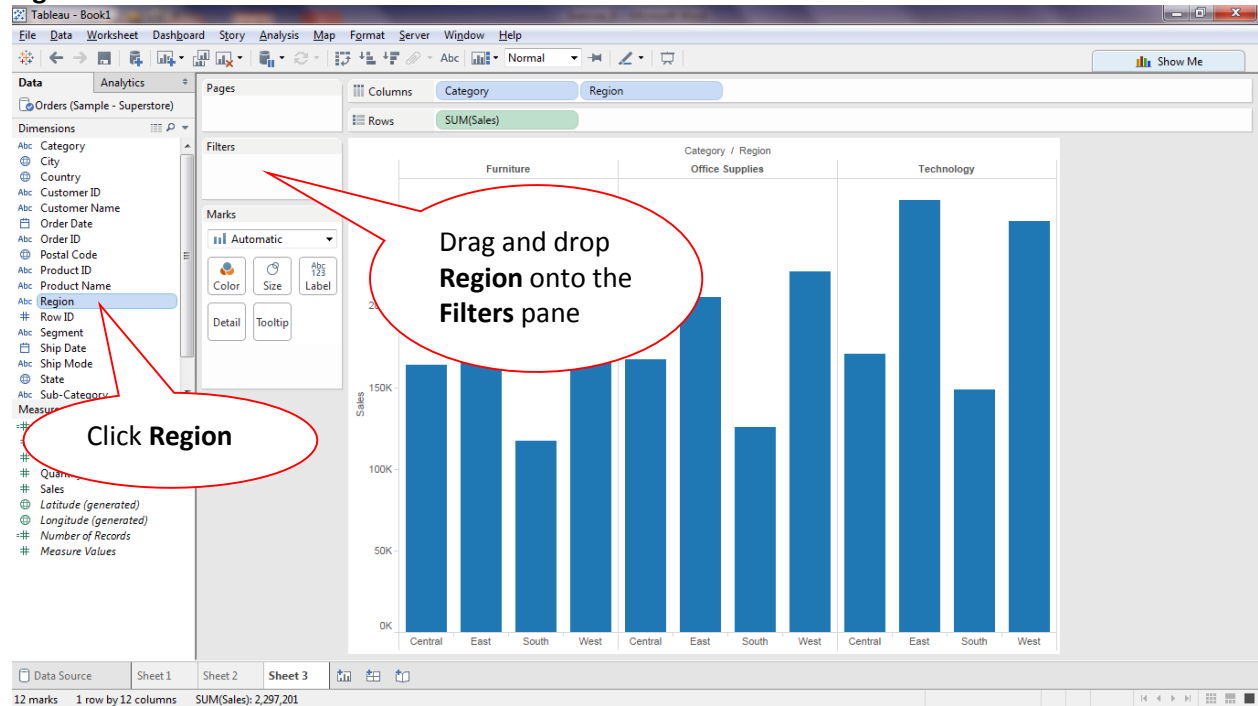**Objective:** This exercise will demonstrate how a Quick Filter can be created and used.

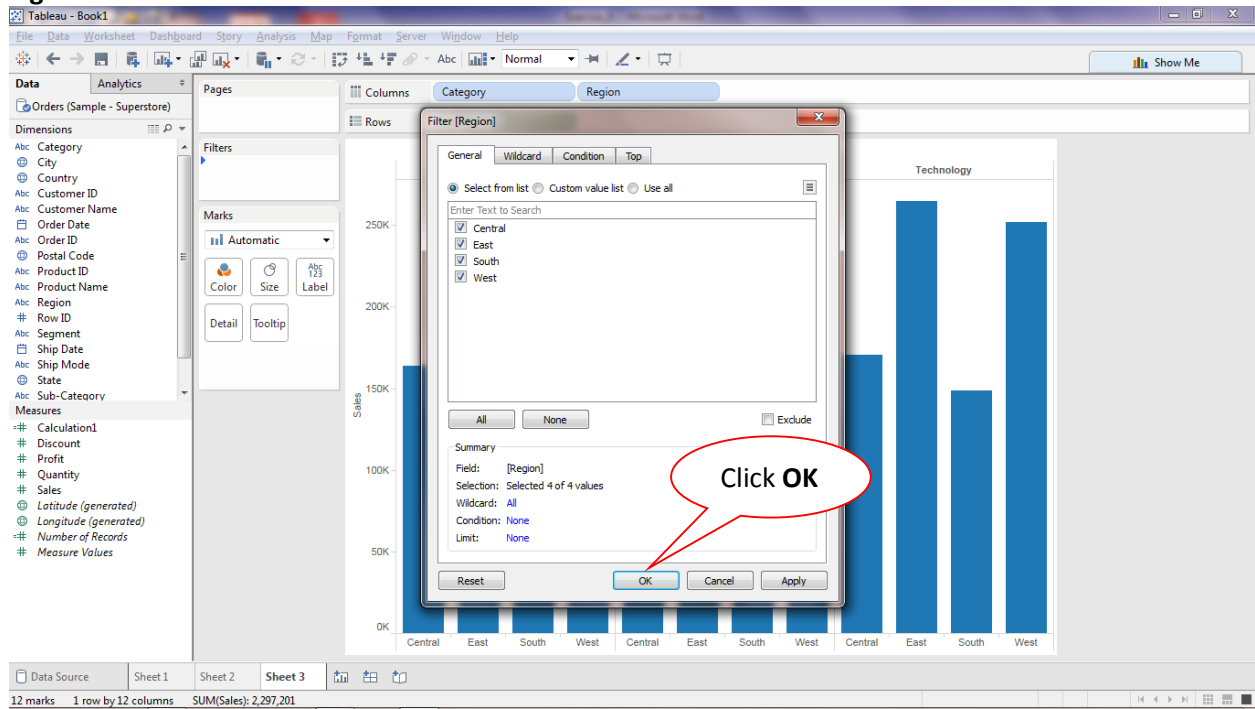Figure 1 displays a view based on Category, Region and Sales.

