

Name: Gaurav Hiwarale

Class: SY CSE

Roll no: CSE 18

Date:

Course: IDA LAB

Practical no :5

Apply filter using slicers

Slicers

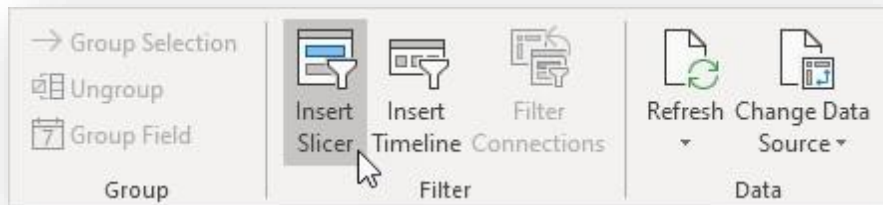
Use slicers in Excel to quickly and easily filter pivot tables. Connect multiple slicers to multiple pivot tables to create awesome reports.

Below you can find a pivot table. Go back pivot table learn how to create this pivot table.

	A	B	C
1	Country	(All) ▼	
2			
3	Row Labels ▼	Sum of Amount	
4	Apple	191257	
5	Banana	340295	
6	Beans	57281	
7	Broccoli	142439	
8	Carrots	136945	
9	Mango	57079	
10	Orange	104438	
11	Grand Total	1029734	
12			

To insert a slicer, execute the following steps.

1. Click any cell inside the pivot table.
2. On the Analyze tab, in the Filter group, click Insert Slicer.



3. Check Country and click OK.



4. Click United States to find out which products we export the most to the United States.

	A	B	C	D	E	F
1	Country	United States				
2						
3	Row Labels	Sum of Amount				
4	Apple	28615				
5	Banana	95061				
6	Beans	7163				
7	Broccoli	26715				
8	Carrots	56284				
9	Mango	22363				
10	Orange	30932				
11	Grand Total	267133				
12						
13						
14						
15						



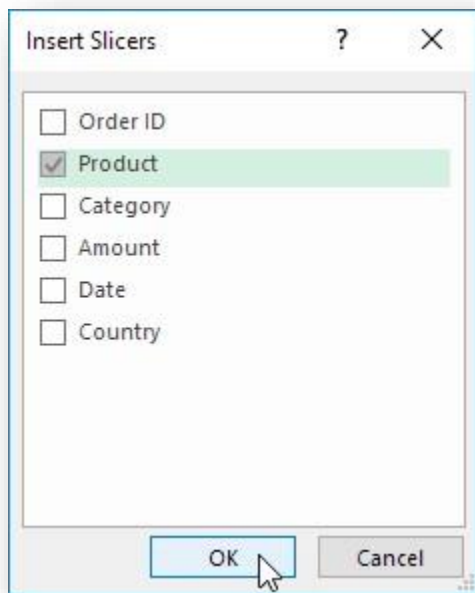
Conclusion: bananas are our main export product to the United States. The report filter (cell B1) changes to United States.

OK, that was pretty easy. Let's insert a second slicer.

- Click any cell inside the pivot table.
- On the Analyze tab, in the Filter group, click Insert Slicer.



- Check Product and click OK.



8. Select the slicer.

9. On the Options tab, in the Slicer Styles group, click a slicer style.



10. Use the second slicer. Click the Multi-Select button to select multiple products.

	A	B	C	D	E	F
1	Country	United States				
2						
3	Row Labels	Sum of Amount				
4	Banana	95061				
5	Beans	7163				
6	Broccoli	26715				
7	Grand Total	128939				
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						

Country

- Australia
- Canada
- France
- Germany
- New Zealand
- United Kingdom
- United States

Product

- Apple
- Banana
- Beans
- Broccoli
- Carrots
- Mango
- Orange

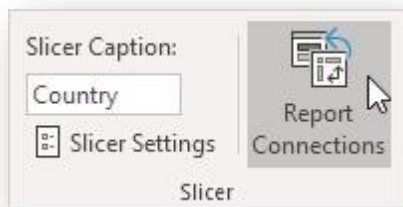
Note: instead of using the Multi-Select button, hold down CTRL to select multiple items. To really impress your boss, execute the following steps.

11. Insert a second pivot table.

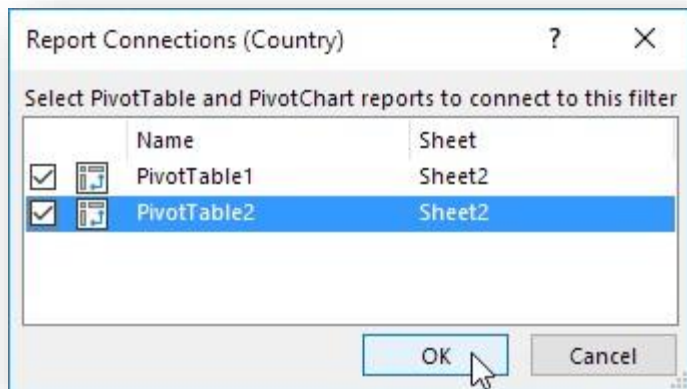
To connect both slicers to this pivot table, execute the following steps.

