**Filter and Sort Data**

1. Locate ORSALES dataset

**Let’s analyze sales for any clothes-related product**

1. Using Tasks pane, select **Filter and Sort**, and create new project
2. In Filter and Sort window, double click (or drag/drop)
   * 1. Quantity
     2. Total\_Retail\_Price
     3. Product\_Line
     4. Product\_Category
     5. Product\_Group
   * Order in which the columns appear on the variables tab is the same order as the columns in the output table; Typically, measures are placed last
     1. Select Quantity and Total\_Retail\_Price (select + shift) and hit the down arrow to move to the bottom
3. Click **Filter tab**
   * We only want any product group that sold clothes-related items
   * Filters require three pieces of information:
4. Variable you want to subset (Product Group)
5. Value(s) you want to subset the data to (Clothes)
6. How to compare the two items (Contains)
   * Clear Match Case check box
7. Click **Sort tab**
   * Sort by = Product\_Line
   * Then by = Product\_Category
   * Then by = Product\_Group

Columns, filter, and sort are now specified.

1. Click **Results tab**
   * Replace Task name with Clothes Products
   * Change Output name to ClothesProducts (SAS naming convention)
   * Click save to accept
   * Check syntax by clicking Validate
   * Click Show Preview
   * Resize area to see 10-20 rows
   * Change max rows to 20 and click update
   * Review data visually and if OK hide preview
   * Click OK to 1) save the settings, run the query, and create the output table
2. Need to modify? Click Modify Task

**You‘ve created an output table you can use in another query or task! Remember, any changes are not applied to original data source!**