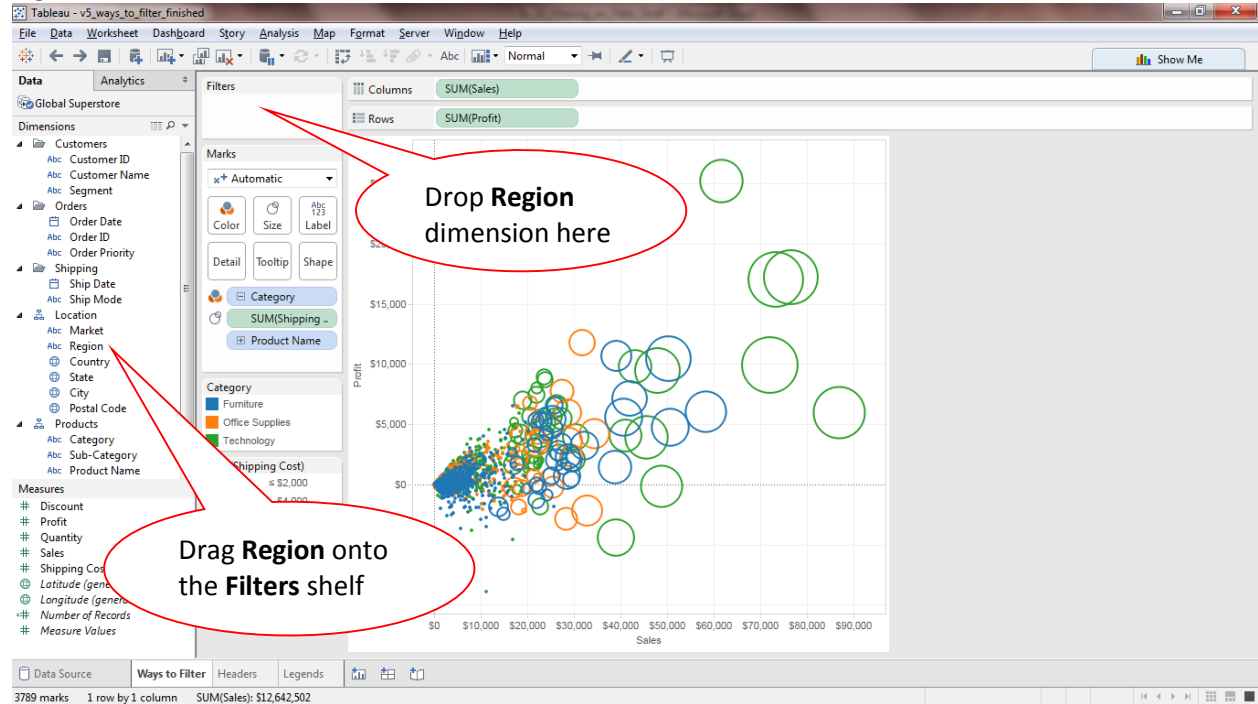


**Objective:** This exercise will demonstrate how to filter using the Filter Shelf

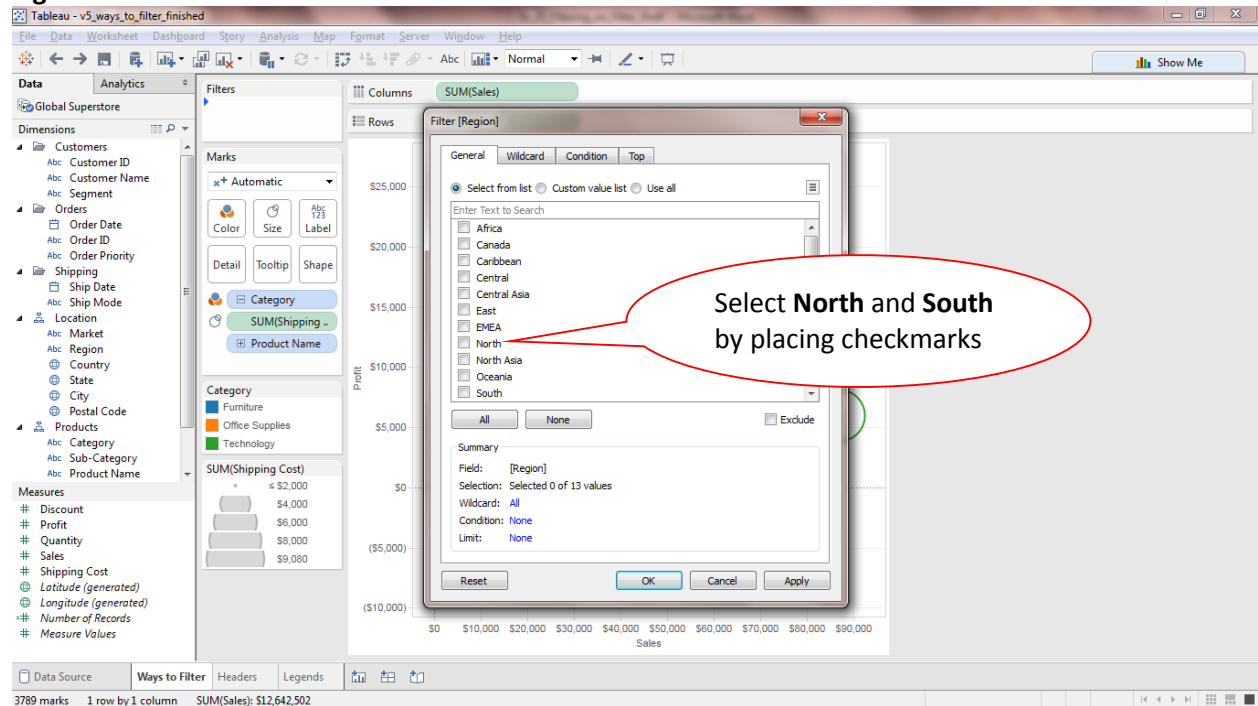
Figure 1 shows a chart which plots the sum of sales against the sum of profits.

