

Deepak Kumar

Product	Region	Date	Sales
product A	North	01-01-24	120
product B	South	02-01-24	150
product A	East	03-01-24	200
product C	West	04-01-24	90
product B	North	05-01-24	220
product A	South	06-01-24	130
product C	North	07-01-24	300
product B	East	08-01-24	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	01-01-24	120
product A	East	03-01-24	200
product A	South	06-01-24	130
product B	South	02-01-24	150
product B	North	05-01-24	220
product B	East	08-01-24	80
product C	West	04-01-24	90
product C	North	07-01-24	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	07-01-24	300
product B	North	05-01-24	220
product A	East	03-01-24	200
product B	South	02-01-24	150
product A	South	06-01-24	130
product A	North	01-01-24	120
product C	West	04-01-24	90
product B	East	08-01-24	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	08-01-24	80
product C	West	04-01-24	90
product A	North	01-01-24	120
product A	South	06-01-24	130
product B	South	02-01-24	150
product A	East	03-01-24	200
product B	North	05-01-24	220
product C	North	07-01-24	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	01-01-24	120
product B	South	02-01-24	150
product A	East	03-01-24	200
product C	West	04-01-24	90
product B	North	05-01-24	220
product A	South	06-01-24	130
product C	North	07-01-24	300
product B	East	08-01-24	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	01-01-24	120

product B	South	02-01-24	150
product A	East	03-01-24	200
product C	West	04-01-24	90
product B	North	05-01-24	220
product A	South	06-01-24	130
product C	North	07-01-24	300
product B	East	08-01-24	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 Dates is January 2024.

Product	Region	Date	Sales
product A	North	01-01-24	120
product B	South	02-01-24	150
product A	East	03-01-24	200
product C	West	04-01-24	90
product B	North	05-01-24	220
product A	South	06-01-24	130
product C	North	07-01-24	300
product B	East	08-01-24	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	07-01-24	300
product B	North	05-01-24	220
product A	East	03-01-24	200
product B	South	02-01-24	150
product A	South	06-01-24	130
product A	North	01-01-24	120
product C	West	04-01-24	90
product B	East	08-01-24	80