

# Short & Filter





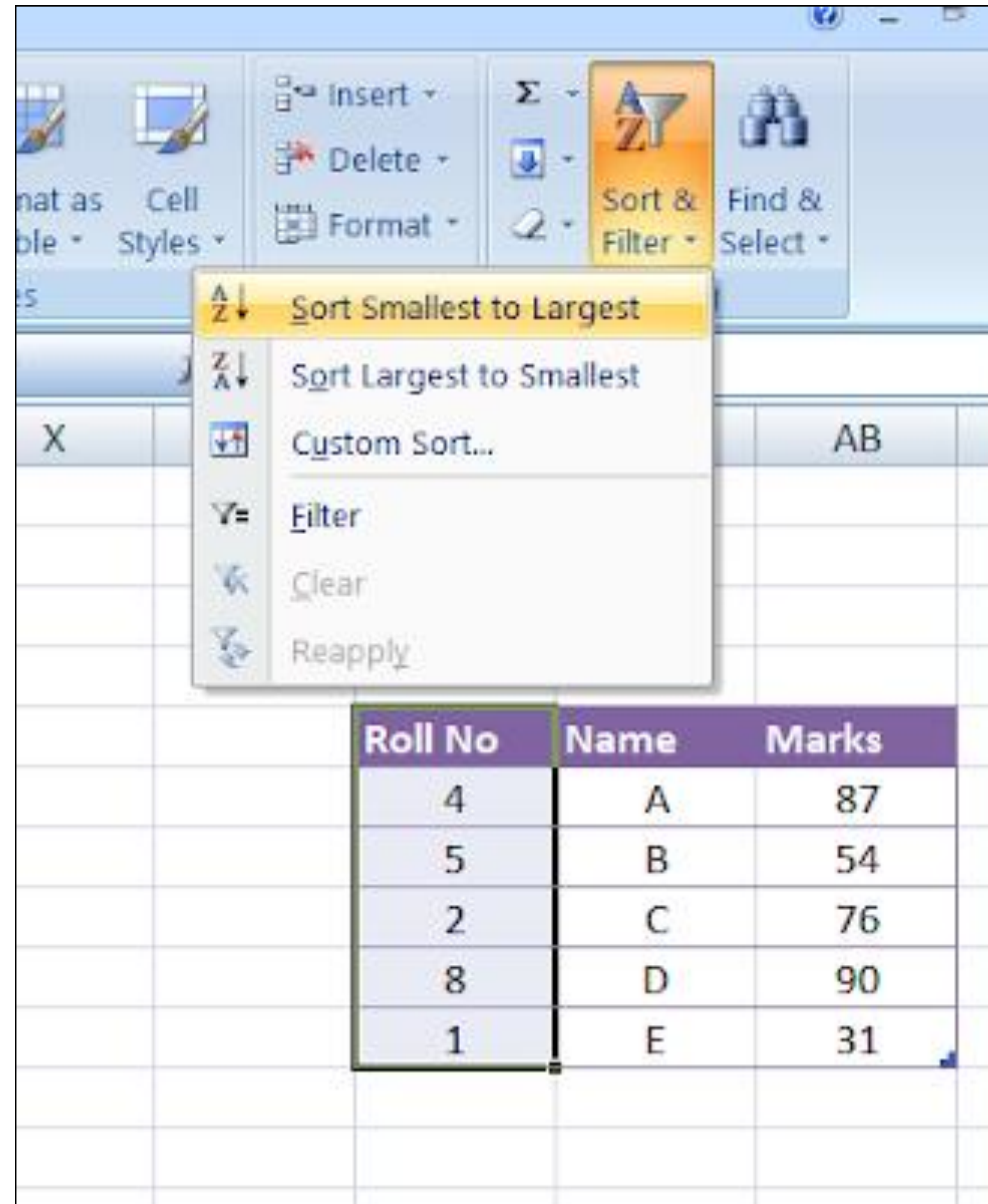
# Filter

- 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.

