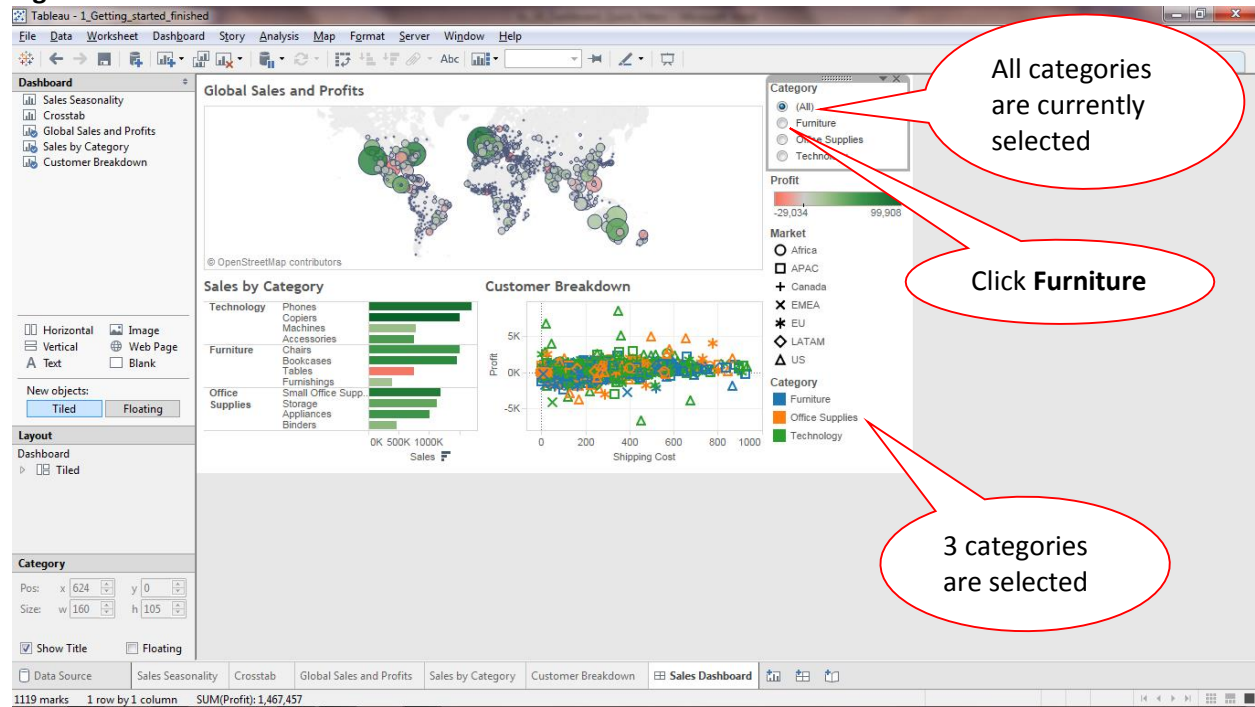


**Objective:** This exercise will demonstrate how to apply quick filters for selected worksheets on a dashboard

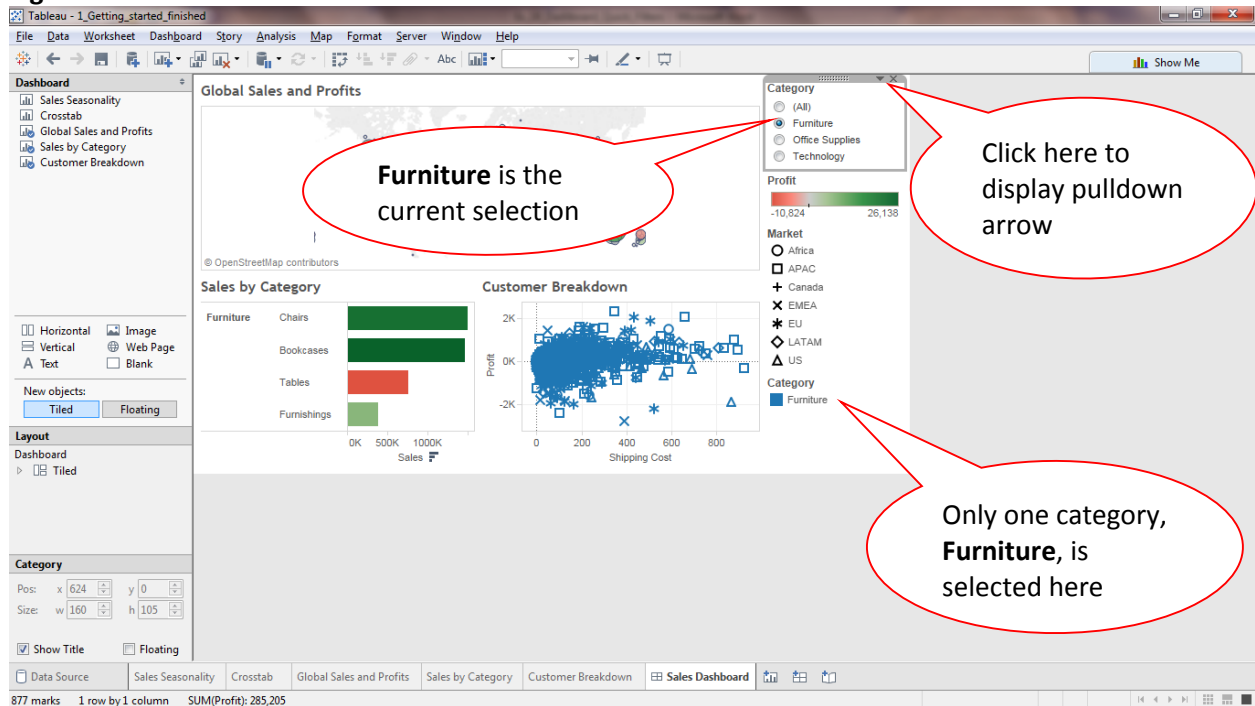
On Figure 1, the **Sales Dashboard** contains the **Category** Quick Filter, where the **All** radio button has been selected

**Figure 1**



- Click the **Furniture** radio button as shown