Figure 1

Quick filters enable users to focus on smaller datasets so that they can perform analysis from different perspectives. The following steps will show how a quick filter can be added.

- Click **Region** as shown on Figure 1
- Drag and drop **Region** onto the **Filters** shelf as shown on Figure 1, which will popup the **Filter (Region)** window displayed on Figure 2
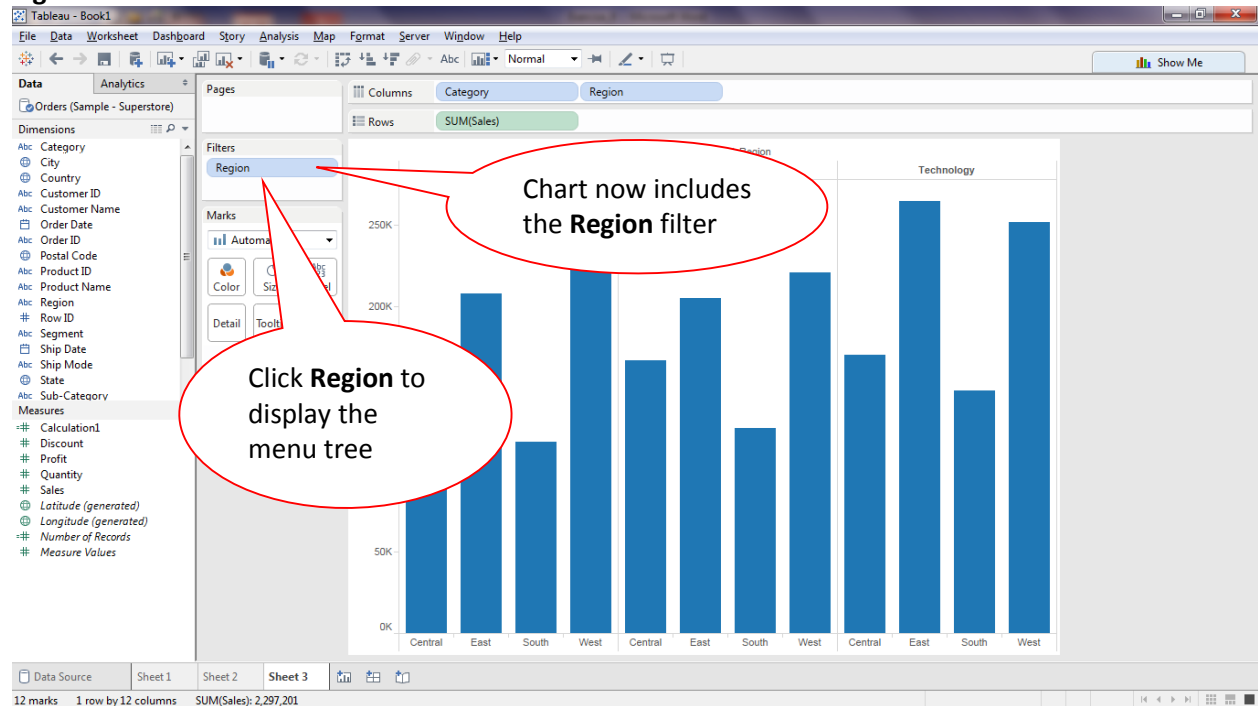
1

