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.