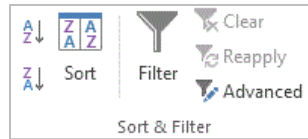# Data Tab in Excel

Sort & Filter Group

Sort A to Z

Sort is used to assign any name to A to Z and any number to 0 to 9.

- ➢ Click on the column to sort
- ➢ Data tab
- ➢ Click on Sort A to Z

Sort Z to A

Sort is used to assign any name to Z to A and any number to 9 to 0.

- ➢ Click on the column to sort
- ➢ Data tab
- ➢ Click on Sort Z to A

Sort

If you want to sort any column by value, cell color, font color and cell icon, then you can use sort

- ➢ Click on the column to sort
- ➢ Data tab
- ➢ Click on the Sort
- ➢ Sort by (Select column name to sort)
- ➢ Sort on (Select Value, cell color, font color or cell icon)
- ➢ Order (Select order to sort A to Z or Z to A)
- ➢ Ok

Filter

Use of Filter Filtering any column, filter means to hide and show any details in that data. You can also sort any column using a filter.

- ➢ Click anywhere in the data
- ➢ Data tab
- ➢ Click Filter
- ➢ Go to the column to filter
- ➢ Click filter Button (Like ⏷) then
- ➢ You can filter by contents

Clear

To clear the filter after applying the filter to any data.

- ➢ Click anywhere in the data
- ➢ Data tab
- ➢ click clear

Reapply

If you change anything in the data after applying the filter on any data, then you do not have to filter again. You can re-filter the same filter by clicking on the Reapply filter.

- ➢ Change anything after applying the filter on any data
- ➢ Data tab
- ➢ Click Reapply

Advanced Filter

Advanced filters are used to filter data from one sheet to another sheet, for which criteria are used.

- ➢ Give criteria on the first sheet
- ➢ Go to another sheet
- ➢ Data tab
- ➢ Click Advanced
- ➢ List Range (Select all data on first sheet)
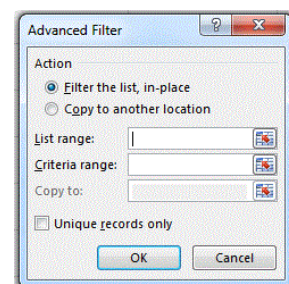
➢ Criteria Range (Select the criteria on the first sheet)
➢ Click Copy to another location radio button
➢ Click Copy to box
➢ In the second sheet, click on the cell where the data is to be shown.
➢ ok