

- Open file **OfficeSupplies.dxp**
 - Note that Order ID shows only min and max
 - Right-click on Order ID and change the **Filter Type** to a **List Box Filter**
 - Note that you can now view the number of unique values in this column
 - Go to **Limit data with filters** page
 - **Edit > Document Properties**
 - **Filtering Schemes** tab
 - Create a **New filtering scheme**
 - Check **Show filtering scheme menu in Filters panel**
 - Click OK
 - Change filtering scheme to **Filtering scheme (2)**
 - Right-click on the Order ID filter, change the **Filter Type** to a **Text Filter**
 - Compare to Order ID filter on previous page
 - Use calendar icon to set the Order Date filter minimum to 01-Jan-2011
 - Uncheck Order Priority values LOW and NOT SPECIFIED
 - Set minimum Sales Total value at exactly 500
 - Double-click, type 500, hit Enter key
 - Adjust **Pie chart Properties**
 - **Subsets** section – check Not in current filtering
 - **Trellis** section – for Columns: select (Subsets)
 - Note that pie chart now shows both Filtered To and Filtered Out data
 - Right-click on filters to Reset All Filters
 - Filter Order Priority to show only HIGH values
 - Filter Order Priority to show only URGENT values
 - Filter Order Priority to show only MEDIUM values
 - Right-click on the Order Priority filter, change the Filter Type to a Radio Button Filter
 - Filter Order Priority to show only HIGH values
 - Filter Order Priority to show only (All) values
 - Filter Order Priority to show only URGENT values
 - Filter Order Priority to show only HIGH values
 - Filter Order Priority to show only (All) values
 - Right-click on the Order Priority filter, change the **Filter Type** to an **Item Filter**
 - Move box on Item Filter to show one value at a time
 - Use left and right arrow keys to move through item filter box
 - Slide box to left to show (All)
 - Right-click on the Order Priority filter, change the **Filter Type** to an **List Box Filter**
 - Filter Order Priority to show only URGENT values
 - Filter Order Priority to show URGENT, HIGH and LOW values
 - Filter Order Priority to (All)
 - Use the Customer Name filter to:
 - Type 'ma' in search field – note limited list of values

- Type 'mary' in search field – note further limitation of list
 - Select MaryBeth Skach in order to filter data
- Clear contents of search field
- Click on (All) to unfilter data
- Right-click on the Customer Name filter, change the **Filter Type** to a **Text Filter**
 - Type 'ma' in search field – note immediate filtering
 - Type 'mary' in search field – note further limitation filtered to data
 - Clear contents of search field
- Use the Days to Deliver filter to:
 - Slide minimum triangle limit to 27
 - Slide maximum triangle limit to 91
 - Use up/down arrows keys to incrementally change max
 - Use left/right arrows keys to incrementally change min
 - Return both sliders to full range
- Set min and max values for Delivery Date filter
 - Double-click on min date, type 01-Jan-2011, hit the Enter key
 - Double-click on max date, type 31-Mar-2011, hit the Enter key
 - Grab middle of range and slide left and right
 - Right-click and select Reset Filter
- Right-click and select Filtering Scheme Properties
 - Adjust Product Category 2 Filter settings
 - Increase Number of rows in filter to 18
 - Uncheck Show search field
 - Adjust Days to Deliver Filter settings
 - Scale: Log10
 - Click OK
- Use the Days to Deliver filter to:
 - Slide minimum triangle limit to 27
 - Note log scale allows easier filtering of high density low values
- Reset all filters
- **Insert > Hierarchy**
 - Select **Available Columns**: Product Category 1, Product Category 2, Product Category 3, and Product Category 4
 - Click Add
 - **Hierarchy name**: Product Category hierarchy
 - Click OK
- Locate the filter Product Category hierarchy
 - Type 'hon' in the search field – note no filtering has been applied
 - Clear the search field
 - Type 'table' in the search field
 - Using the Drop Down menu in the filter, and select Product Category 2

- Select Product Category 3
- Note – no filtering has been applied
- Select (All levels)
- Clear the search field
- Type 'printer' in the search field
 - Right-click with the filter space
 - Choose Search Result
 - Deselect other values
 - Reset all filters
- Navigate to Office Supplies, Binders and Binder Accessories
 - Right-click on Binder Accessories
- Right-click and choose Select all values
- Type 'paper' in the search field
- Right click on the filter
 - Select **Filtering Scheme Properties**
 - Uncheck **Fixed height**
 - Click OK
 - Clear the search term
 - Expand Furniture
 - Scroll down to Bookcases
 - Search for 'phone'