**SORT AND FILTER LAB**

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| Product | Region | date | sale |
| Product B | East | 08-01-2024 | 80 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 01-01-2024 | 120 |
| Product A | North | 05-01-2024 | 220 |
| Product B | North | 07-01-2024 | 300 |
| Product C | South | 06-09-2024 | 130 |
| Product C | South | 02-08-2024 | 150 |
| Product B | West | 04-02-2024 | 90 |

**1. Sort Alphabetically by Product Name (Column O):**

* **Steps:**
  1. Select the entire dataset.
  2. Go to the "Data" tab in the ribbon.
  3. Click on "Sort."
  4. In the Sort dialog box:
     + Sort by: Product
     + Order: A to Z

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| Product | Region | date | sale |
| Product A | North | 01-01-2024 | 120 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 05-01-2024 | 220 |
| Product B | North | 07-01-2024 | 300 |
| Product B | East | 08-01-2024 | 80 |
| Product B | West | 04-02-2024 | 90 |
| Product C | South | 02-08-2024 | 150 |
| Product C | South | 06-09-2024 | 130 |

* 1. Click "OK."

**2. Sort by Sales in Descending Order:**

* **Steps:**
  1. Select the entire dataset.
  2. Go to the "Data" tab and click "Sort."
  3. In the Sort dialog box:
     + Sort by: sale
     + Order: Largest to Smallest
  4. Click "OK."

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| **Product** | **Region** | **Date** | **Sale** |
| Product B | North | 07-01-2024 | 300 |
| Product A | North | 05-01-2024 | 220 |
| Product A | East | 03-01-2024 | 200 |
| Product C | South | 02-08-2024 | 150 |
| Product C | South | 06-09-2024 | 130 |
| Product A | North | 01-01-2024 | 120 |
| Product B | West | 04-02-2024 | 90 |
| Product B | East | 08-01-2024 | 80 |

**3. Sort by Region Alphabetically, then by Sales in Ascending Order:**

* **Steps:**
  1. Select the dataset.
  2. Go to the "Data" tab and click "Sort."
  3. In the Sort dialog box:
     + First Sort by: Region (Order: A to Z)
     + Then by: sale (Order: Smallest to Largest)
  4. Click "OK."

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| **Product** | **Region** | **Date** | **Sale** |
| Product B | East | 08-01-2024 | 80 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 01-01-2024 | 120 |
| Product B | North | 07-01-2024 | 300 |
| Product B | West | 04-02-2024 | 90 |
| Product C | South | 06-09-2024 | 130 |
| Product C | South | 02-08-2024 | 150 |

**4. Apply Filter to Display Rows with Product = "Product B":**

* **Steps:**
  1. Select the headers of the dataset.
  2. Go to the "Data" tab and click "Filter."
  3. Click on the dropdown arrow in the Product column.
  4. Check only the box for Product B and uncheck others.
  5. Click "OK."

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| **Product** | **Region** | **Date** | **Sale** |
| Product B | North | 07-01-2024 | 300 |
| Product B | East | 08-01-2024 | 80 |
| Product B | West | 04-02-2024 | 90 |

**5. Apply Filter to Display Rows with Sales > 150:**

* **Steps:**
  1. Keep the filter applied.
  2. Click the dropdown arrow in the sale column.
  3. Select "Number Filters" → "Greater Than."
  4. Enter 150 in the input box and click "OK."

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| **Product** | **Region** | **Date** | **Sale** |
| Product B | North | 07-01-2024 | 300 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 05-01-2024 | 220 |

**6. Apply Filter to Display Rows with Date in January 2024:**

* **Steps:**
  1. Click the dropdown arrow in the date column.
  2. Select "Date Filters" → "Between."
  3. Set the range:
     + Start Date: 01-01-2024
     + End Date: 31-01-2024
  4. Click "OK."

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| **Product** | **Region** | **Date** | **Sale** |
| Product A | North | 01-01-2024 | 120 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 05-01-2024 | 220 |
| Product B | North | 07-01-2024 | 300 |
| Product B | East | 08-01-2024 | 80 |

**7. Sort by Date Chronologically, then by Sales Descending:**

* **Steps:**
  1. Remove all filters to restore the full dataset.
  2. Go to "Sort" in the "Data" tab.
  3. In the Sort dialog box:
     + First Sort by: date (Order: Oldest to Newest)
     + Then by: sale (Order: Largest to Smallest)
  4. Click "OK."

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| **Product** | **Region** | **Date** | **Sale** |
| Product A | North | 01-01-2024 | 120 |
| Product A | East | 03-01-2024 | 200 |
| Product A | North | 05-01-2024 | 220 |
| Product B | North | 07-01-2024 | 300 |
| Product B | East | 08-01-2024 | 80 |
| Product B | West | 04-02-2024 | 90 |
| Product C | South | 02-08-2024 | 150 |
| Product C | South | 06-09-2024 | 130 |