12. Select the first slicer.

13. On the Options tab, in the Slicer group, click Report Connections.



14. Select the second pivot table and click OK.



15. Repeat steps 12-14 for the second slicer.

16. Use both slicers.

	A	B	C	D	E	F
1	Country	Canada		Country	Canada	
2						
3	Row Labels	Sum of Amount		Row Labels	Count of Amount	
4	Apple	24867		Apple	6	
5	Orange	19929		Orange	3	
6	Grand Total	44796		Grand Total	9	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Country
Australia
Canada
France
Germany
New Zealand
United Kingdom
United States

Product
Apple
Banana
Broccoli
Mango
Orange
Beans
Carrots

Conclusion: the total amount of apples exported to Canada equals \$24,867 (6 orders) and the total amount of oranges exported to Canada equals \$19,929 (3 orders).

17. Click the icon in the upper-right corner of a slicer to clear the filter.

	A	B	C	D	E	F
1	Country	Canada		Country	Canada	
2						
3	Row Labels	Sum of Amount		Row Labels	Count of Amount	
4	Apple	24867		Apple	6	
5	Banana	33775		Banana	7	
6	Broccoli	12407		Broccoli	3	
7	Mango	3767		Mango	1	
8	Orange	19929		Orange	3	
9	Grand Total	94745		Grand Total	20	
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Note: we didn't export any beans or carrots to Canada. Try it yourself, download the Excel file and use slicers to create awesome reports.

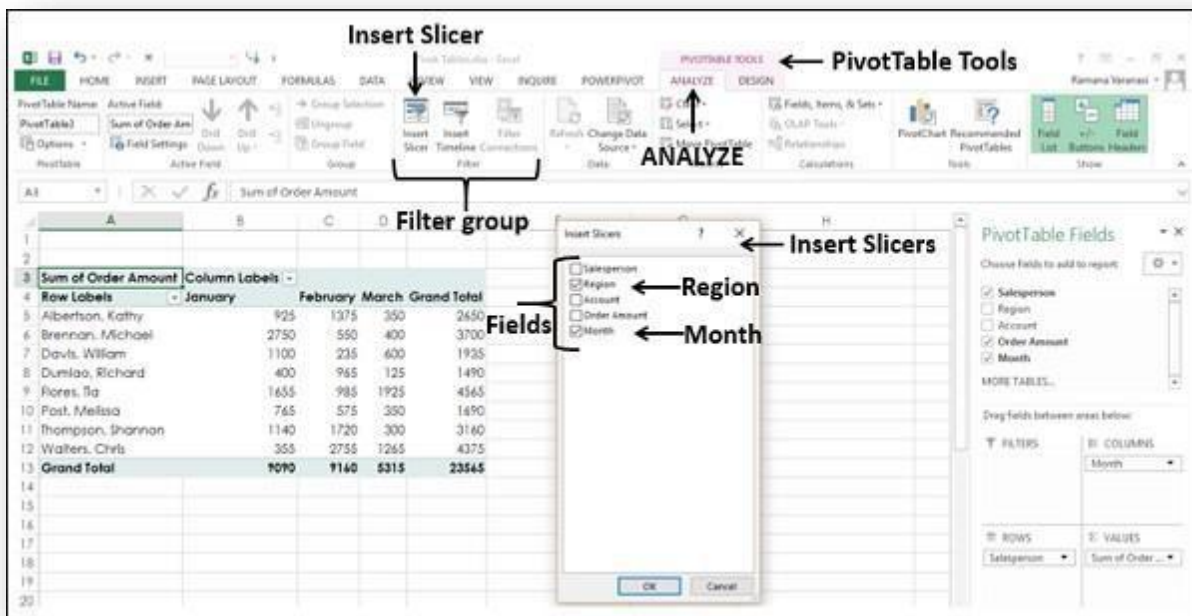
To understand the usage of slicers, consider the example of sales data region-wise, month wise and salesperson-wise. Assume you have the following PivotTable with this data.

	A	B	C	D	E
1					
2					
3	Sum of Order Amount	Column Labels			
4	Row Labels	January	February	March	Grand Total
5	Albertson, Kathy	925	1375	350	2650
6	Brennan, Michael	2750	550	400	3700
7	Davis, William	1100	235	600	1935
8	Dumlao, Richard	400	965	125	1490
9	Flores, Tia	1655	985	1925	4565
10	Post, Melissa	765	575	350	1690
11	Thompson, Shannon	1140	1720	300	3160
12	Walters, Chris	355	2755	1265	4375
13	Grand Total	9090	9160	5315	23565

