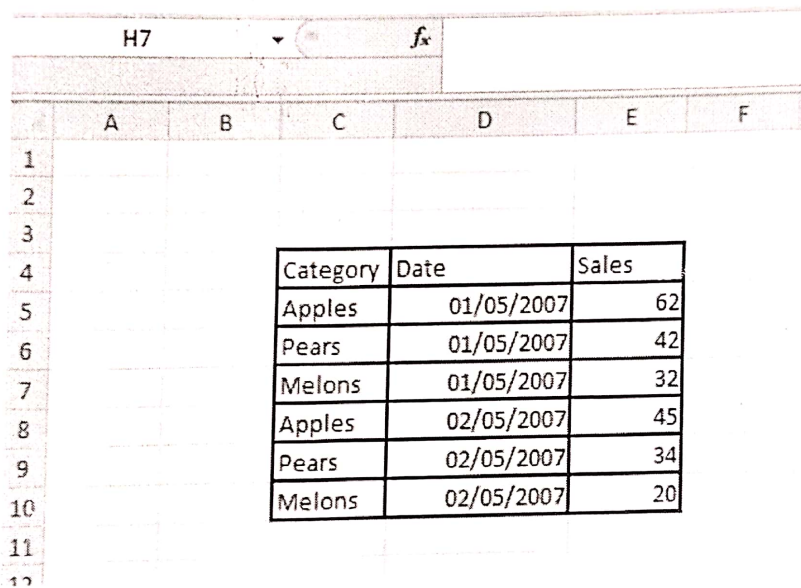


12. GENERATION OF REPORT AND PRESENTATION USING AUTOFILTER AND MACRO.

1. Prepare Your Data:

- Ensure that your data is organized in a tabular format with headers for each column.
- Include all relevant information that you want to include in your report.

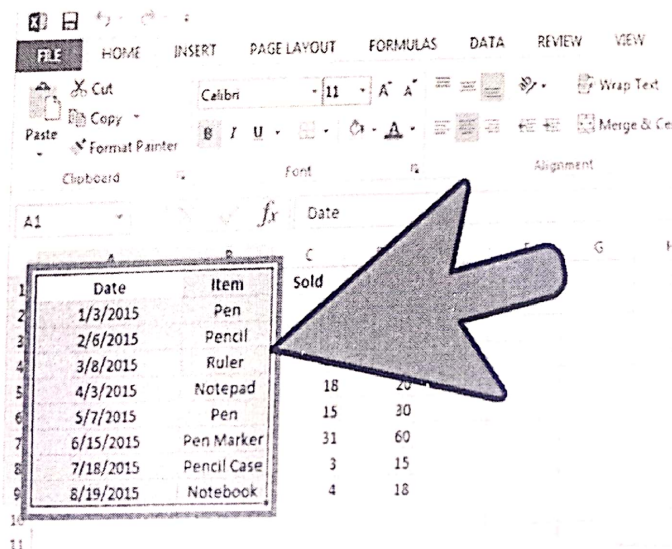


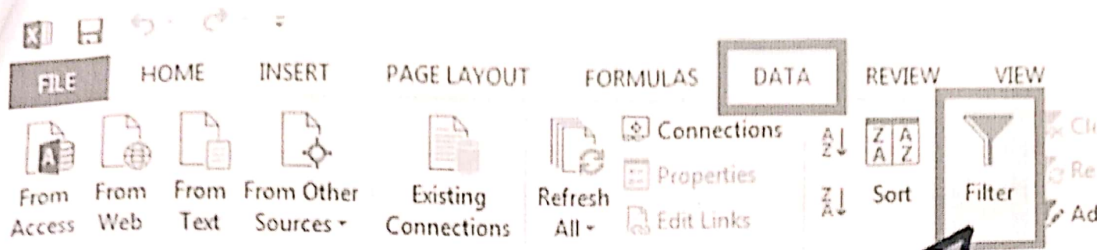
The screenshot shows an Excel spreadsheet with a table of fruit sales data. The table is located in the range D4:E10. The columns are labeled 'Category', 'Date', and 'Sales'. The data rows are as follows:

Category	Date	Sales
Apples	01/05/2007	62
Pears	01/05/2007	42
Melons	01/05/2007	32
Apples	02/05/2007	45
Pears	02/05/2007	34
Melons	02/05/2007	20