in Figure 1, which will lead to the display on Figure 2, where the data is restricted to the **Furniture** category for all three worksheets in the **Sales Dashboard**

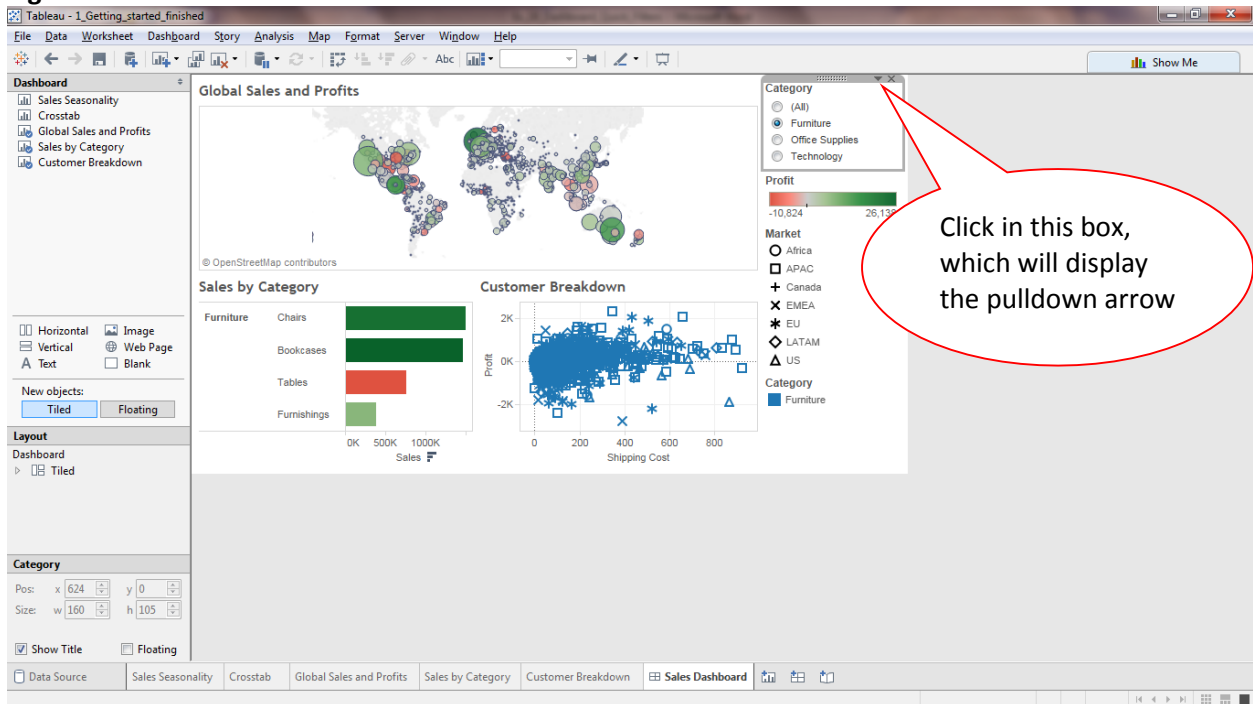
**Figure 2**



The **Category Quick Filter** box will display a pull-down arrow in the upper right-hand corner, as shown on Figure 2. If the pull-down arrow is not displayed:

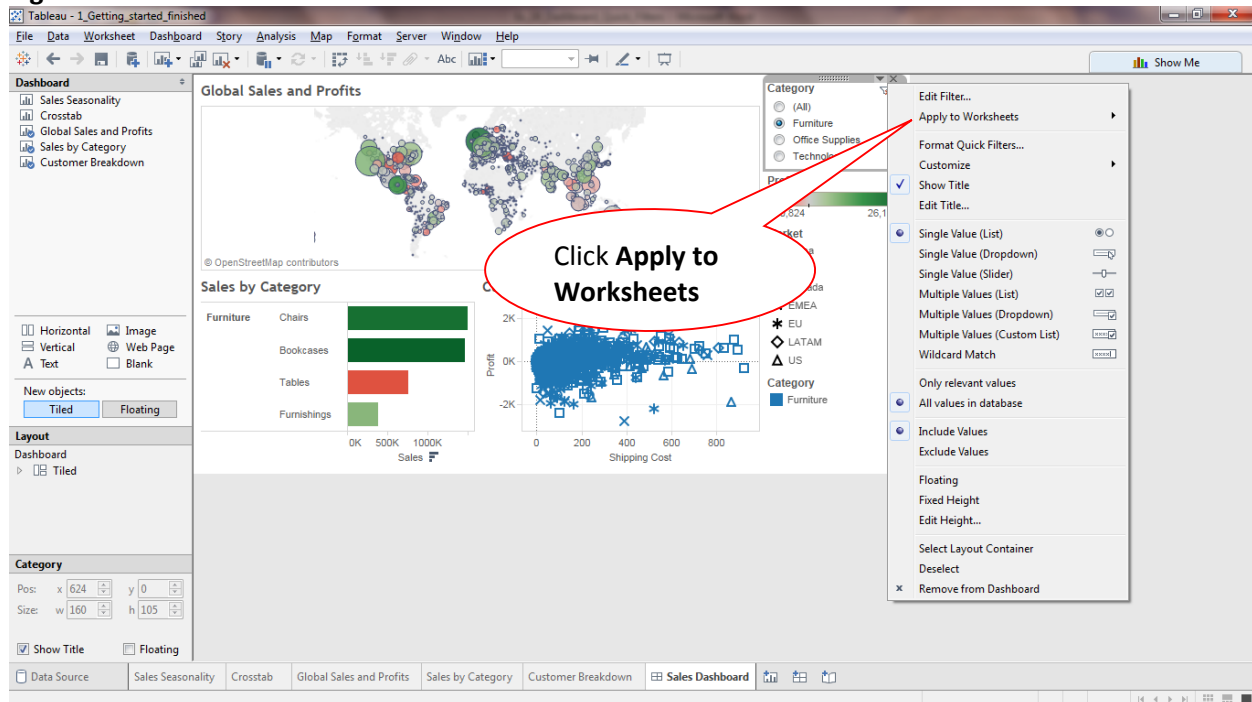
- Click the **Category Quick Filter** box, which will display the pull-down arrow as shown on Figure 3