Figure 2

If the default values displayed on the popup window are to be accepted as-is:
- Click **OK** as shown on Figure 2, which will lead to the display on Figure 3
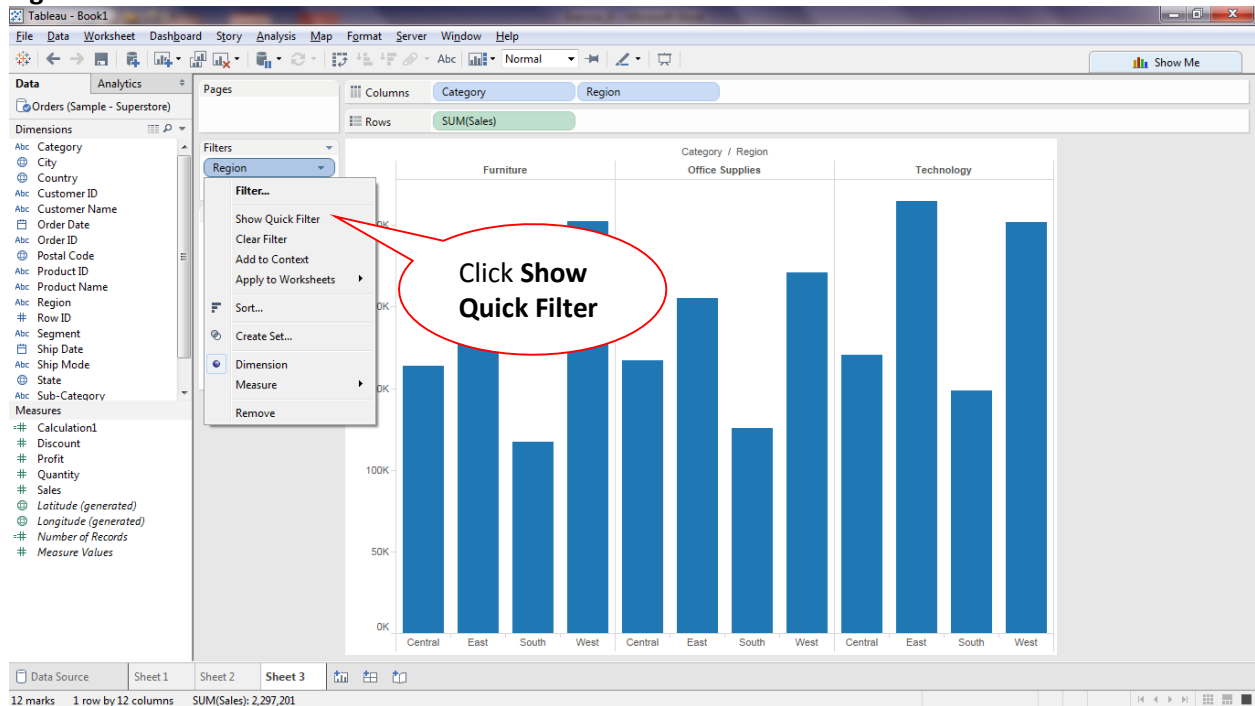
Figure 3

The Quick Filter is not currently displayed on Figure 3. To display it so that it is available for easy access:
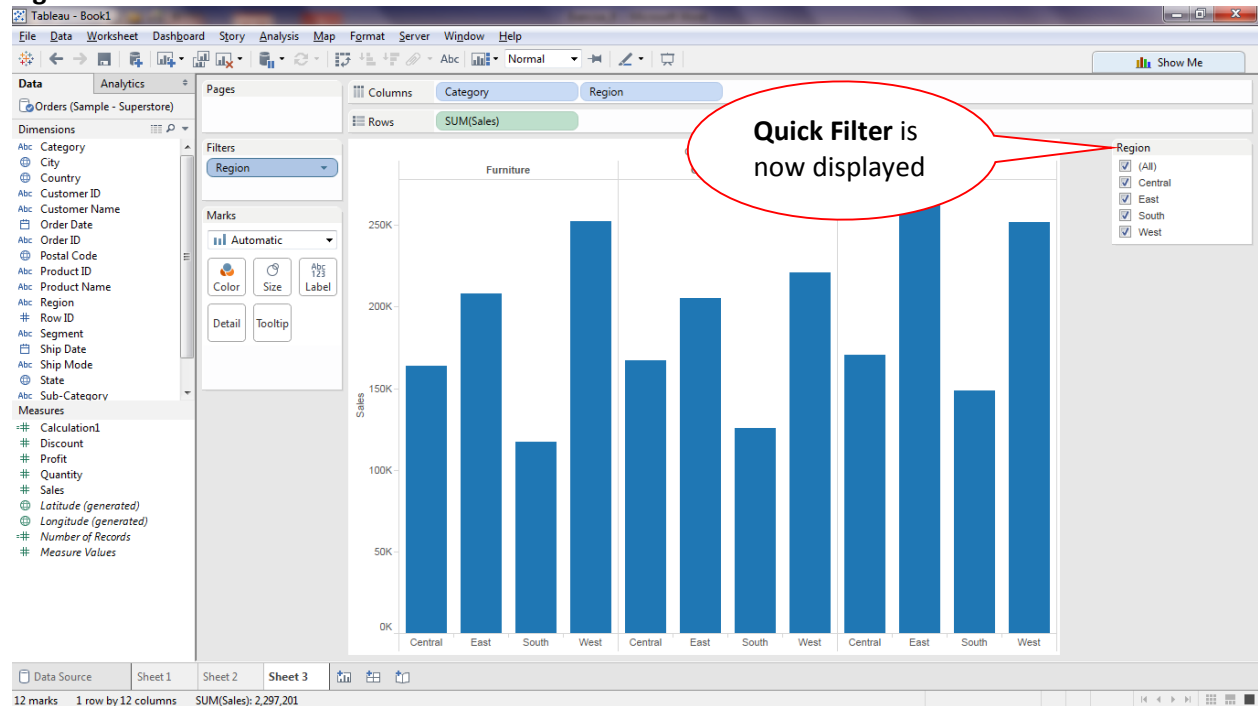
- Click **Region** in the **Filters** shelf as shown on Figure 3, which will lead to the menu tree displayed on Figure 4

