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Exercise: Filtering data using slicers

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

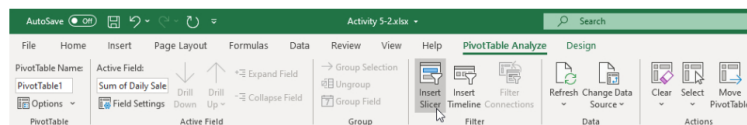
Let's get started!

You have constructed a PivotTable that displays the total sales made by each sales associate, as well as the total amount of bonuses they each received. Jerry Harrison and Leah Thompson are going to form their own sales department that sells a specialty product. In an effort to estimate bonus payouts and sales goals you would like to use slicers to display only their data in the PivotTable.

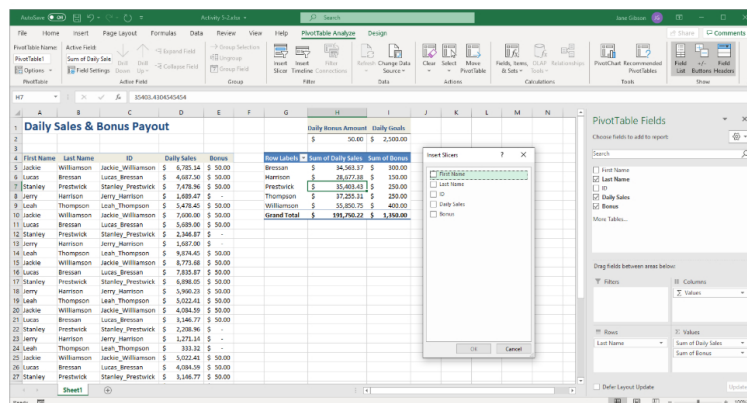
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Filtering Data Using Slicers](#)

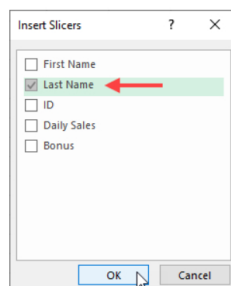
2. Click inside the PivotTable to display the PivotTable Tools contextual tabs. Next, click **PivotTable Analyze** → **Insert Slicer**:



3. The Insert Slicer dialog box is now displayed:



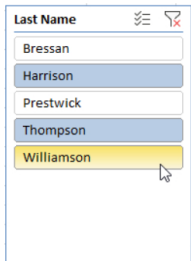
4. Check the **Last Name** checkbox and then click **OK**:



5. A slicer for the Last Name field now appears on your worksheet:



6. For this exercise you want to filter out everyone except for Jerry Harrison and Leah Thompson. While **holding down the Ctrl key**, click the **Bressan**, **Prestwick**, and **Williamson** buttons:



7. The entries that you clicked on in the slicer are now filtered out of the PivotTable:

Row Labels	<input checked="" type="checkbox"/>	Sum of Daily Sales	Sum of Bonus
Harrison	\$	28,677.38	\$ 150.00
Thompson	\$	37,255.31	\$ 250.00
Grand Total	\$	65,932.68	\$ 400.00

8. Save the current workbook as Activity 5-2 Complete and then close Microsoft 365 Excel to complete this exercise.

9. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Filtering Data Using Slicers](#) [↗](#)

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