



Undo Redo Print Paste 100% \$ % .0

	A	B
1		
2	three	3
3	four	4
4	five	5
5	six	6
6	seven	7
7	seven	7
8	eight	8
9	eight	7
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		

1 Sort sheet by **column A**, A → Z

Sort sheet by **column A**, Z → A

Sort range by **column A**, A → Z

Sort range by **column A**, Z → A

Sort range

▼ Create a filter

Filter views ▶

≡ Slicer

New

Data validation

Pivot table

Randomize range

Named ranges

Protected sheets and ranges

Split text to columns

2

Remove duplicates