Q2.How would you sort the dataset first by "Department" (A-Z) and then by "Salary" (Largest to Smallest)? Write a step-by-step approach.

Step-by-Step Approach in Excel
1. Select the entire dataset including the header row (Employee, Department, Salary).
2.Go to the **Data** tab on the ribbon.
3.Click on the **Sort** option.
4.In the Sort window, tick **My data has headers**.
5.In **Sort by**, choose **Department**.
6.In **Order**, select **A to Z**.
7.Click **Add Level**.
8.In the second level, choose **Salary**.
9.In **Order**, select **Largest to Smallest**.
10.Click **OK** to apply sorting.

Original Data		
Employee	Department	Salary
Sonu	IT	4000
Pranav	HR	5000
Rahul	IT	2500

Sorted Result		
Employee	Department	Salary
Pranav	HR	5000
Sonu	IT	4000
Rahul	IT	2500