**Figure 3**



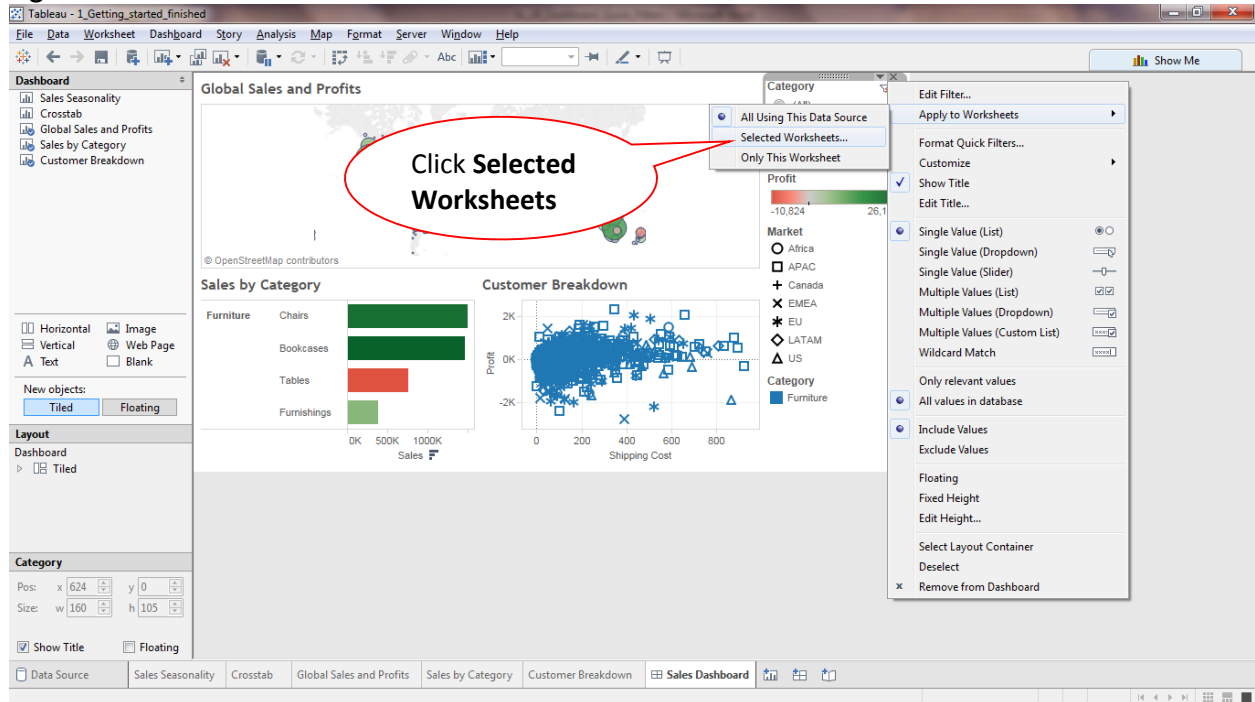
- Click the pulldown arrow as shown on Figure 3, which will popup the menu tree displayed on Figure 4

**Figure 4**



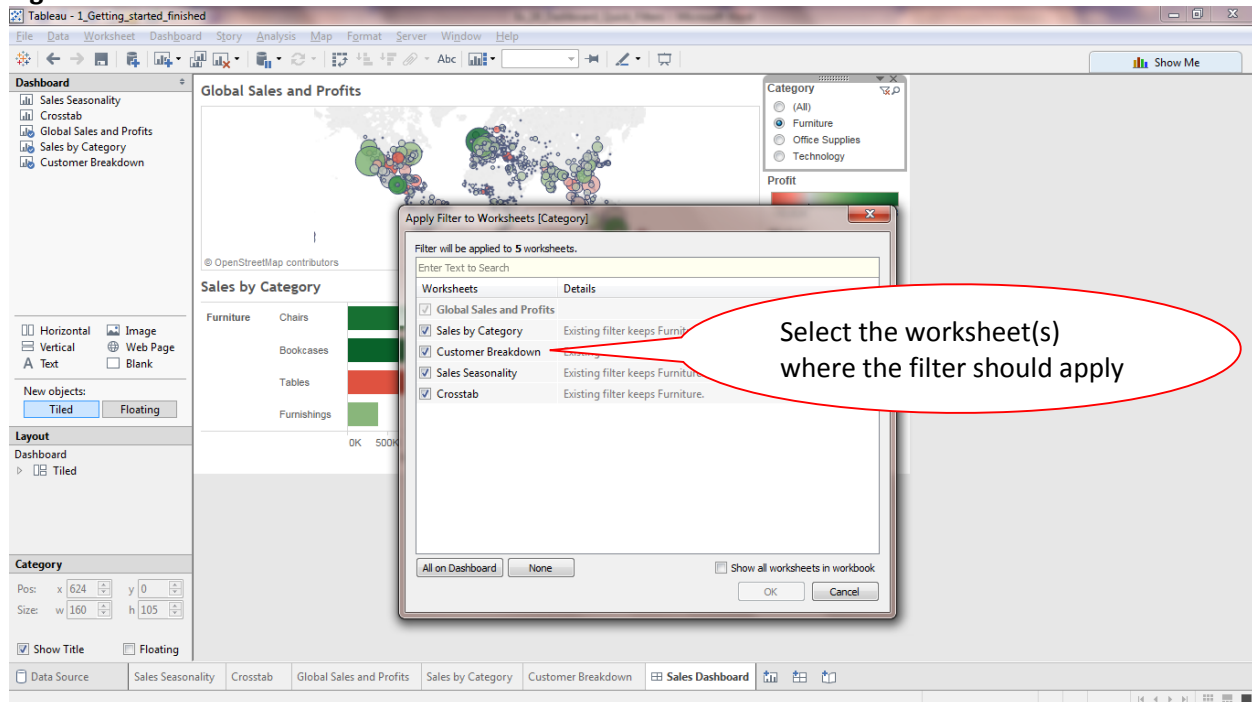
- Click **Apply to Worksheets** as shown on Figure 4, which will lead to the sub-menu tree displayed on Figure 5