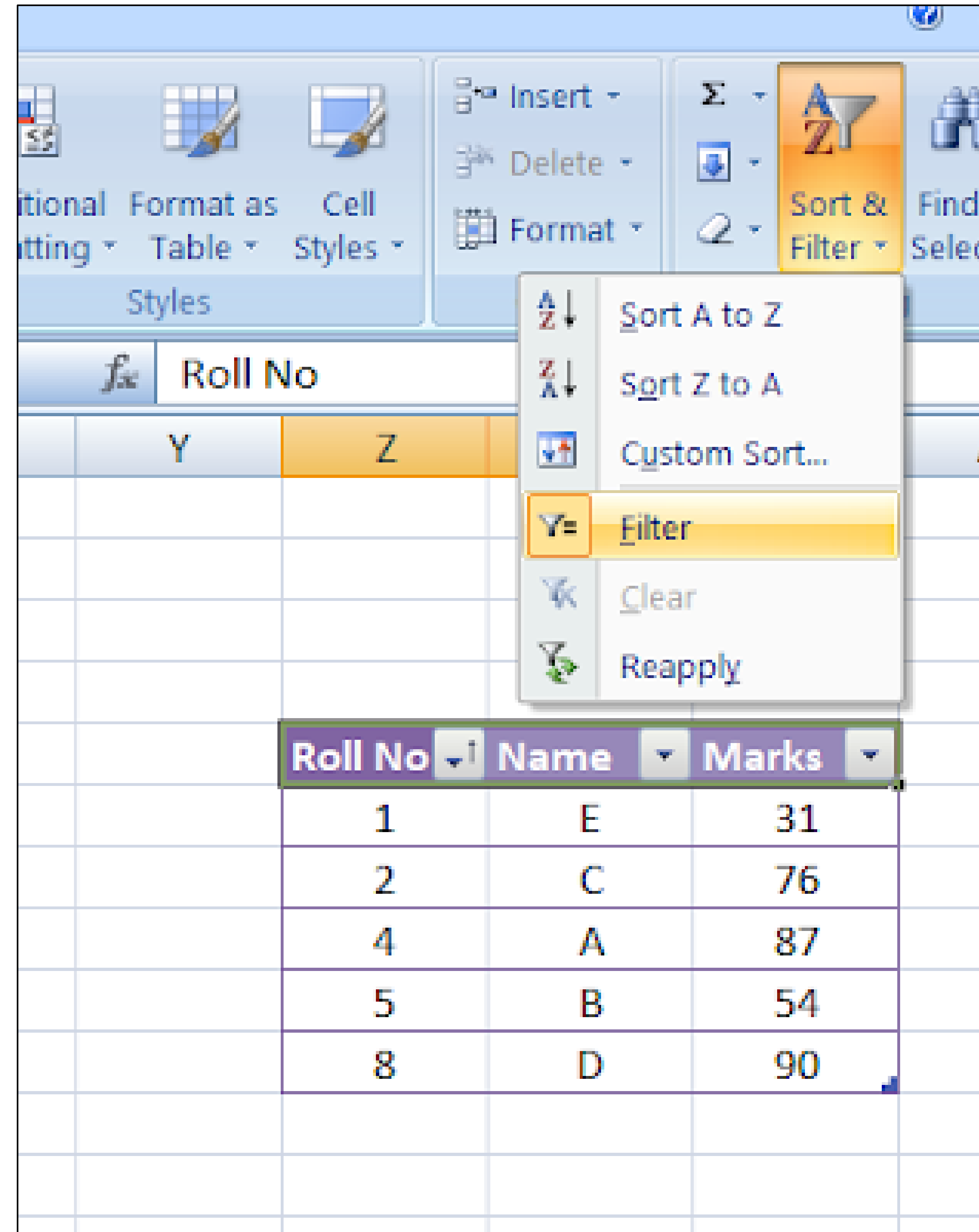




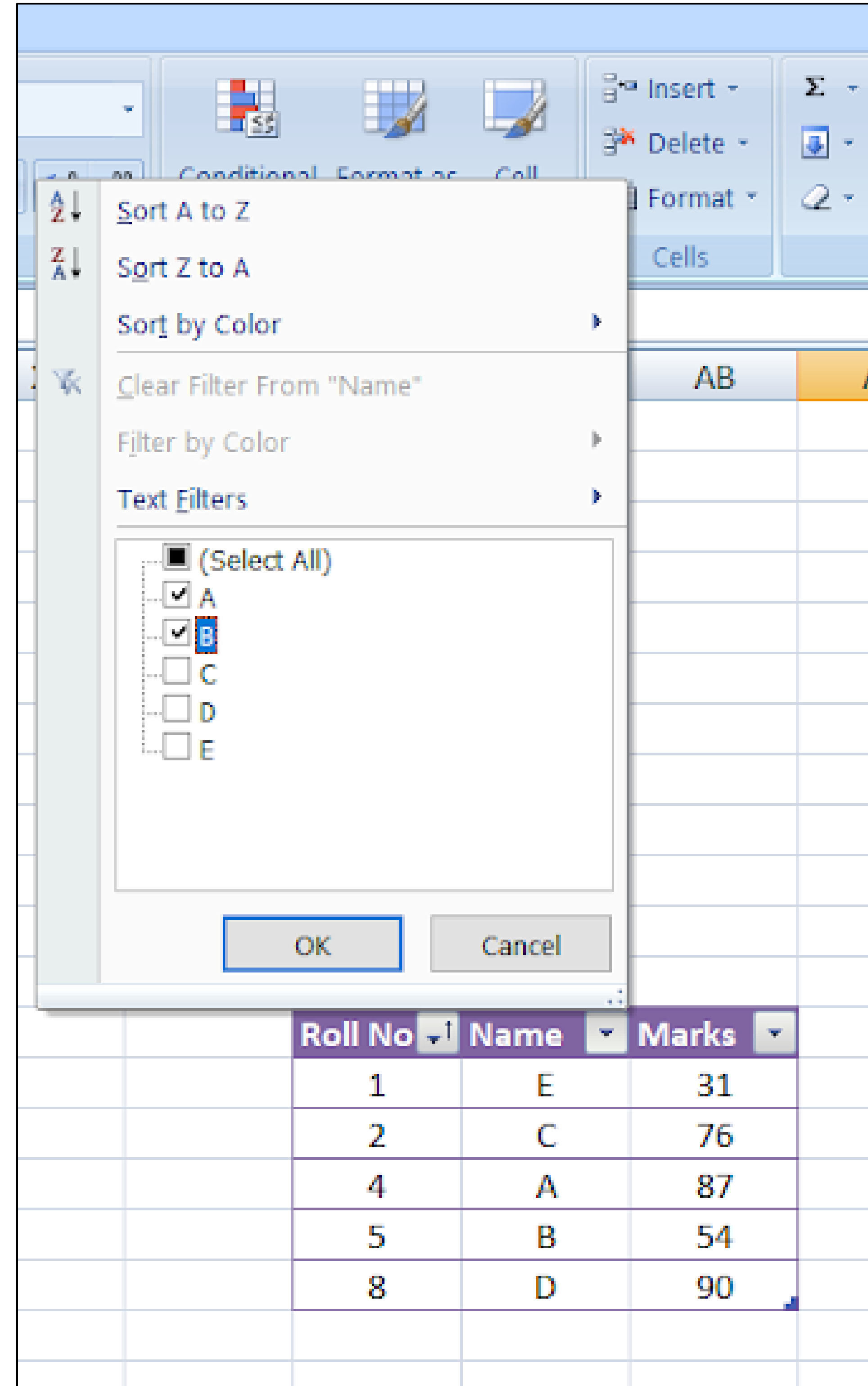
Before sorting

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

After sorting



Apply filter to all columns



Select the entries you want

Roll No	Name	Marks
4	A	87
5	B	54

After filter