Q.N.1.Sort the dataset alphabatically by the Product name in Column ( A ) .

Step.1:-Choose the PRODUCT Column (A ) from the Table. Sttep.2:- Choose Sort Option and Sort it from A to Z .

|  |  |  |  |
| --- | --- | --- | --- |
| **PRODUCT** | **REGION** | **DATE** | **SALE** |
| 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 | 90 |
| Product C | West | 2024-01-04 | 90 |
| Product C | North | 2024-01-07 | 300 |

Q.N.2.Sort the dataset by SALES ( D ) in descending Order .

Step.1:- Choose the SALES Column (D) from the Table

Step.2:-Choose Sort Option and Sort it Descending Order

|  |  |  |  |
| --- | --- | --- | --- |
| **PRODUCT** | **REGION** | **DATE** | **SALE** |
| 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 | 90 |

Q.N.3. Sort the dataset firt by REGION in alphabatic order ,and then by Sales in acending order within each

Step.1:- Choose the REGION Column (B) from the Table.

Step.2:-Choose the SALES Column(D) From the Table.

Step.3:-Choose Sort Option and Sort the Region alphabatically and Sales in ascending order.

|  |  |  |  |
| --- | --- | --- | --- |
| **PRODUCT** | **REGION** | **DATE** | **SALE** |
| Product B | East | 2024-01-02 | 90 |
| Product A | East | 2024-01-03 | 90 |
| Product A | North | 2024-01-01 | 120 |
| Product C | North | 2024-01-04 | 130 |
| Product B | North | 2024-01-05 | 150 |
| Product A | South | 2024-01-06 | 200 |
| Product C | South | 2024-01-07 | 220 |
| Product B | West | 2024-01-08 | 300 |

Q.N.4 Apply a filter to display only the rows where th PRODUCT is "Product B"

Step.1:-Choose the table and use filter Command.

Step.2:- After Using Filter Command the Rows are shown where the PRODUCT is "Product B"

|  |  |  |  |
| --- | --- | --- | --- |
| **PRODUCT** | **REGION** | **DATE** | **SALE** |
| Product B | South | 2024-01-02 | 150 |
| Product B | North | 2024-01-05 | 220 |
| Product B | East | 2024-01-08 | 90 |

Q.N.5.Apply a Filter to display only the rows Where the Sales are greater then 150

Step.1:- Choose the Table and use Filter Command .

Step.2:- After Using the Filter Command the rows are Display Where the Sales are Greater than 150.

|  |  |  |  |
| --- | --- | --- | --- |
| **PRODUCT** | **REGION** | **DATE** | **SALE** |
| 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 |

Q.N.6.Apply a filter to display only the rows where the Date is in January 2024.

Step.1:-Choose the Table and Use Filter Comamnd.

Step.2:-After use the Filter Command it display only the rows where the Dates is January 2024.

|  |  |  |  |
| --- | --- | --- | --- |
| **PRODUCT** | **REGION** | **DATE** | **SALE** |
| Product A | North | 2024-01-01 | 120 |
| Product A | East | 2024-01-03 | 200 |
| Product B | North | 2024-01-05 | 220 |
| Product A | South | 2024-01-06 | 130 |
| Product B | East | 2024-01-08 | 90 |

Q.N.7.Sort the dataset first by Date in chronological order, and then by Sales in descending order within e

Step.1:-First, sort by Date in ascending order (oldest to newest).

Step.2:-Add another level and sort by Sales in descending order (largest to smallest) and Display it.

|  |  |  |  |
| --- | --- | --- | --- |
| **PRODUCT** | **REGION** | **DATE** | **SALE** |
| Product C | North | 2024-01-01 | 300 |
| Product B | North | 2024-02-12 | 220 |
| Product A | East | 2024-02-27 | 200 |
| Product B | South | 2020-06-20 | 150 |
| Product A | South | 2024-07-07 | 130 |
|  |  |  |  |
| Product A | North | 2024-08-12 | 120 |
| Product B | East | 2024-09-04 | 90 |
| Product C | West | 2024-11-06 | 90 |