2. Apply Autofilter:

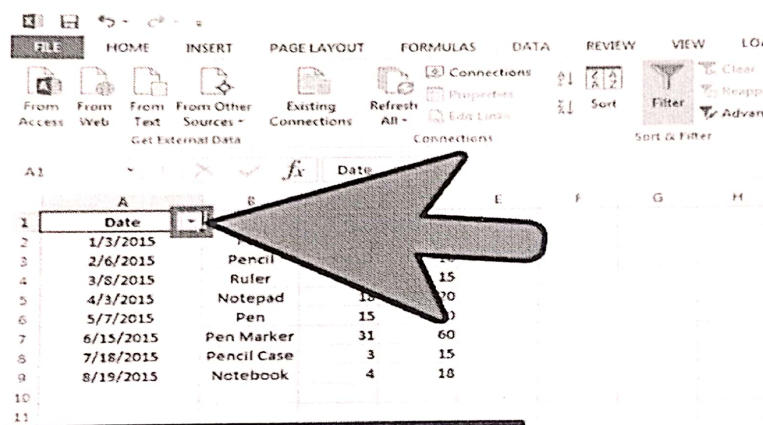
- Select your data range.
- Go to the "Data" tab on the Excel ribbon.
- Click on the "Filter" button (AutoFilter). This will add filter arrows to the headers of your data columns.





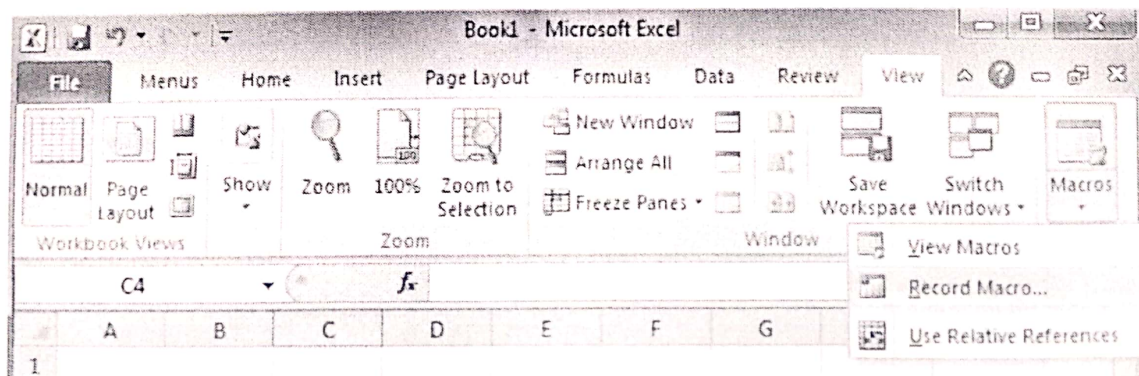
3. Filter Your Data:

- Click on the filter arrow in the header of the column ^{we} want to filter.
- Choose the criteria ^{we} want to filter by (e.g., specific values, dates, text, etc.).
- Apply the filter to narrow down ^{we} your data to the desired subset.



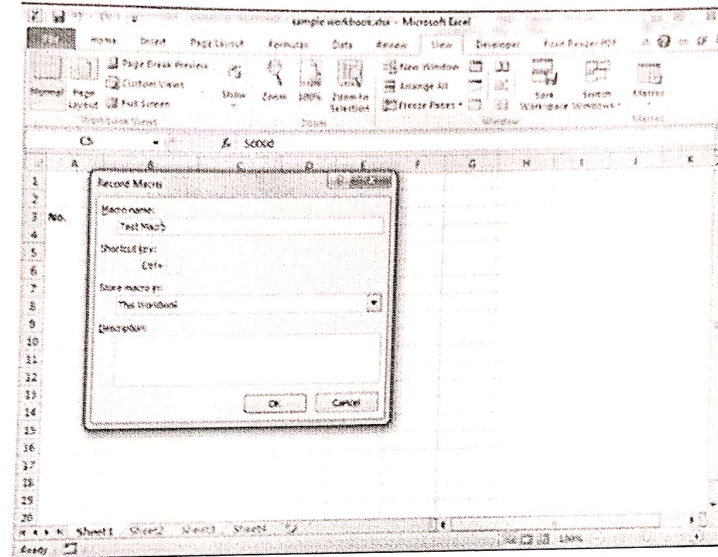
4. Record Macro:

- Go to the "View" tab on the Excel ribbon.
- Click on "Macros" and then "Record Macro".
- Give your macro a name and optionally assign it to a shortcut key.
- Click "OK" to start recording.



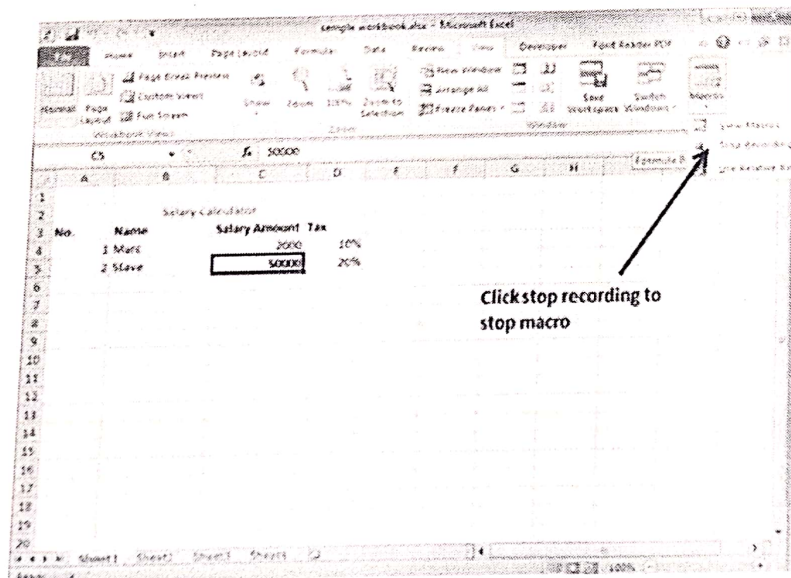
5. Perform Actions:

