**Sorting and Filtering**

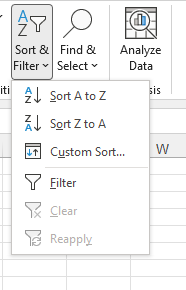
To make the overview of spreadsheets clearer tools for sorting and filtering are used. They are located on the *Home* tab on the ribbon bar. It is important to have a well organised table with a heading. The heading is necessary for choosing the criteria of sorting and filtering.

Graphical user interface, application

Description automatically generated

# **Sorting:**

When sorting the values on a spreadsheet are shown according to the selected criteria.

*Sorting can be done:*

* A to Z (ascending)
* Z to A (descending)
* custom

*Custom sorting:*

The user chooses the criteria by which the data will be sorted.

Graphical user interface, text

Description automatically generated

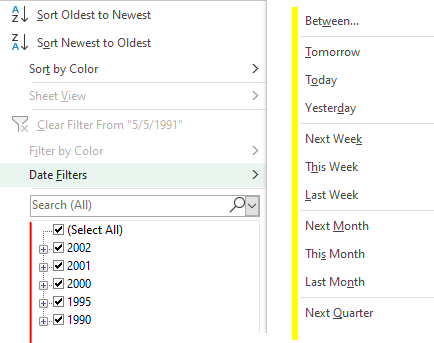
# **Filtering:**

In this process the data not falling under the selected criteria will be hidden. The filter is activated by selecting a range in the heading and choose *Filter* on the ribbon bar.

Graphical user interface, application, Word

Description automatically generated

After that the criteria are selected:





values by which to filter various criteria

**Literature** https://support.microsoft.com/sk-sk/office/filtrovanie-%C3%BAdajov-v-rozsahu-alebo-tabu%C4%BEke-01832226-31b5-4568-8806-38c37dcc180e