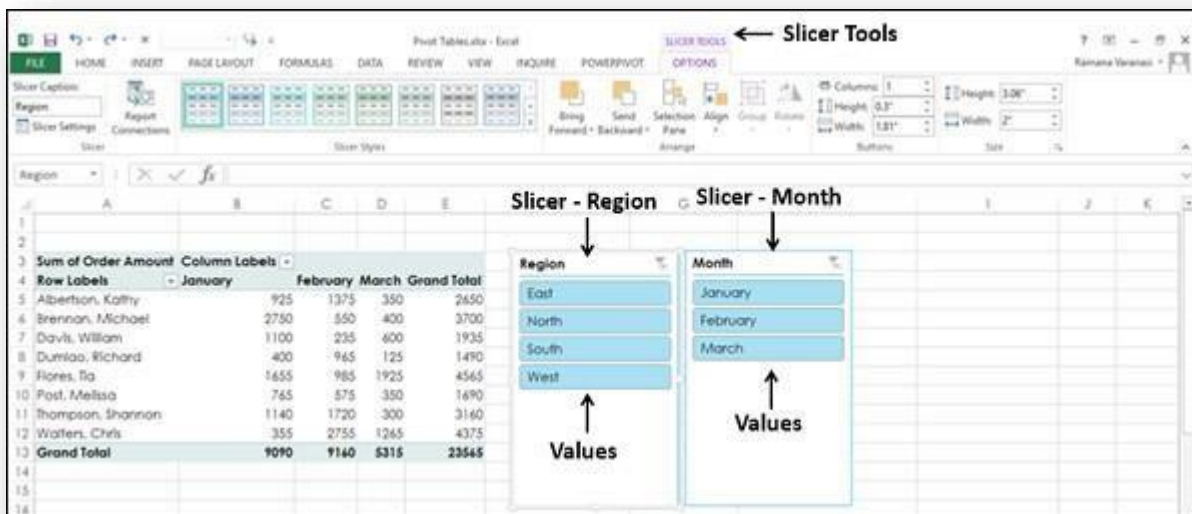
Inserting Slicers

Suppose you want to filter this PivotTable based on the fields – Region and Month.

- Click on ANALYZE under PIVOTTABLE TOOLS on the Ribbon.
- Click on Insert Slicer in the Filter group. The Insert Slicers dialog box appears. It contains all the fields from your data table.
- Check the boxes Region and Month.
- Click OK.



Slicers for each of the selected fields appear with all the values selected by default. Slicer Tools appear on the Ribbon to work on the Slicer settings, look and feel.



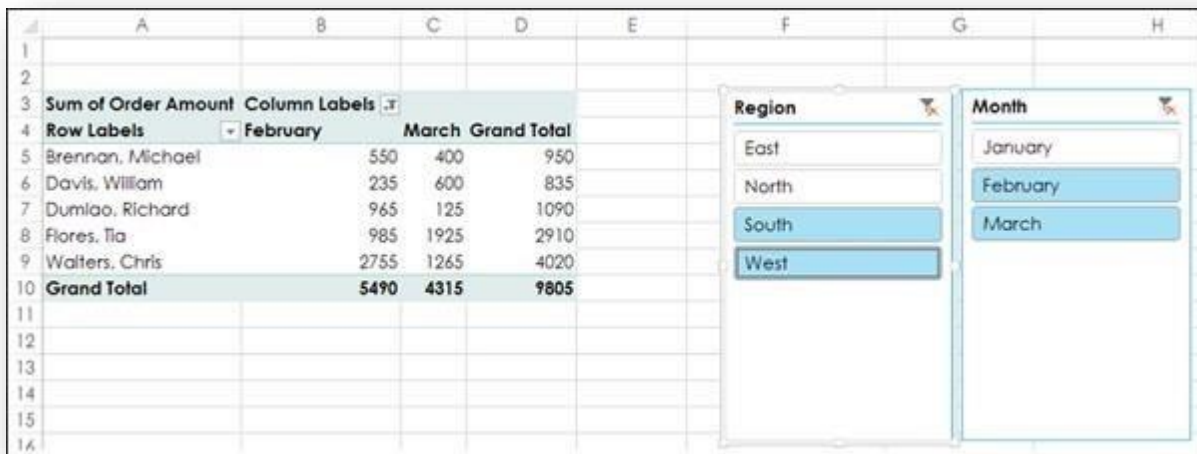
Filtering with Slicers

As you can observe, each slicer has all the values of the field that it represents and the values are displayed as buttons. By default, all the values of a field are selected and hence all the buttons are highlighted.

Suppose you want to display the PivotTable only for the regions South and West and for the Months February and March.

- Click on South in the Slicer for Region. Only South will be highlighted in the Slicer – Region.
- Keep Ctrl key pressed and click on West in the Slicer for Region.
- Click on February in the Slicer for Month.
- Keep Ctrl key pressed and click on March in the Slicer for Month.


Selected items in the Slicers are highlighted. PivotTable with summarized values for the selected items will be displayed.



Row Labels	February	March	Grand Total
Brennan, Michael	550	400	950
Davis, William	235	600	835
Dumlao, Richard	965	125	1090
Flores, Tia	985	1925	2910
Walters, Chris	2755	1265	4020
Grand Total	5490	4315	9805

To add/remove values of a field from the filter, keep the Ctrl key pressed and click on those buttons in the slicer of the field.

Clearing the Filter in a Slicer

To clear the filter in a slicer, click on  at the top-right corner of the slicer.

Clear Filter

Sum of Order Amount	Column Labels	February	March	Grand Total
Brennan, Michael		550	400	950
Davis, William		235	600	835
Dumlao, Richard		965	125	1090
Flores, Tia		985	1925	2910
Walters, Chris		2755	1265	4020
Grand Total		5490	4315	9805

Removing a Slicer

Suppose you want to remove the slicer for the Region field.