Figure 4

- Click **Show Quick Filter** as shown on Figure 4, which will lead to Figure 5 where the **Quick Filter** is displayed
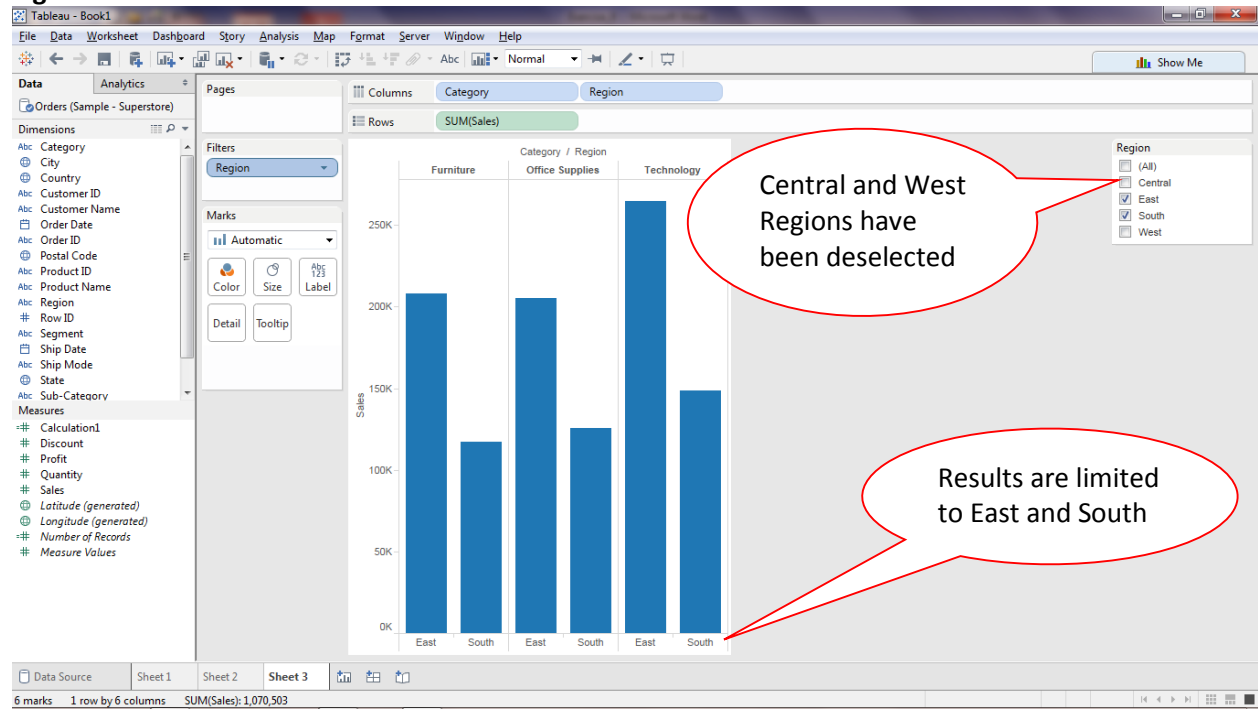
Figure 5

