

Lab 7 Activity 3 - Sorting and Filtering Data

Objective: Use Excel's sorting and filtering options to manage data efficiently.

1. Click on any column header in the table.
2. Use the "Sort & Filter" option to sort alphabetically or by numerical value.
3. Apply filters to display only specific rows based on conditions.
4. Clear the filter and save the workbook.

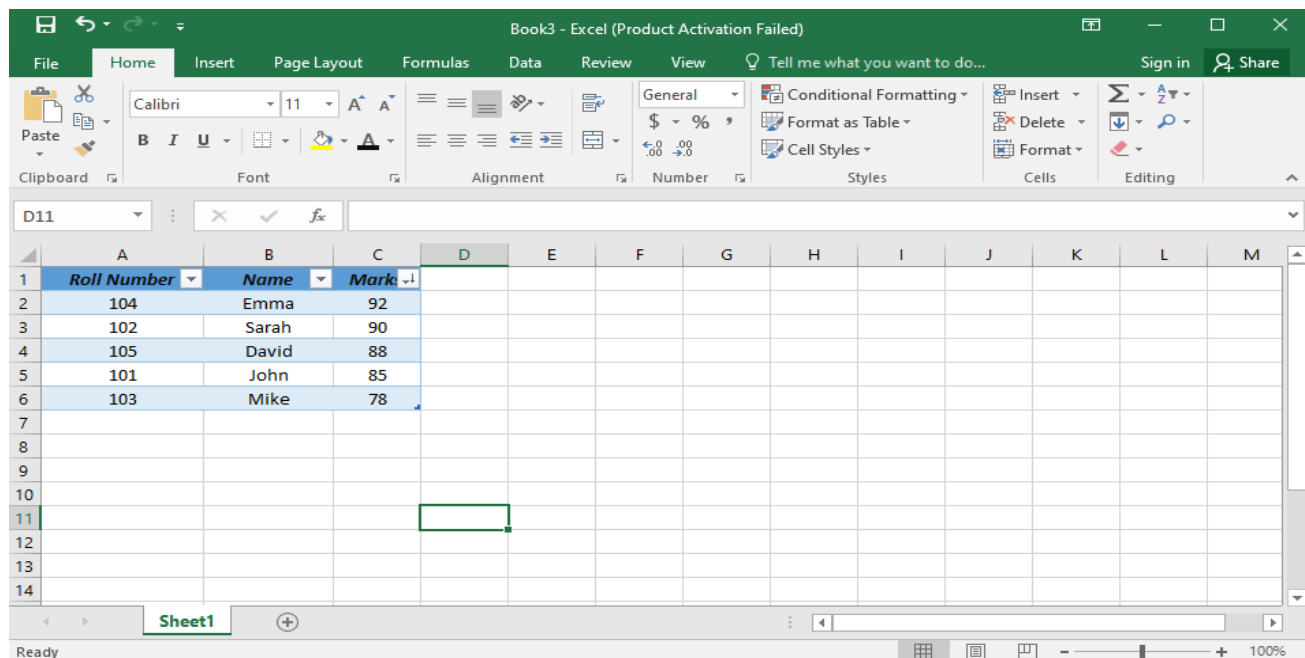
Solutions:

Task 1:

- Open your Excel workbook containing the student data table.
- Click on any column header, such as "Name" or "Marks".

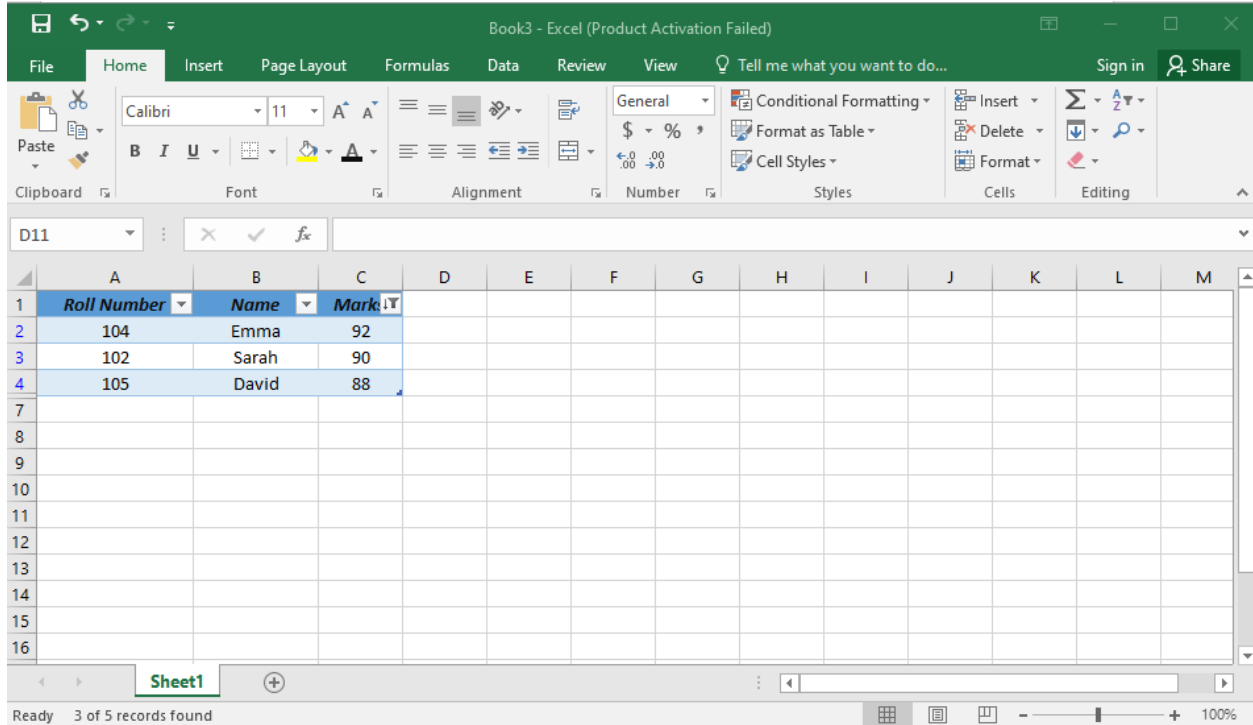
Task 2:

1. Go to the Home tab or Data tab.
2. Choose Click on Sort & Filter.
3. a sorting option:
 1. Alphabetically (A → Z or Z → A) for text-based columns (e.g., "Name").
 2. Numerically (Smallest to Largest or Largest to Smallest) for number-based columns (e.g., "Marks").



Task 3:

1. Click on the dropdown arrow in any column header (appears after formatting as a table).
2. Uncheck "Select All" and choose specific values to filter.
3. Click OK to display only rows matching the selected condition.



Task 4:

1. Click on Sort & Filter > Clear to remove filters.
2. Go to File > Save to update the workbook.
3. Close Excel.