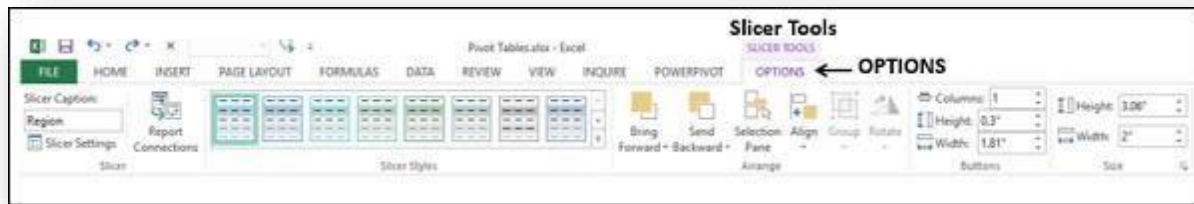
- Right click on the Slicer – Region.
- Click on Remove “Region” in the dropdown list.

Remove “Region”

Sum of Order Amount	Column Labels	February	March	Grand Total
Brennan, Michael		550	400	950
Davis, William		235	600	835
Dumlao, Richard		965	125	1090
Flores, Tia		985	1925	2910
Walters, Chris		2755	1265	4020
Grand Total		5490	4315	9805

Slicer Tools

Once you insert a slicer, Slicer Tools appear on the Ribbon with OPTIONS tab. To view Slicer Tools, click on a slicer.



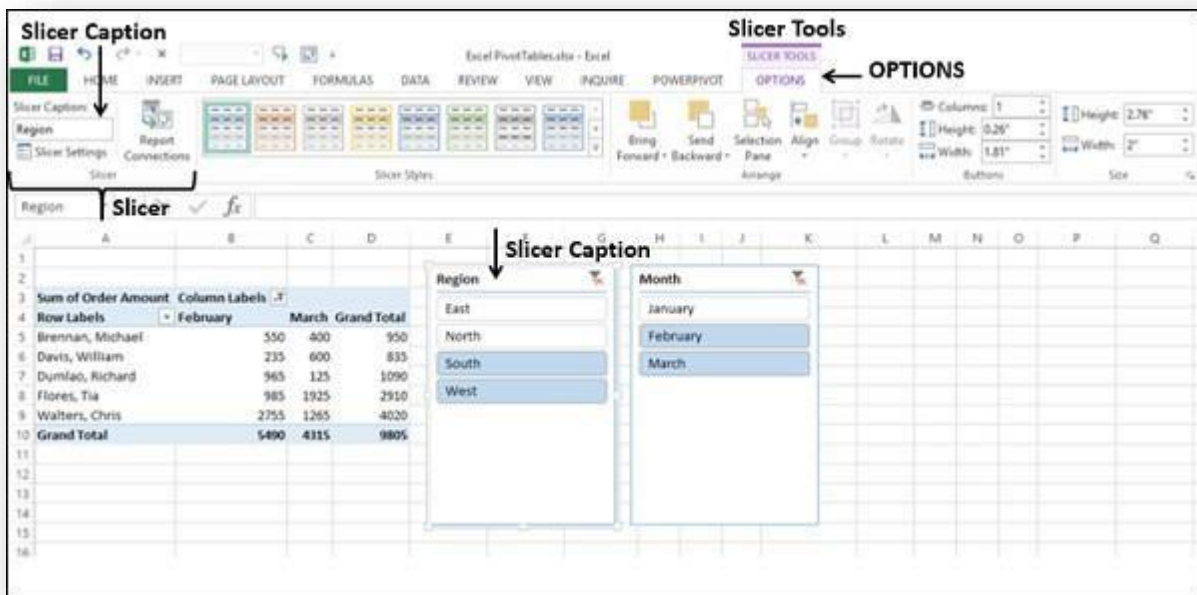
As you can observe, under the Slicer Tools – OPTION tab, you have several options to change the look and feel of the slicer that include –

- Slicer Caption
- Slicer Settings
- Report Connections
- Selection Pane

Slicer Caption

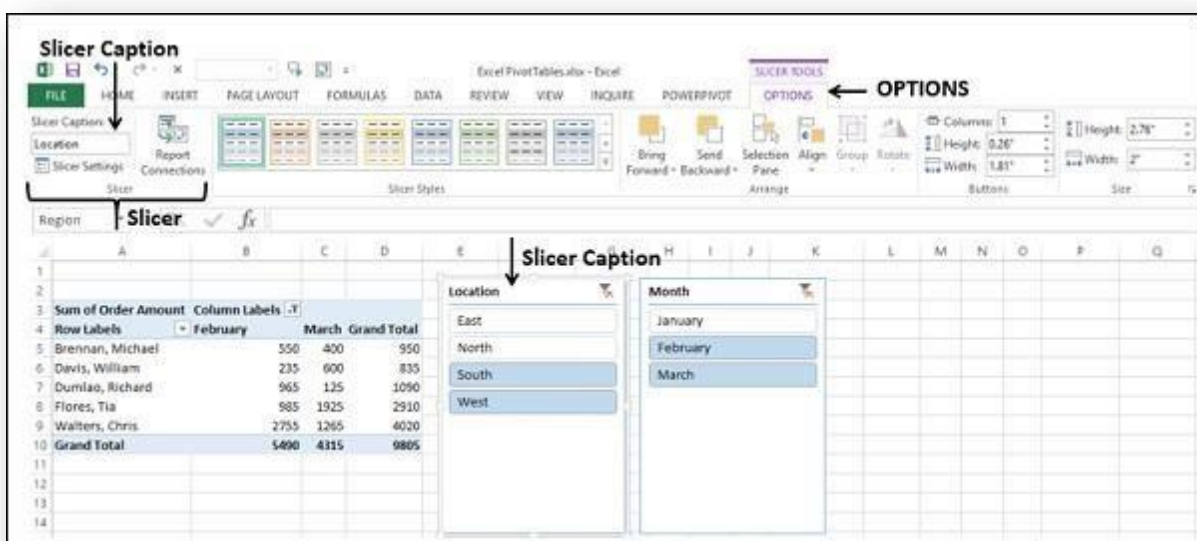
You can find the Slicer Caption box in the Slicer group. The Slicer Caption is the header that is displayed on the slicer. By default, **Slicer Caption** is the name of the field that it represents.

