

## ANUKALP PATEL

Product	Region	Date	Sales
product A	North	#####	120
product B	South	#####	150
product A	East	#####	200
product C	West	#####	90
product B	North	#####	220
product A	South	#####	130
product C	North	#####	300
product B	East	#####	80

**Question1:** : Sort the dataset alphabetically by the Product name in column A.  
**Answer** Choose the PRODUCT Column from the  
> Choose Sort Option Sort it from A to Z .

Product	Region	Date	Sales
product A	North	#####	120
product A	East	#####	200
product A	South	#####	130
product B	South	#####	150
product B	North	#####	220
product B	East	#####	80
product C	West	#####	90
product C	North	#####	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	#####	300
product B	North	#####	220
product A	East	#####	200
product B	South	#####	150
product A	South	#####	130
product A	North	#####	120
product C	West	#####	90
product B	East	#####	80

**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 alphabetically and Sales in ascending order

Product	Region	Date	Sales
product B	East	#####	80
product C	West	#####	90
product A	North	#####	120
product A	South	#####	130
product B	South	#####	150
product A	East	#####	200
product B	North	#####	220
product C	North	#####	300

**Question4.** Apply a filter to display only the rows where the Product is "Product 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	#####	120
product B	South	#####	150
product A	East	#####	200
product C	West	#####	90
product B	North	#####	220
product A	South	#####	130
product C	North	#####	300
product B	East	#####	80

**Question5:** Apply a filter to display only the rows where the Sales are 150.

**Answer:** Choose the Table and use Filter Command .-> After Using the Command the rows are Display Where the Sales are Greater than 150

Product	Region	Date	Sales
product A	North	#####	120

product B	South	#####	150
product A	East	#####	200
product C	West	#####	90
product B	North	#####	220
product A	South	#####	130
product C	North	#####	300
product B	East	#####	80

**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 is January 2024.

Product	Region	Date	Sales
product A	North	#####	120
product B	South	#####	150
product A	East	#####	200
product C	West	#####	90
product B	North	#####	220
product A	South	#####	130
product C	North	#####	300
product B	East	#####	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.

Product	Region	Date	Sales
product C	North	#####	300
product B	North	#####	220
product A	East	#####	200
product B	South	#####	150
product A	South	#####	130
product A	North	#####	120
product C	West	#####	90
product B	East	#####	80

Table-

SALES

greater than  
Filter

the

-After  
where the Dates

order,

(oldest to  
in descending