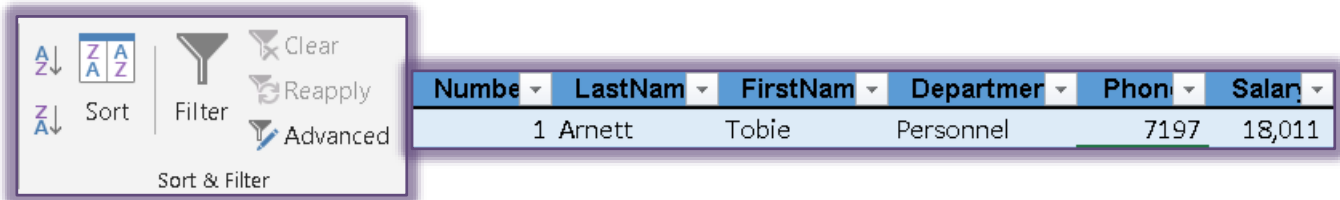


FILTER RECORDS

In order to complete this exercise, you need to complete the **Entering Field Names** and **Enter Data Series** exercises using the **Database Exercise** workbook. This workbook should be stored with the ones that were downloaded from the Excel 2013 Training Web page.

FILTER DATA

- ✚ Click the **Data Tab**.
- ✚ In the **Sort & Filter Group**, click the **Filter** button (see illustration below left).
- ✚ Place the insertion point somewhere within the **Department** column.



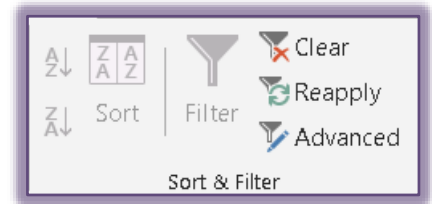
- ✚ Click the **Category Filter Arrow** for the **Department** column.
- ✚ This is the arrow that appears next to **Department** in the **Header Row** (see illustration above right).
- ✚ Click the **Select All** check box to remove the checks for all the categories.
- ✚ Click the **Production** check box.
 - ★ This filter will show only the records for the **Production Department**.
 - ★ The rest of the records in the table will be hidden.
- ✚ Click the **OK** button.
- ✚ Only the records for the **Production Department** will be displayed.
- ✚ The **Status Bar** will display in the bottom left corner:
 - ★ The number of records selected as a result of the filter.
 - ★ The total number of records in the table.

FILTER USING MULTIPLE COLUMNS

- ✚ Click the **Category Filter Arrow** for the **Salary** column.
- ✚ Move the mouse pointer over **Number Filters**
- ✚ Click **Greater than**.
- ✚ The **Custom Auto Filter** dialog box will appear (see illustration below).



- † In the first box on the right, input **40000**.
- † Click **OK**.



CLEAR FILTERS

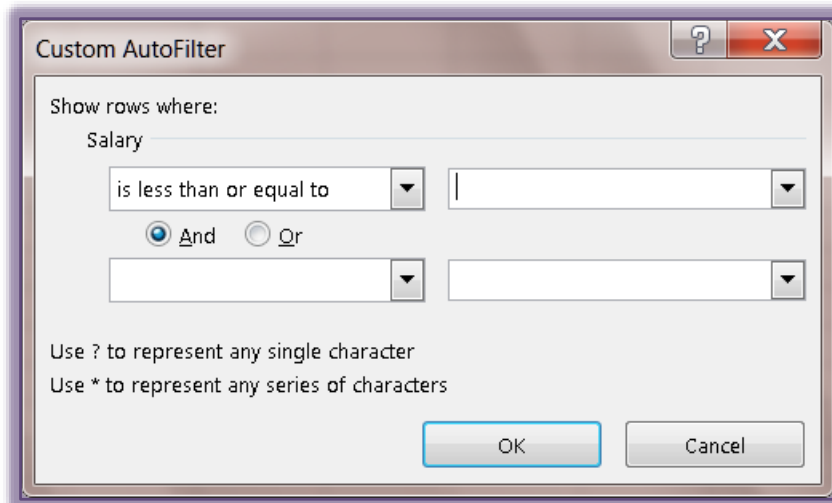
- † Click the **Data Tab**, if necessary.
- † In the **Sort and Filter Group**, click the **Clear** button (see illustration at right).
- † All the records in the table should be displayed.

SELECT MULTIPLE FILTER ITEMS

- † Click the **Category Filter Arrow** for the **Department** column.
- † Click the check boxes for **Executive**, **Finance**, and **Personnel** to clear the boxes.
- † Make sure that the **Marketing** and **Production** check boxes are checked.
- † Click the **OK** button.
- † Records for only the **Marketing** and **Production** departments should display.

CREATE NUMBER CRITERIA FILTER

- † Click the **Category Filter Arrow** for the **Salary** column.
- † Move the mouse pointer over **Number Filters**.
- † Click **Less Than or Equal To**.
- † The **Custom Filter** dialog box will open (see illustration below).



- † In the top box on the right, input **40000**.
- † Make sure that the **And** option button is selected.
- † In the bottom box on the left, select **is greater than or equal to**.
- † In the bottom box on the right, input **20000**.
- † Click the **OK** button.
- † The filter should display all the salaries that meet the specified criteria.

REMOVE FILTER

- † Click the **Category Filter Arrow** for the **Salary** column.
- † Click **Clear Filter from Salary**.
- † All the records should display in the worksheet.