**Figure 1**



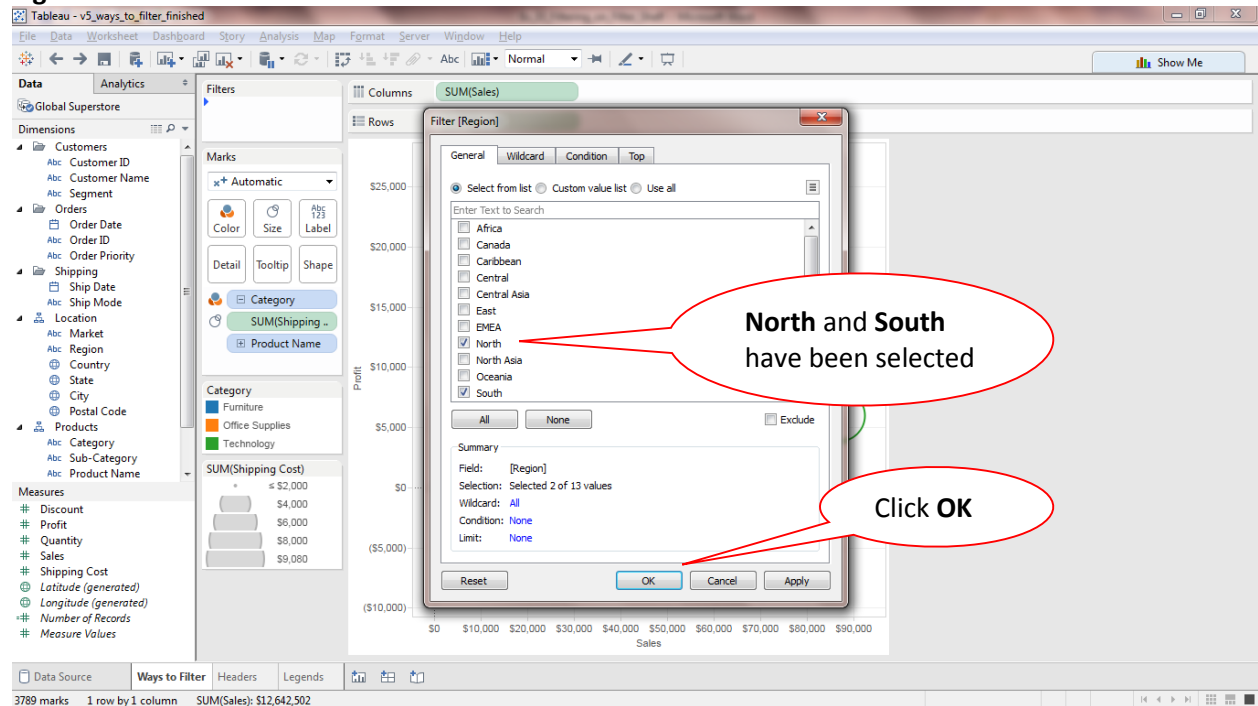
- Drag and drop **Region** from the **Data Window** onto the **Filters** shelf as shown on Figure 1, which will popup the **Filter (Region)** window displayed on Figure 2