Items in the **Quick Filter** can be selected or deselected by adding or removing a checkmark next to the desired item. For example, the checkmarks next to **Central** and **West** can be deselected, which will limit the analysis to the remaining two regions (**East** and **South**).
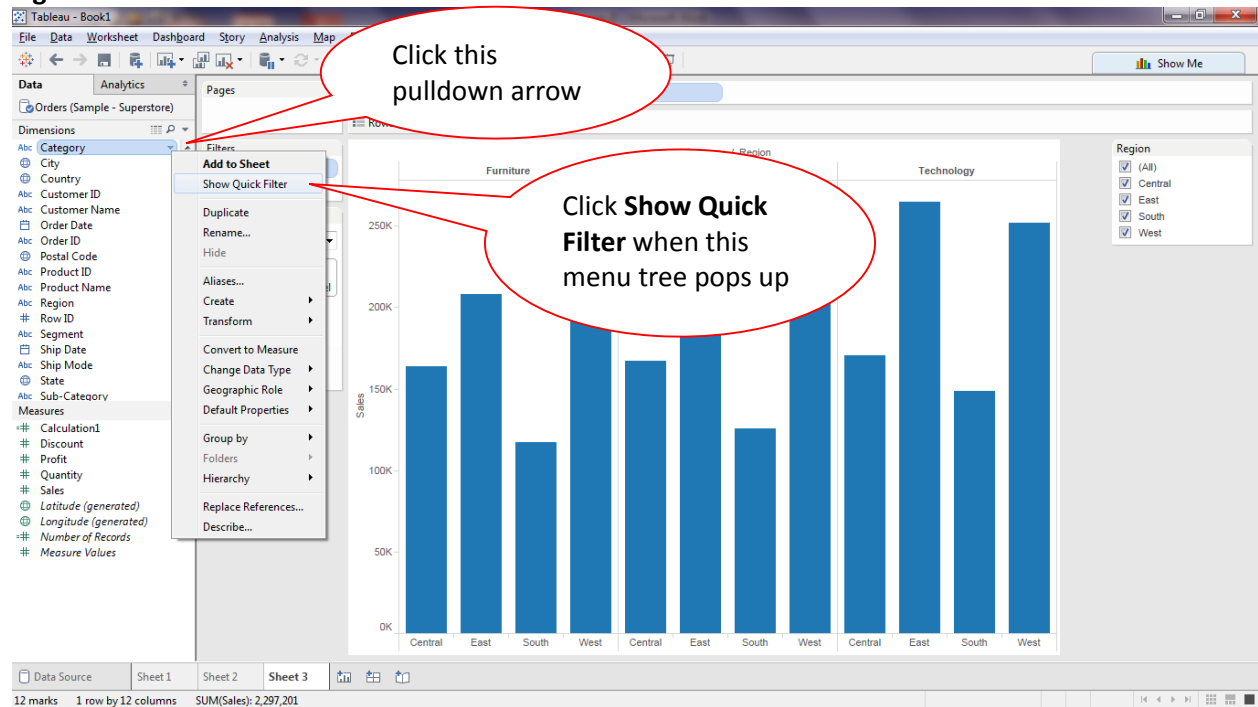
Figure 6 shows that two items have been deselected from the **Region** quick filter: Central and West. Hence, the displayed results are limited to the remaining two regions: East and South.
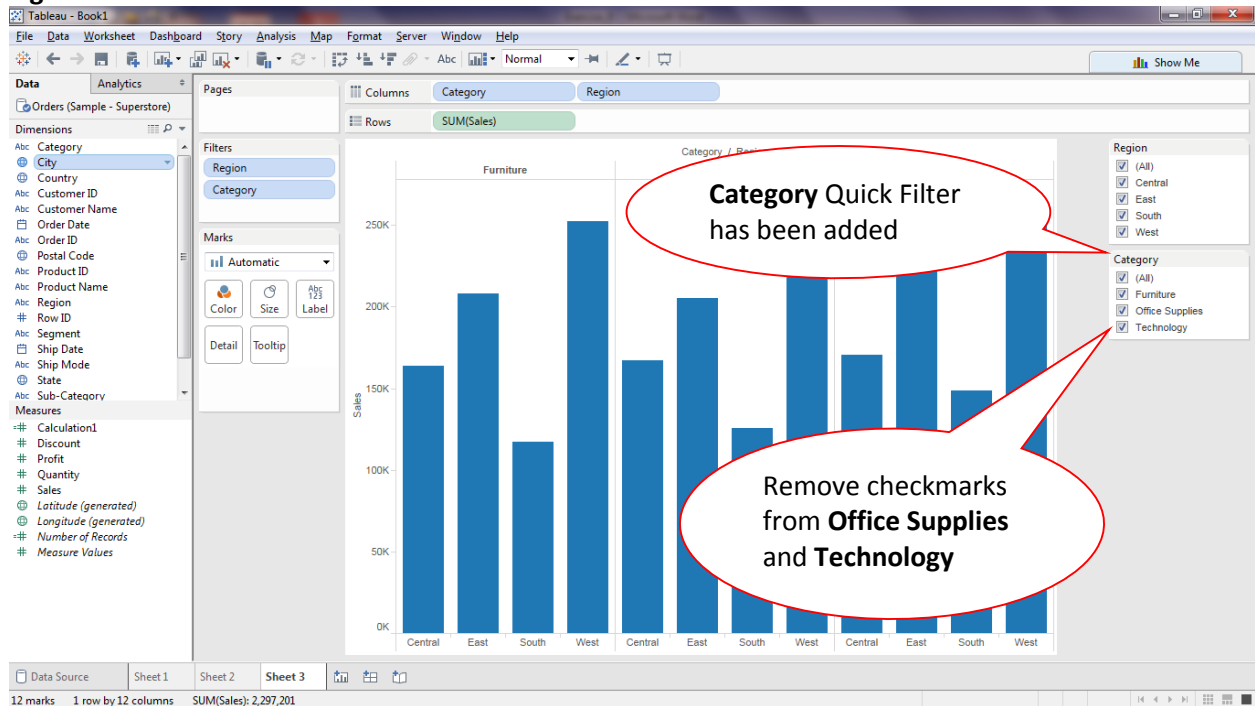
Figure 6

