data set.**
- Go to the "Data" tab.**
- Click on the "Filter" button.**

## **2. Filter Data:**

- Click the drop-down arrow in the "Category" column.**
- Select the desired category.**

## **3. Apply Custom Sort:**

- Highlight the filtered data range, including headers.**
- Go to the "Data" tab.**

- Click on the "Sort" button.
- In the Sort dialog box:
  - Choose "Price" and set it to sort "Smallest to Largest" (or "Largest to Smallest").
- Click "OK."

## **6. Extract Unique Values Using Advanced Filter**

**Objective: Extract a list of unique customer names from a list of transactions.**

**Steps:**

## **1. Select the Data Range:**

- Highlight the column with customer names.**

## **2. Apply Advanced Filter:**

- Go to the "Data" tab.**
- Click on the "Advanced" button.**
- In the Advanced Filter dialog box:**
  - Choose "Copy to another location."**
  - Set the "List range" to the customer names column.**

- Check "Unique records only."**
- Set the "Copy to" range to where you want the unique values to appear.**
- Click "OK."**

## **7. Sorting Dates in Descending Order**

**Objective: Sort a list of transactions by date in descending order.**

**Steps:**

**1. Select the Data Range:**

- Highlight the entire data range, including headers.

## **2. Apply Custom Sort:**

- Go to the "Data" tab.
- Click on the "Sort" button.
- In the Sort dialog box:
  - Choose "Date" and set it to sort "Newest to Oldest."
- Click "OK."

## **8. Filter Data by Top 10 Values**

**Objective: Filter a list of sales to show only the top 10 sales**

**amounts.**

## **Steps:**

### **1. Select the Data Range:**

- Click anywhere within your data set.**

### **2. Apply AutoFilter:**

- Go to the "Data" tab.**
- Click on the "Filter" button.**

### **3. Filter Data:**

- Click the drop-down arrow in the "Sales Amount" column.**

- Select "Number Filters" > "Top 10..."
- In the Top 10 AutoFilter dialog box, choose "Top" and "10" items by "Sales Amount."
- Click "OK."

## **9. Filtering Data Using Wildcards**

**\*\*Objective:\*\*** Filter a list of product names to show only those starting with "Pro."

**Steps:**

**1. Select the Data Range:**

- Click anywhere within your data set.

## **2. Apply AutoFilter:**

- Go to the "Data" tab.
- Click on the "Filter" button.

## **3. Filter Data:**

- Click the drop-down arrow in the "Product Name" column.
- Select "Text Filters" > "Begins With..."
- In the Custom AutoFilter dialog box, type "Pro\*" (the asterisk is a



**wildcard representing any number of characters).**

- Click "OK."**

## **10. Custom Filter for Date Range**

**Objective: Filter a list of transactions to show only those within a specific date range.**

**Steps:**

### **1. Select the Data Range:**

- Click anywhere within your data set.**

## **2. Apply AutoFilter:**

- Go to the "Data" tab.**
- Click on the "Filter" button.**

## **3. Filter Data:**

- Click the drop-down arrow in the "Date" column.**
- Select "Date Filters" > "Between..."**
- In the Custom AutoFilter dialog box, enter the start and end dates for your range.**
- Click "OK."**