1. Click on the Slicer for Region.
2. Click the OPTIONS tab on the Ribbon.



The Slicer group on the Ribbon, in the Slicer Caption box, Region is displayed as the header of the slicer. It is the name of the field for which the slicer is inserted. You can change the Slicer Caption as follows –

1. Click on the Slicer Caption box in the Slicer group on the Ribbon.
2. Delete Region. The box is cleared.
3. Type Location in the box and press Enter. The Slicer Caption changes to Location and the same is reflected as header in the slicer.

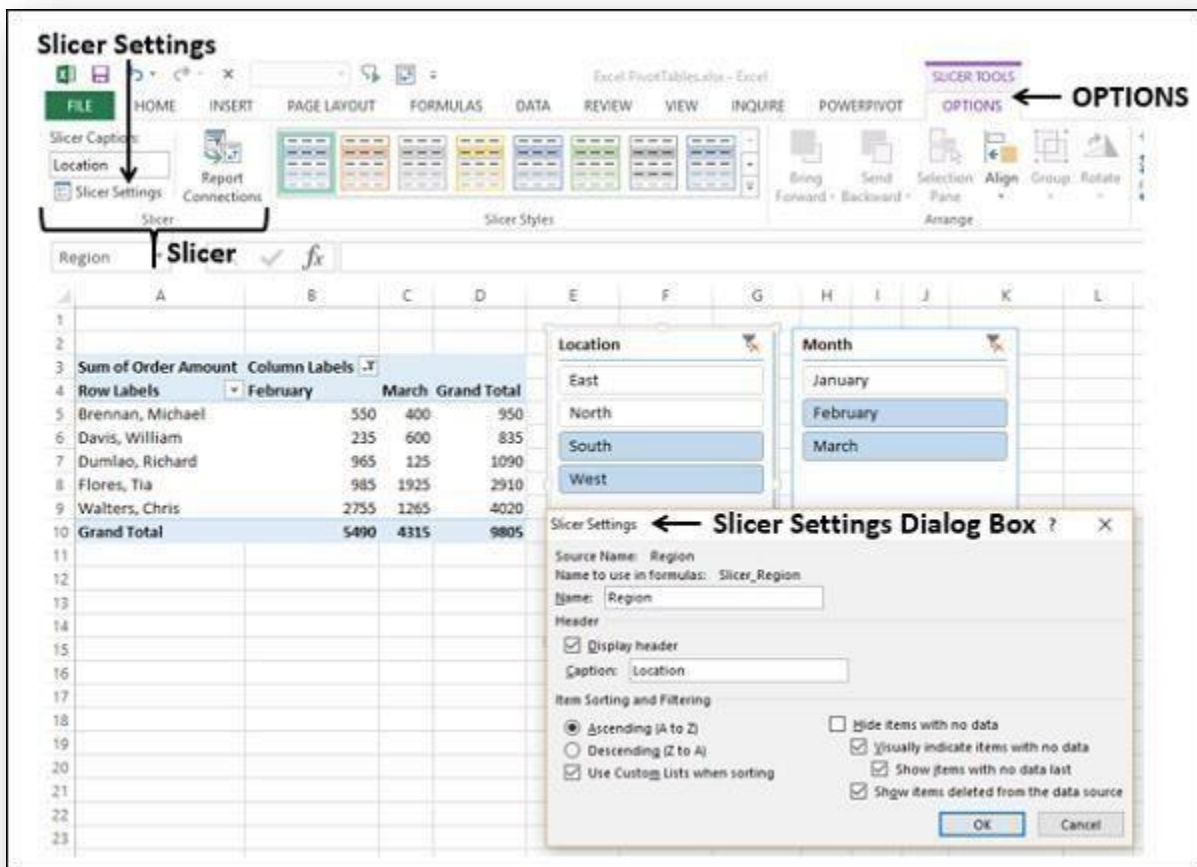


Note – You have changed only the slicer caption, i.e. the header. The name of the field that the slicer represents – Region remains as it is.

Slicer Settings

You can use Slicer Settings to change the name of the slicer, change the slicer caption, choose whether to display the slicer header or not and set the sorting and filtering options for the items –

1. Click on the slicer - Location.
2. Click the OPTIONS tab on the Ribbon. You can find the Slicer Settings in the Slicer group on the Ribbon. You can also find Slicer Settings in the dropdown list when you right click on the slicer.
3. Click the Slicer Settings. The Slicer Settings dialog box appears.



