COMPUTING AND DIGITAL LITERACY

Sorting and Filtering Data

Difficulty level: Easy

Computing and Digital Literacy

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Overview of the concept

This is how you find what you need in a long list, like sorting a spreadsheet of players by score or filtering a class list to show only one grade, without reading every row. Sorting puts the list in an order that makes sense, so the biggest, smallest, or earliest entries are easy to spot. Filtering hides everything you do not need, so only the rows that match are left on screen. Together they turn a long list into a short answer, which is how you work with any real set of records.



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Worked examples

EXAMPLE 1

Q How do you sort Sam 85, Ana 92, and Ben 78 by mark, highest first?

Name	Mark ▼
Sam	85
Ana	92
Ben	78

Name	Mark
	?
	?
	?

SOLUTION

Before: Sam 85, Ana 92, Ben 78

Sort by Mark, largest to smallest.

After: Ana 92, Sam 85, Ben 78

Click any cell in the table, then choose Data, then Sort.

Choose to sort by the Mark column, largest to smallest.

Check that whole rows moved together, so each name still sits beside its own mark.

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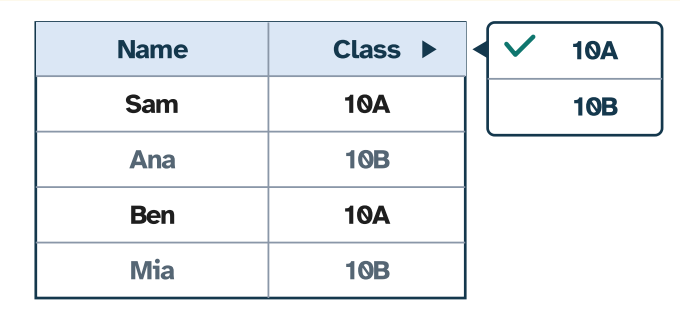
EXAMPLE 2

Q How do you filter a table to show only the rows for class 10A?



SOLUTION

Filter: Class = 10A

Shown: only the 10A rows.

Other rows are hidden, not deleted.

Turn on Filter so each heading gets a drop-down arrow.

Open the Class arrow and tick only 10A, then click OK.

Read the visible rows, and clear the filter later to see the full list again.

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Practice questions

1 What does sorting a list by age, smallest to largest, do?

- **A** It puts the youngest first and the oldest last
- **B** It puts the oldest first and the youngest last
- **C** It puts them in the order they were typed
- **D** It deletes the youngest rows

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2 When you sort a table, what must move with each value?

- A Only the numbers in that column
- B The whole row, so names stay with their own values
- C Only the first cell in the row
- D Nothing moves at all

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3 What does a filter do to rows that do not match?

- A It deletes them
- B It hides them
- C It moves them to the bottom
- D It turns them red

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4 How do you see the full list again after filtering?

- A Clear the filter
- B Delete the whole table
- C Sort the table again
- D Close the file

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5 Sort names A to Z: Ben, Ana, Sam. What order results?

- A Ana, Ben, Sam
- B Ben, Ana, Sam
- C Sam, Ben, Ana
- D Ana, Sam, Ben

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6 **Sort 45, 12, 30 smallest to largest. What order results?**

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7 **Sort these marks smallest to largest: 88, 64, 95, 71. Which mark comes second?**

A 64

B 71

C 88

D 95

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8 What does the drop-down arrow on a heading let you do?

- A Sort or filter that column
- B Delete that column
- C Rename that column
- D Hide the whole table

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9 Filter a list for 'Pass' only. Which rows stay visible?

- A All the rows
- B Only the rows marked Pass
- C Only the rows marked Fail
- D Only the first row

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10 **You filter a class list to show only Grade 9, then sort the visible rows by name A to Z. What happens to the hidden Grade 10 rows?**

A They stay hidden

B They are deleted

C They move to the top

D They are sorted too

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ANSWER KEY

1. It puts the youngest first and the oldest last

2. The whole row, so names stay with their own values

3. It hides them

4. Clear the filter

5. Ana, Ben, Sam

6. 12, 30, 45

7. 71

8. Sort or filter that column

9. Only the rows marked Pass

10. They stay hidden

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