A **Quick Filter** can be added for any dimension contained in the **Data Window**. We will now add a Quick Filter for **Category** to the visualization displayed on Figure 7.

Figure 7

- Click the pulldown arrow next to **Category** in the **Data Window** as shown on Figure 7, which will popup the menu tree (**Add to Sheet)**
- Click **Show Quick Filter** as shown on Figure 7, which will lead to Figure 8 where the **Category** Quick Filter has been added
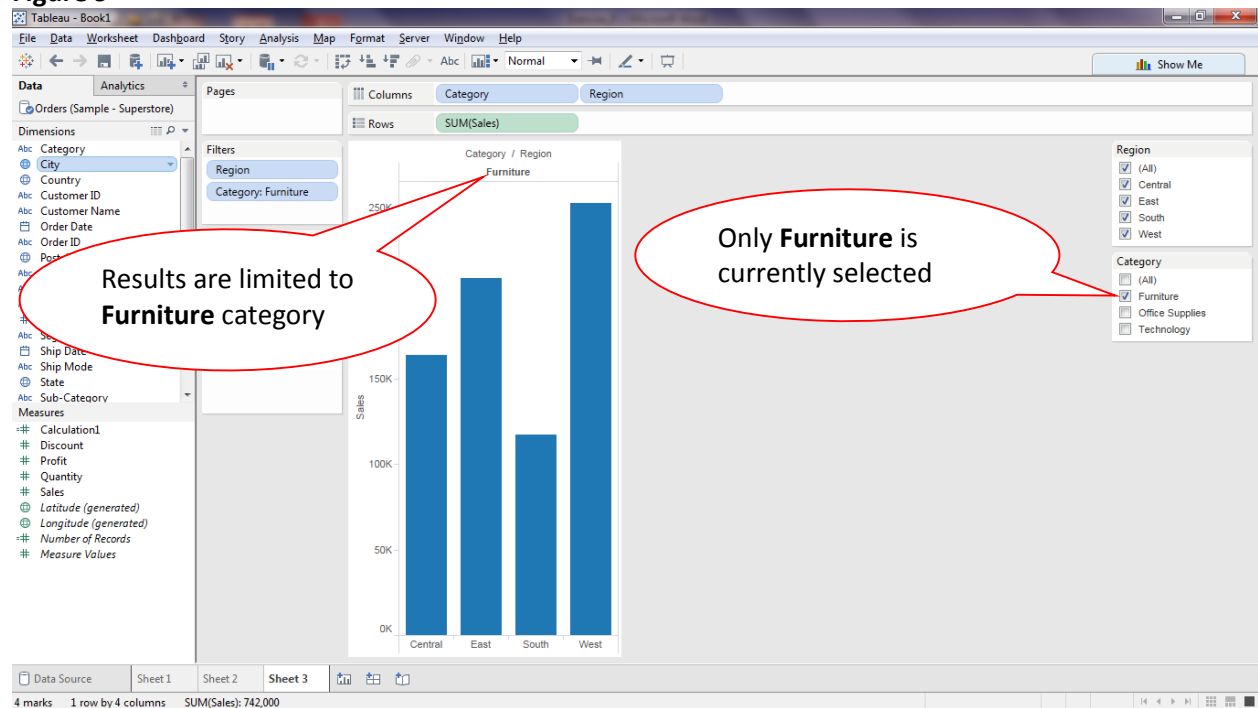
Figure 8

