Sorting , Filter , Remove , Remove all , Remove duplicate values , rename ,change datatype extract,Move,split columns from upper tab ,group by ,use first row as header

Group by-> advance->first select the column which you can group and after you can select the new column name->write which you can perfume like sum,count,min,max etc-> after select the which you can sort the column and then ok

Ex= first select the item colum and find the sum of the price so that we can at the last choose the price column and ok than output is ok done

TCS=job

Date-Time

Age=days,house,min,none seconds

3-may-2018 9.25