

Data Study Techniques

- Why Study Data?
- Data Study using Filters and Sorting
- Viewing and Sorting options

Data Study Using Filters

- Topics: How to apply filters, selection of particular data, sorting of the data

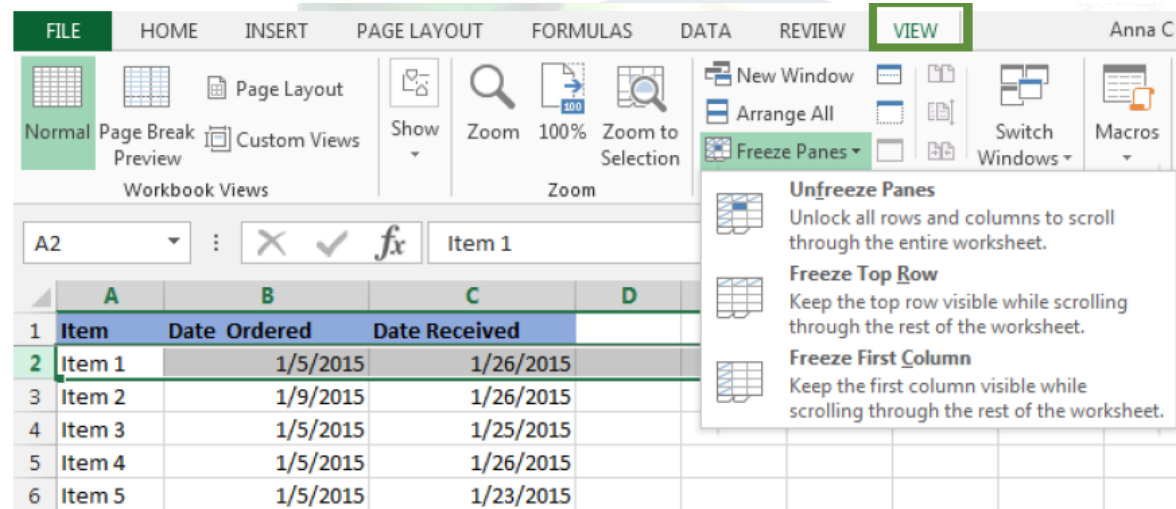
The screenshot shows the Microsoft Excel interface with the **DATA** tab selected. The ribbon includes sections for **Connections** (Get External Data, Refresh, Connections), **Sort & Filter** (Sort, Filter, Clear, Reapply, Advanced), and **Data Tools** (Text to Columns, Flash Fill, Remove Duplicates, Data Validation). Below the ribbon, a data table is visible with columns A, B, and C. The table has a header row and seven data rows. A **Filter (Ctrl+Shift+L)** dialog box is open, showing options to turn on filtering and narrow down the data. The dialog box also includes a 'Tell me more' link.

	A	B	C
1	Item	Date Ordered	Date Received
2	Item 1	1/5/2015	1/2/2015
3	Item 10	1/6/2015	1/2/2015
4	Item 2	1/9/2015	1/2/2015
5	Item 3	1/5/2015	1/2/2015
6	Item 4	1/5/2015	1/2/2015
7	Item 5	1/5/2015	1/2/2015

We study the data by opening the filters in each column and studying it

Data Study – Viewing and Sorting

- Viewing Option: Freezing Panes, Rows, Columns



- Sorting Data – Alphabetically, Numerically