Suppose we want to display the results only for the **Furniture c**ategory (i.e., filter out the data for **Office Supplies** and **Technology)**:
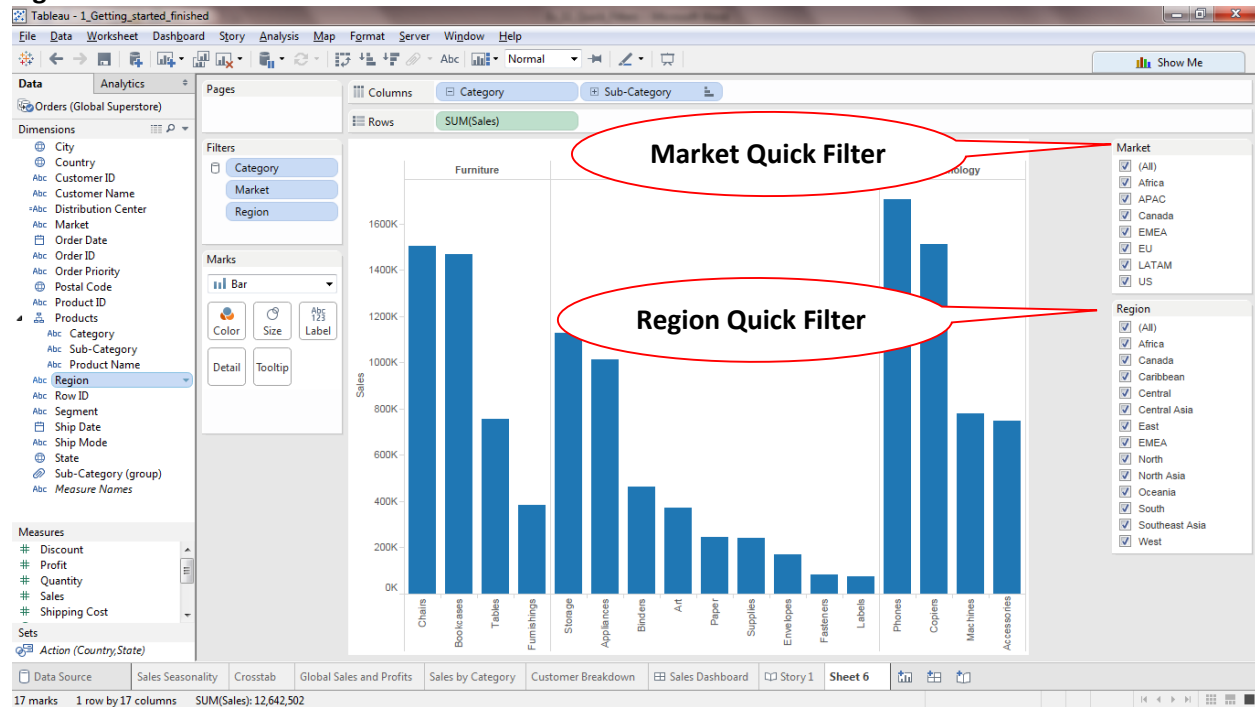
- Deselect **Office Supplies** and **Technology,** by removing their associated checkmarks from the **Category** Quick Filter as shown on Figure 8, which will lead to the visualization displayed on Figure 9

Figure 9

Quick Filters can be removed when they are not needed. Figure 10 shows two Quick Filters in place:
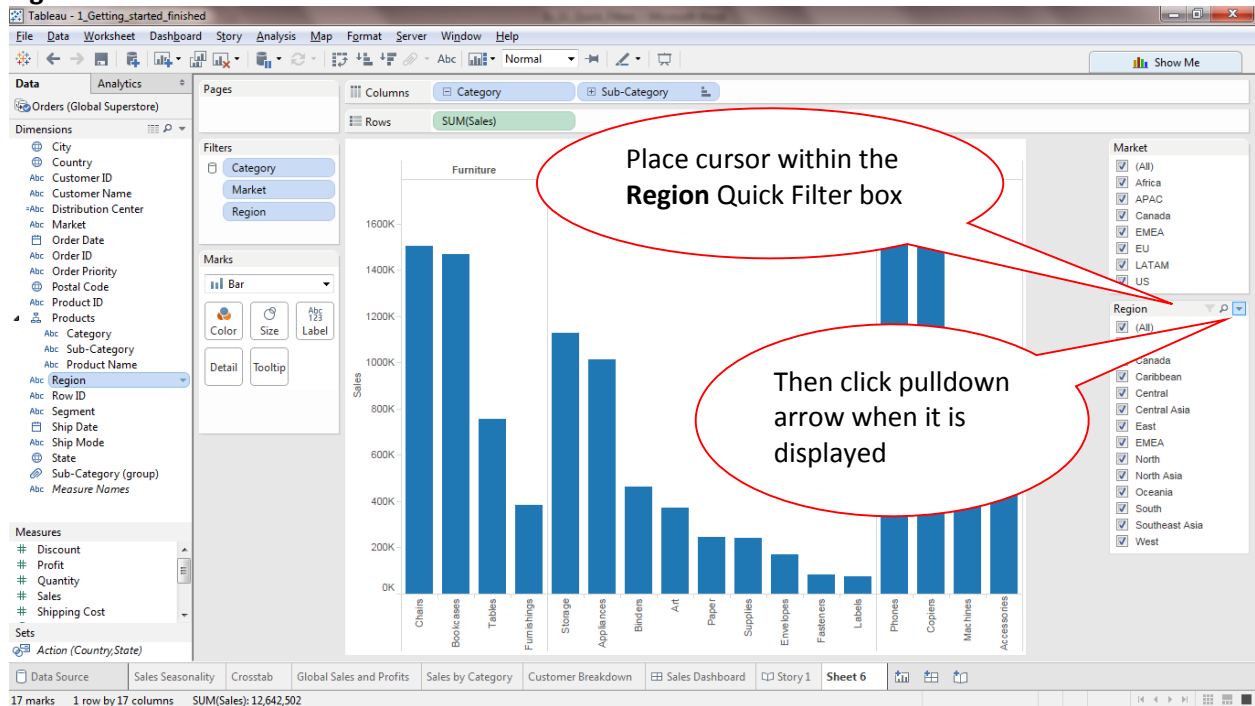**Market** and **Region**.

