**Sort function**: –

Sort function sorts the range or array in excel in either ascending or descending order.

In the data pane, you have the sort function click on it and a dialogue box will appear where you can choose by which column you must sort.

Then you have an option of sorting by values or, cell colour, font colour or by cell icon.

Choose values and then the order of sorting.

Click ok and now the data is sorted by age column from smallest to largest.

Also add levels of sorting, you have an option of Add level click on it and you can again add another column to sort by.

In order, you have an option called custom list where you have to create a custom list of your own choice and the values will be sorted in the custom list order.

You create a list with Male and Female separated by a comma and press ok.

This will sort the data first by Age column and then by the Gender column in custom list order.

**Filter Function: –**

The filter function allows to view specific rows in the spreadsheet while hiding the other rows.

You have the filter option in the data pane.

Click on it and observe an icon at the end of each column name.

Click on the icon of any column and you can checkbox only those specific values which you want to view and can hide other values.

Observe the change in the spreadsheet.

You can apply a filter to more than one column.

Click on the icon of the other column and filter the values.

Now you can observe the details of only Female members of the specific age group displayed to you.

**Advanced filter option**

To copy the values by which you want to filter the data. Here, you copied gender as female and age as 32.

Click on the advanced option, then specify the list range as the entire list, criteria range is specified to be based on the gender and age column and then copy to another location if you want unique values, you can check the box otherwise you will get all the values.

Click ok and it gives the filtered data to you.

Filter was based on the AND condition i.e., it gives the data of persons who are having age 32 and gender as female.

To filter data based on OR condition, for that, you need multiple rows.

Copy the country and the age column.

You have two rows for filtering, it will work with the OR condition i.e., it satisfies either of the two conditions.

Go to the advanced filter option and select the entire list range and the criteria range for filtering the data and copy to another location.

You get the data for only those who belong to the United States having age 32 or who belong to Great Britain and are 25.