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

Question1: Sort the dataset alphabetically by the Product name in column A.
Answer: Choose the PRODUCT Column from the Table-> Choose Sort Option and Sort it from A to Z .

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

Column From the Table.->Choose Sort Option and Sort the Region alphabatically and Sales in ascending order

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

Ques4. 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	2024-01-01	120
product B	South	2024-01-02	150
product A	East	2024-01-03	200
product C	West	2024-01-04	90
product B	North	2024-01-05	220
product A	South	2024-01-06	130
product C	North	2024-01-07	300
product B	East	2024-01-08	80

Que5: Apply a filter to display only the rows where the Sales are greater than 150.
Answer: Choose the Table and use Filter Command .
-> After Using the Filter Command the rows are Display Where the Sales are Greater than 150

Product	Region	Date	Sales
product A	North	2024-01-01	120
product B	South	2024-01-02	150
product A	East	2024-01-03	200

Product	Region	Date	Sales
product C	West	2024-01-04	90
product B	North	2024-01-05	220
product A	South	2024-01-06	130
product C	North	2024-01-07	300
product B	East	2024-01-08	80

Ques6. Apply a filter to display only the rows where the Date is in January 2024.
Answer:-Choose the Table and Use Filter Comamnd.->-After use the Filter
Command it display only the rows where the Dates is January 2024.

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

Ques7. Sort the dataset first by Date in chronological order, and then
by Sales in descending order within each Date.
Answer: -First, sort by Date in ascending order (oldest to newest).
->Add another level and sort by Sales in descending order (largest to
smallest) and Display it.

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