**Figure 5**



- Click **Selected Worksheets** as shown on Figure 5, which will popup the window **Apply Filters to Worksheets (Category)** displayed on Figure 6

Figure 6



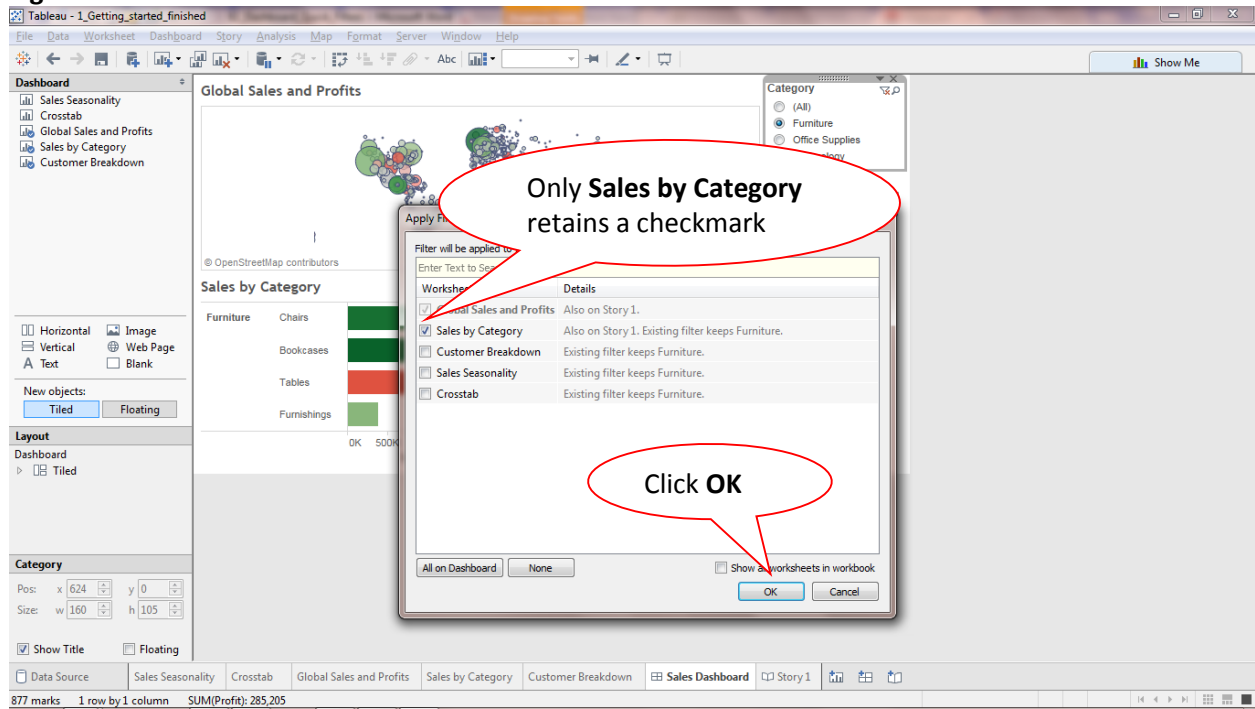
By default, all the worksheets on the dashboard are selected.

To de-select a worksheet:

- Remove checkmark to the left of the worksheet (to which the filter is not to be applied)

On Figure 7, a checkmark has only been retained for the **Sales by Category** worksheet. Hence, the filter will only apply to that worksheet.

**Figure 7**



- Click **OK** after the desired de-selection has been done

Figure 8 displays the dashboard where the filter applies to only one worksheet (**Sales by Category**).

**Figure 8**

