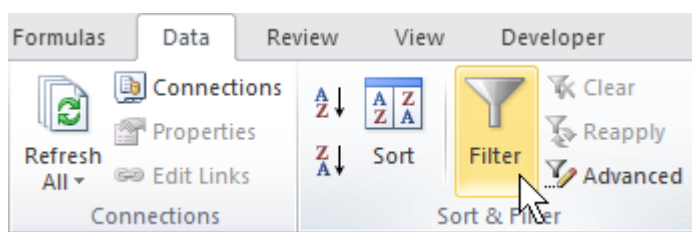


DID YOU KNOW?

How to Use Filters in MS-Excel

You can filter your Excel data if you only want to display records that meet certain criteria

- 1) Open an excel sheet which contains the data.
- 2) Click any single cell inside a data set
- 3) On the Data tab, click Filter. Arrows in the column headers appear.



- 4) Click the arrow next to Country. Click on "Select All" to clear all the check boxes, and click the check box next to USA

Country	Sales	Brand	Quarter
Sort A to Z	\$15,000	Gionee	Q1
Sort Z to A	\$18,970	Google	Q3
Sort by Color	\$23,456	Blackberry	Q2
Clear Filter From "Country"	\$67,903	HTC	Q1
Filter by Color	\$1,00,987	Micromax	Q1
Text Filters	\$99,876	Apple	Q1
Search	\$1,08,654	Samsung	Q4
	\$1,06,987	Samsung	Q1
	\$15,000	Motorola	Q4
	\$18,970	Motorola	Q4
	\$23,456	HTC	Q3
	\$67,903	Apple	Q2
	\$1,00,987	Samsung	Q1
	\$99,876	Google	Q3
	\$87,095	Apple	Q1
	\$7,809	HTC	Q1

5) Click OK. This will only displays the sales in the USA

Country	Sales	Brand	Quarter
USA	\$23,456	Blackberry	Q2
USA	\$67,903	HTC	Q1
USA	\$1,06,987	Samsung	Q1
USA	\$67,903	Apple	Q2
USA	\$99,876	Google	Q3

6) To remove the filter, on the Data tab, click Clear. To remove the filter and the arrows, click Filter

THANK YOU