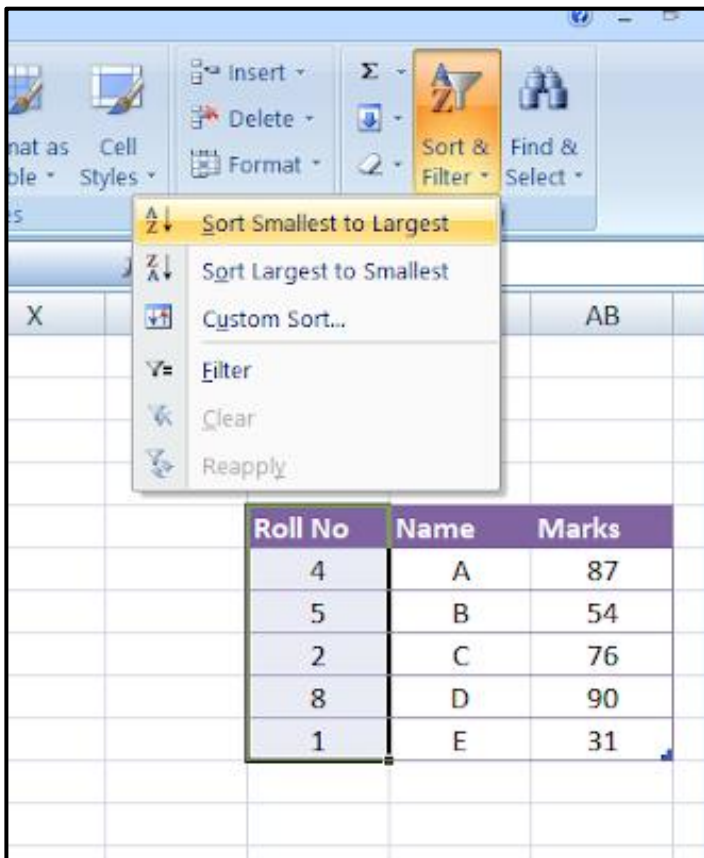


Short & Filter

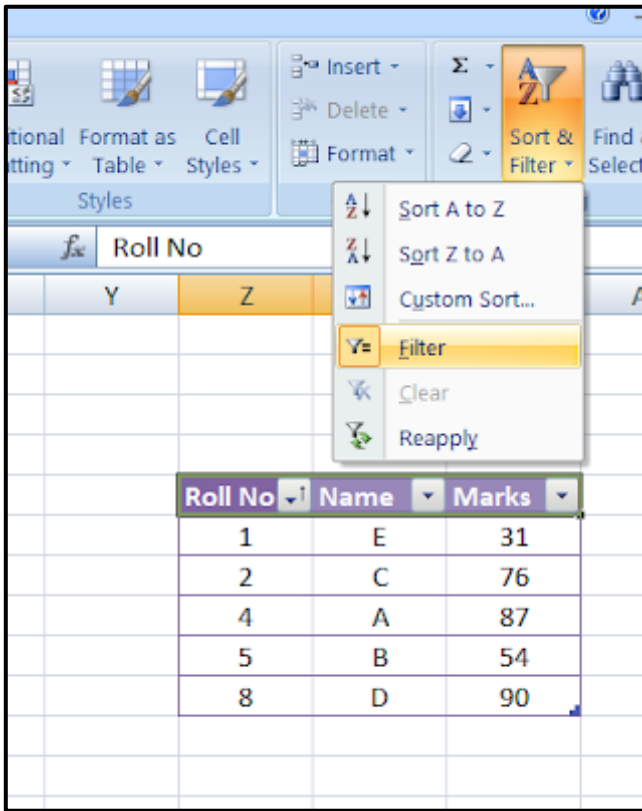
- **filter** - This tool filter a column of data within a table to isolate the key components you need.
- **Sort** - This tool sort cell data by date, number, alphabetic order and more.



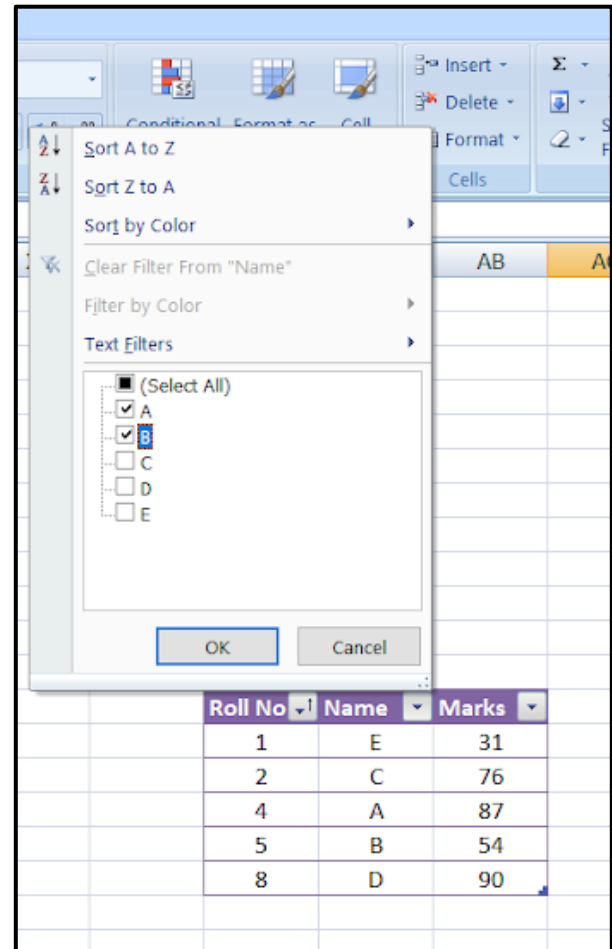
Before shorting

Roll No	Name	Marks
1	E	31
2	C	76
4	A	87
5	B	54
8	D	90

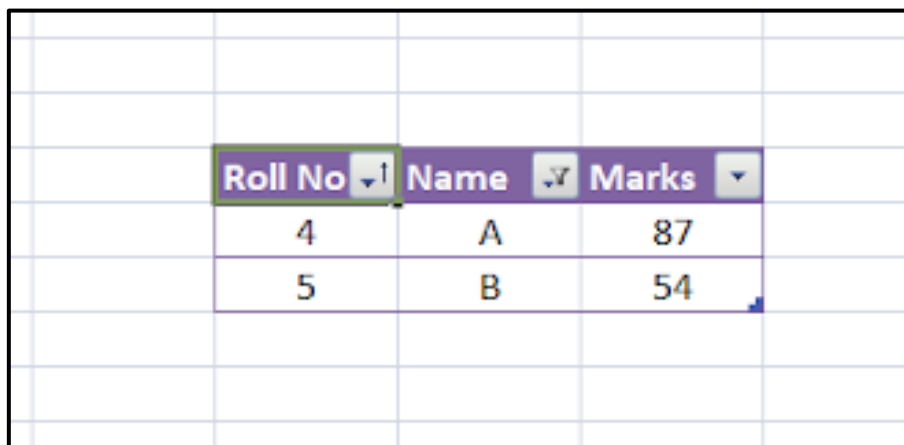
After shorting



Apply filter to all columns



Select the entries you want



After filter