- With the data filtered, perform any actions ^{we} want to include in our report.
- This could involve copying the filtered data to another location, formatting it, calculating summary statistics, etc.



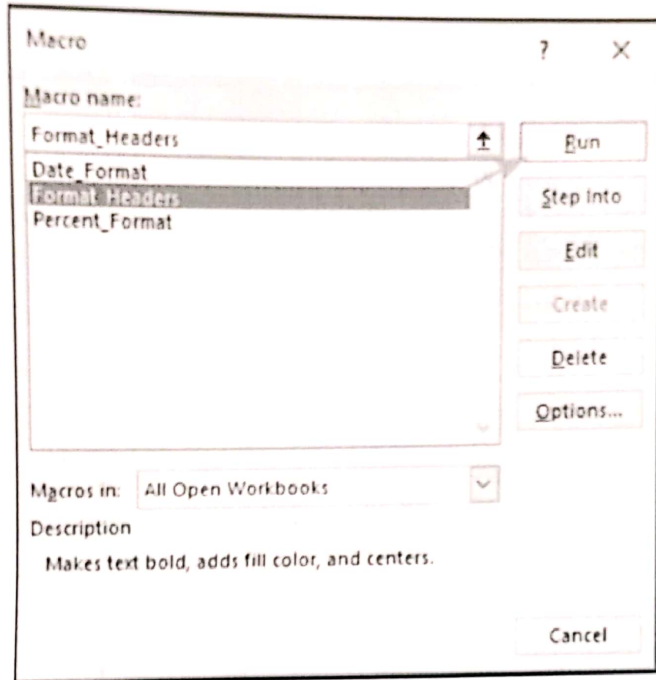
6. Stop Recording Macro:

- Once ^{we} you've completed the actions, go back to the "View" tab.
- Click on "Macros" and then "Stop Recording" to stop recording your



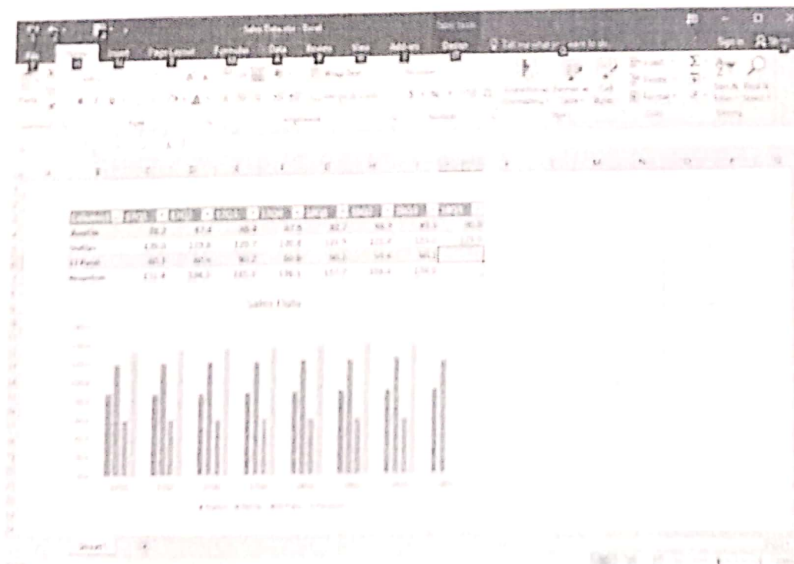
7. Run Macro:

- Now that ^{we} our macro is recorded, ^{we} can run it anytime by going to the "View" tab, clicking on "Macros", selecting our macro, and clicking "Run".



8. Create Presentation:

- Once ^{we} have the filtered data in our Excel sheet, ^{we} can use it to create a presentation.
- ^{we} can copy and paste the data into PowerPoint slides or use Excel's built-in charting tools to create visual representations of the data.
- Organize the slides and format them according to our presentation requirements.



9. Review and Finalize:

- Review your report and presentation to ensure accuracy and clarity.
- Make any necessary adjustments or refinements.

~~10. Save Your Work:~~

- ~~• Save both your Excel workbook and your PowerPoint presentation to your desired location.~~

~~By following these steps, you can efficiently generate a report and presentation using Autofilter and Macro in Excel, automating the process and saving time.~~