As you can observe, the following are fixed for the slicer –

1. Source Name.
2. Name to use in formulas.

You can change the following for the slicer –

1. Name.
2. Header – Caption.
3. Display header.
4. Sorting and Filtering options for the items displayed on the slicer.

Report Connections

You can connect different PivotTables to a Slicer, provided one of the following holds good –

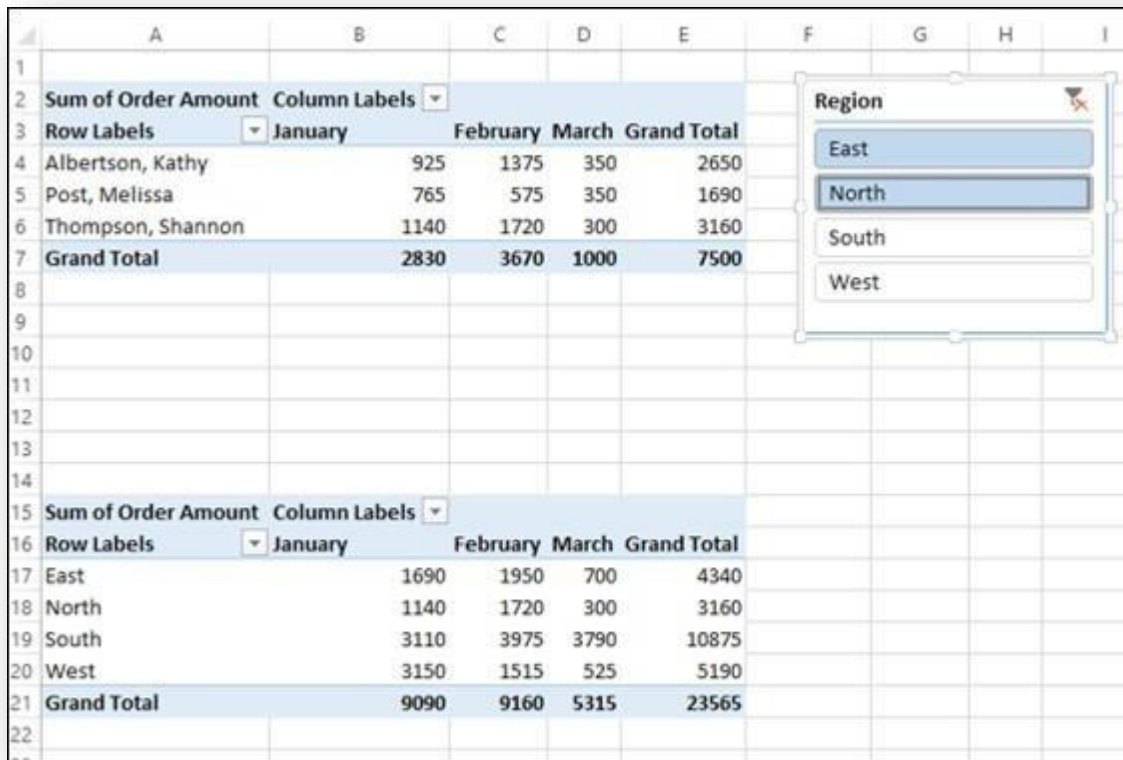
1. The PivotTables are created using the same data.
2. One PivotTable has been copied and pasted as an additional PivotTable.
3. Multiple PivotTables are created on separate sheets with Show Report Filter Pages.

Consider the following PivotTables that are created from the same data –

	A	B	C	D	E
1					
2	Sum of Order Amount	Column Labels			
3	Row Labels	January	February	March	Grand Total
4	Albertson, Kathy	925	1375	350	2650
5	Brennan, Michael	2750	550	400	3700
6	Davis, William	1100	235	600	1935
7	Dumlao, Richard	400	965	125	1490
8	Flores, Tia	1655	985	1925	4565
9	Post, Melissa	765	575	350	1690
10	Thompson, Shannon	1140	1720	300	3160
11	Walters, Chris	355	2755	1265	4375
12	Grand Total	9090	9160	5315	23565
13					
14					
15	Sum of Order Amount	Column Labels			
16	Row Labels	January	February	March	Grand Total
17	East	1690	1950	700	4340
18	North	1140	1720	300	3160
19	South	3110	3975	3790	10875
20	West	3150	1515	525	5190
21	Grand Total	9090	9160	5315	23565
22					

1. Name the top PivotTable as PivotTable-Top and the bottom one as PivotTable-Bottom.

- Click on the top PivotTable.
- Insert a Slicer for the field Region.
- Select East and North on the Slicer.