Figure 10

To remove the **Region** Quick filter:
- Place cursor within the **Region** Quick Filter box, which will cause a pulldown arrow to be displayed as shown on Figure 11
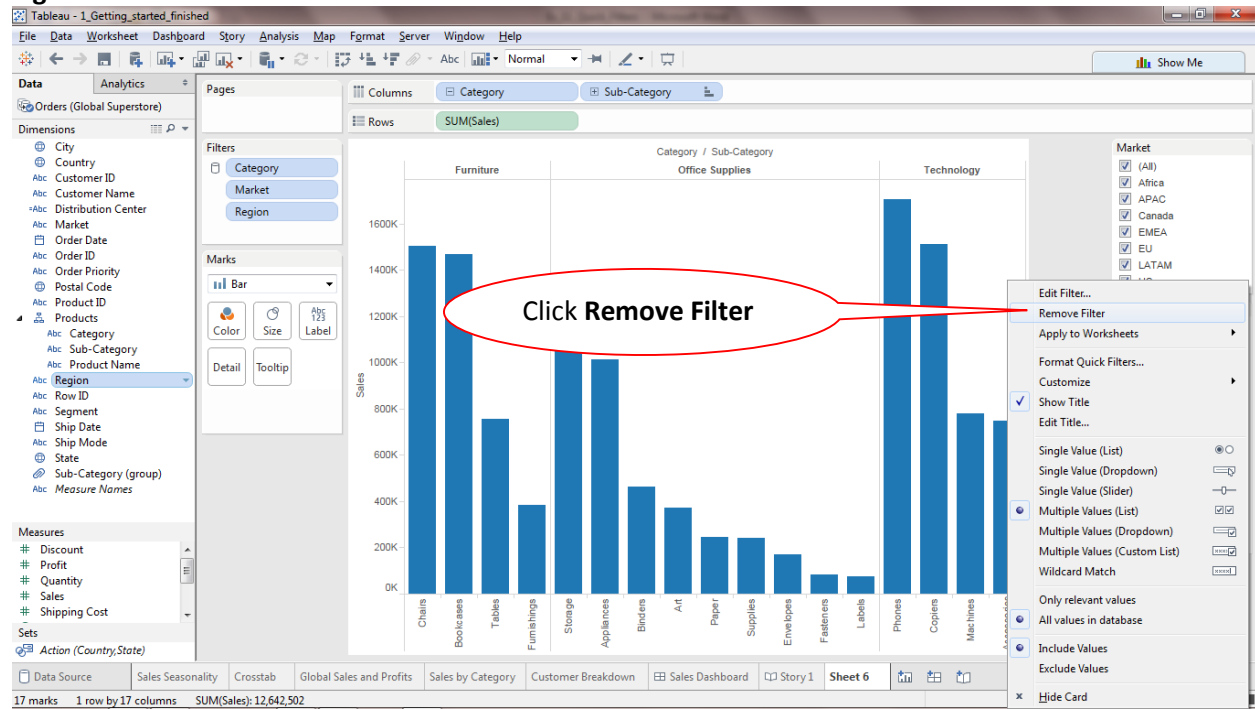
Figure 11

When the pulldown arrow is displayed in the **Quick Filter** box:
- Click the pulldown arrow as shown on Figure 11, which will popup the menu tree displayed on Figure 12

Figure 12

- Click **Remove Filter** as shown on Figure 12, which will remove the filter