

Topic 2: Sorting and Filtering Data

Chapter 2: Advanced Spreadsheet Functions · Topic 2

Key Concept

Sorting data, like arranging names alphabetically or numbers from smallest to largest, helps us find and organise information more easily.

Filtering data means showing only the information we need, like filtering a list to show only students who scored above 80.

In spreadsheets, we can sort a column with one click and use filters to narrow down large datasets to relevant information.

Sorting and filtering are essential skills for managing and analysing data efficiently, whether in a spreadsheet or a large database.

Quick Revision Notes

- Sorting arranges data in a specific order.
- Example: alphabetically or numerically.
- Filtering shows only data meeting certain criteria.
- Example: showing only scores above 80.
- Spreadsheets allow easy sorting with one click.
- Filters narrow down large datasets.
- Sorting and filtering help manage data.
- These are essential data analysis skills.

Practice Questions

- 1 Sort a list of five names alphabetically.
- 2 Sort five numbers from smallest to largest.
- 3 Discuss how you'd filter a list of students by marks.
- 4 Practice using a spreadsheet's sort feature (if available).
- 5 Discuss why filtering helps with large datasets.
- 6 Create your own small dataset and sort it.