Sum of Order Amount	Column Labels	January	February	March	Grand Total
Row Labels					
Albertson, Kathy		925	1375	350	2650
Post, Melissa		765	575	350	1690
Thompson, Shannon		1140	1720	300	3160
Grand Total		2830	3670	1000	7500

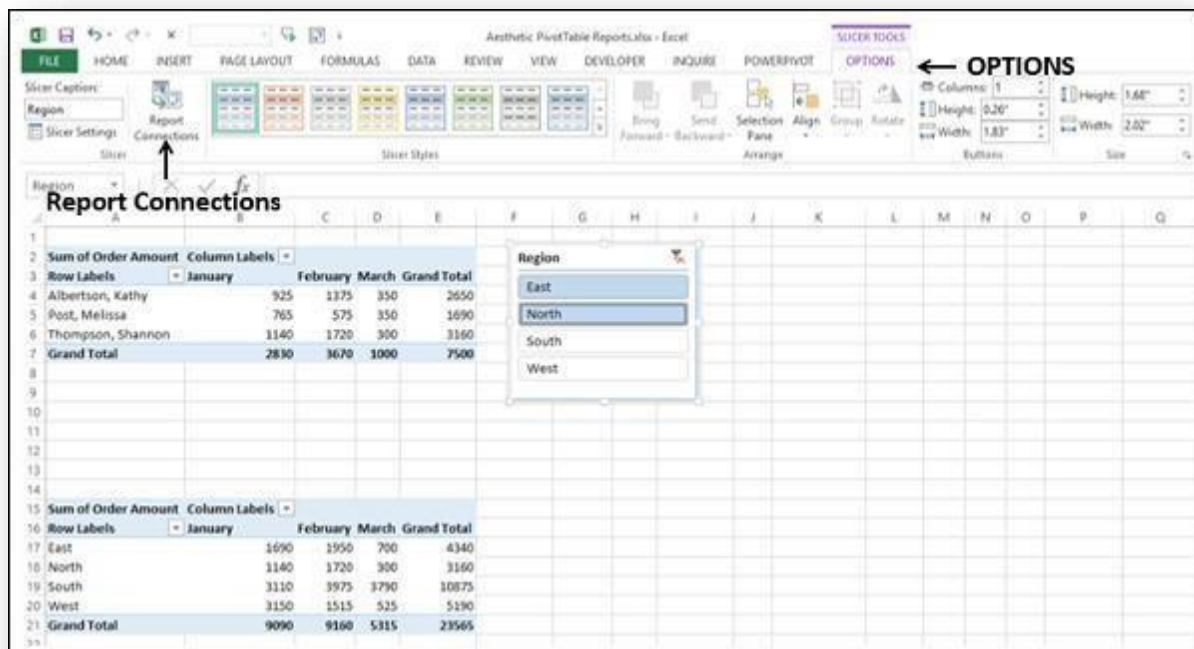
Sum of Order Amount	Column Labels	January	February	March	Grand Total
Row Labels					
East		1690	1950	700	4340
North		1140	1720	300	3160
South		3110	3975	3790	10875
West		3150	1515	525	5190
Grand Total		9090	9160	5315	23565

Observe that the filtering is applied only to the top PivotTable and not to the bottom PivotTable. You can use the same slicer for both the PivotTables by connecting it to the bottom PivotTable also as follows –

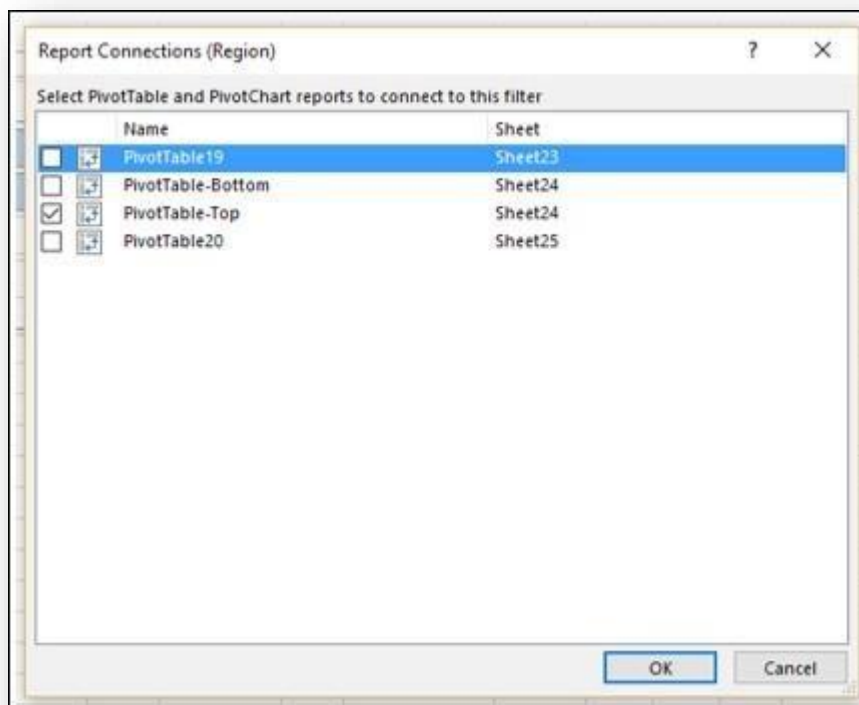
- Click on the slicer - Region. The SLICER TOOLS appear on the Ribbon.
- Click the OPTIONS tab on the Ribbon.

You will find Report Connections in the Slicer group on the Ribbon. You can also find Report Connections in the dropdown list when you right click on the slicer.

Click **Report Connections** in the Slicer group.