Figure 2



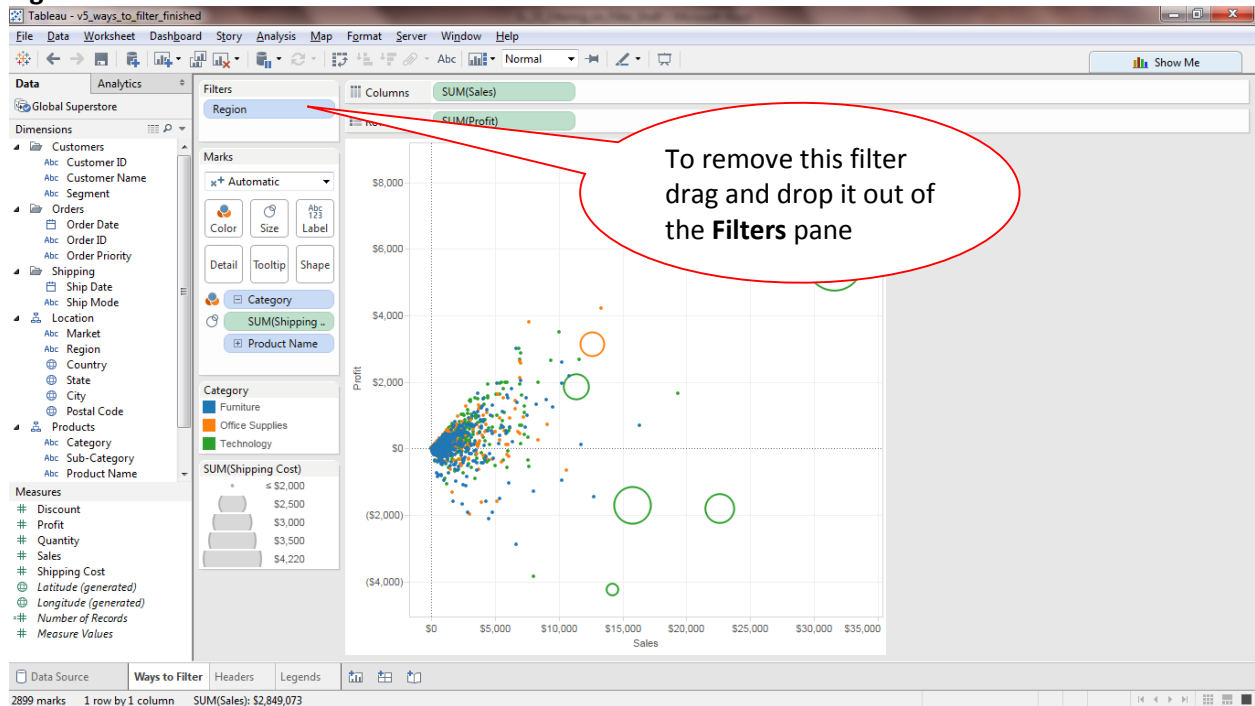
- Place checkmarks for **North** and **South** as shown on Figure 2, which will lead to the display on Figure 3

