**STEPS:**

1. Converted the data from pdf format to excel format.
2. Cleaned the data. Deleted the blank rows as there were some blank rows.
3. Used nested IF condition, ISNUMBER, SEARCH to categorize schools into different types: UPS, PS, HS and None based on given conditions in a new column “School type”.
4. Applied filter on this new column.
5. After applying filter, used IF condition to check for each school type whether they meet eligibility criteria or not and saved the result in a separate column.
6. Created 3 new sheets – “Not Eligible schools”, “Eligible Schools” and “None”.
7. Used Advanced Filter feature of the Microsoft Excel to extract respective data.