

Overview

This standard is about sorting and filtering data in spreadsheets.

This involves applying filters to narrow down data and grouping and sorting data working on large amount of data regularly. It also includes using text formulas to extract only a certain amount of text from a large amount of data.

This standard is for those who need to sort and filter data using industry standard spreadsheet software to meet their own needs or as part of their duties.

Performance criteria

You must be able to:

1.
Open specified spreadsheet and identify dataset to be studied in line with requirements
2.
Sort single row or column data in ascending or descending order using common attributes to correctly structure data
3.
Create a custom list to sort data in line with requirements
4.
Sort multiple rows and columns using text or number comparison filters to correctly structure data
5.
Apply filter rules to a dataset to filter the cells that meet specified criteria
6.
Save updated sorted spreadsheet data with filter rules applied in line with organisational requirements

Knowledge and understanding

You need to know and understand:

1. What data is to be processed
2. The requirements for sorting and filtering data
3. The different common attributes that can be used to sort data
4. How to apply basic sorting of data in a row or column in a spreadsheet
5. How to create and apply custom sort lists
6. How to sort multiple rows and columns of data simultaneously
7. How to create and apply data filtering rules
8. The importance of saving updated spreadsheet data
9. Problems associated with sorting and filtering data and how to resolve them
10. When to use text filtering to reduce text data
11. How to apply text functions in spreadsheets to simplify data
12. Common error messages and how to respond to them
13. Sources of help when sorting and filtering data

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Sort and filter data



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