**Figure 3**



- Click **OK** as shown on Figure 3, which will lead to the display on Figure 4 where the filtered data is displayed

Figure 4



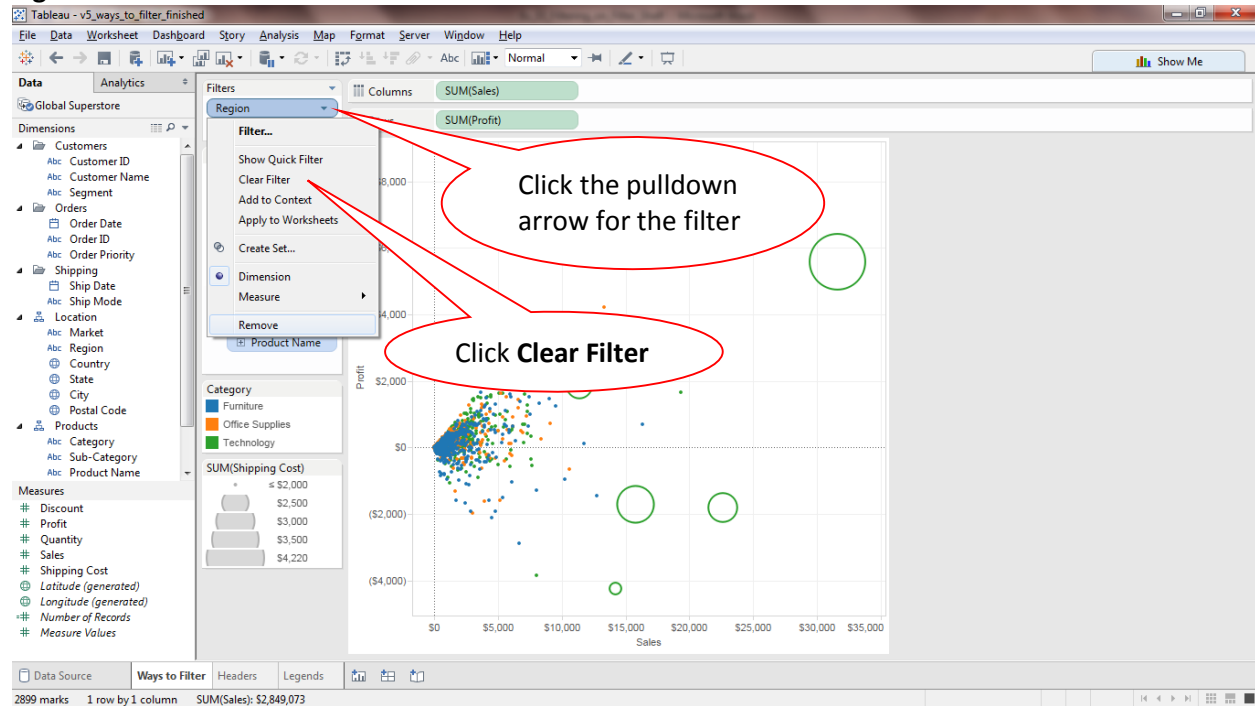
To remove a filter:

- Drag and drop the filter out of the **Filters** shelf as shown on Figure 4

The following steps can also be used to remove a filter:

- Click the pulldown arrow for the **Region** filter as shown on Figure 5, which will popup the menu tree displayed on Figure 5

**Figure 5**



- Click **Clear Filter** as shown on Figure 5, which will remove the filter