

Excel

Sort, Filter, Auto Filter, Advanced filter

unique Records

Q1) How do you sort data in excel by multiple columns?

A) Sorting by Multiple Columns

Select your data, go to the Data tab, and click sort. Use the Add Level button to define secondary or tertiary columns (e.g., Sort by "Last Name" then by "First Name").

Q2) Explain the difference between Autofilter and Advanced Filter in excel

A) Autofilter: Provides quick dropdown menus on column headers for simple, everyday filtering.

Advanced Filter: User a separate criteria range on the spreadsheet to handle complex logic (AND/OR) and can export result to a new location.

Q3) How would you use a custom filter to display specific data in excel?

A) Using a custom Filter :-

click the filter dropdown on a column, select Text Filters or Number Filters, and choose custom Filter. You can then enter specific operators like "contains," "begins with," or "is greater than."

Q4) What steps would you take to filter out duplicate records in a dataset?

A) Filtering out Duplicate Records :-

To permanently remove them, use Data > Remove Duplicate to simply hide them or extract a unique list. Use Advanced Filter and check the unique records only box.

Q5) How do you use the Advanced Filter to copy filtered data to another location?

A) Copying filtered Data via Advanced filter : Go to Data > Advanced, select the radio button for copy to another location, then specify your List range, criteria range and the cell where you want the result to appear in the copy to box.

Q6) What is the purpose of the Sort & Filter options in excel?

A) Purpose of Sort & Filter:

Sorting organizes data into a meaningful sequence (alphabetical, numerical, or chronological). Filtering narrows down the dataset to show only the information that meets specific requirements.

Q7) How do you apply a custom sort order in excel?

A) Applying a Custom Sort Order:

In the sort dialog box, under the order column, select Custom List... This allows you to sort by non-alphabetical sequences, such as day of the week, months or shirt sizes (small, medium, large).

Q8) Explain the process of using the Advanced Filter to extract unique records

A) Extracting Unique Records

Open the Advanced Filter tools, select your data range, and check Unique records only

choosing "copy of another location" is the best way to create a clean, distinct list without affecting the original table.

Q9) How do you create a filter to show only records that meet multiple criteria?

A) Filtering For Multiple Criteria:

* AutoFilter: Apply filters to two or more columns simultaneously (e.g., status is "open" AND date is "January").

* Advanced Filter: Create a criteria range where headers on the same row represent AND logic, and headers on different rows represent OR logic.

Q10) What is the difference between filtering data in-place and copying it to another location?

A) Filtering in-place vs Copying:

* In-place :- Hides rows in the original dataset that don't meet the criteria.

* Copying : Leaves the original dataset fully visible and creates a new, separate table with only the matching records in a different location.