The **Report Connections** dialog box appears. The box PivotTable-Top is checked and other boxes are unchecked. Check the box PivotTable-Bottom also and click OK.



The bottom PivotTable will be filtered to the selected items – East and North.

	A	B	C	D	E	F	G	H	I
1									
2	Sum of Order Amount	Column Labels							
3	Row Labels	January	February	March	Grand Total				
4	Albertson, Kathy	925	1375	350	2650				
5	Post, Melissa	765	575	350	1690				
6	Thompson, Shannon	1140	1720	300	3160				
7	Grand Total	2830	3670	1000	7500				
8									
9									
10									
11									
12									
13									
14									
15	Sum of Order Amount	Column Labels							
16	Row Labels	January	February	March	Grand Total				
17	East	1690	1950	700	4340				
18	North	1140	1720	300	3160				
19	Grand Total	2830	3670	1000	7500				
20									

Region

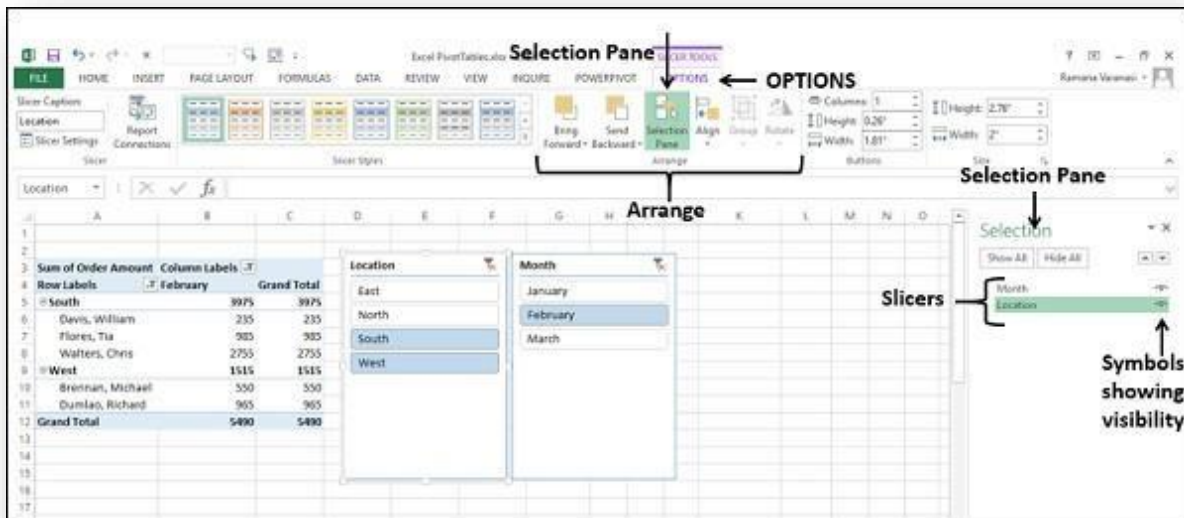
East
North
South
West

This became possible because both the PivotTables are now connected to the slicer. If you make changes in the selections in the slicer, the same filtering will appear in both the PivotTables.

Selection Pane

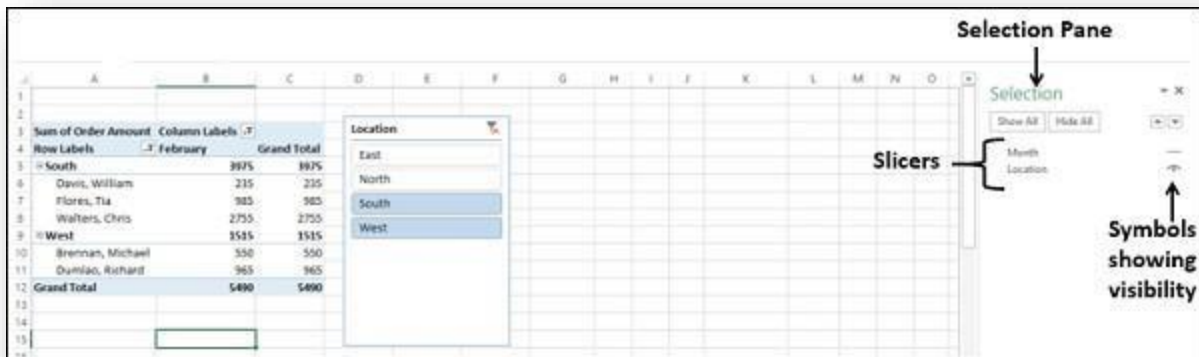
You can switch the display of the slicers on the worksheet off and on using the Selection Pane.

1. Click on the slicer - Location.
2. Click the OPTIONS tab on the Ribbon.
3. Click the Selection Pane in the Arrange group on the Ribbon. The Selection Pane appears on the right side of the window.



As you can observe, the names of all the slicers are listed in the Selection pane. On the right side of the names, you can find the visibility symbol - indicating the slicer is visible on the worksheet.

Click the symbol for Month. The symbol changes to the symbol , indicating that the slicer is hidden (not visible).



As you can observe, the slicer – Month is not shown on the worksheet. However, remember that you did not remove the slicer for Month, but you have just hidden it.

1. Click on the symbol for Month.
2. The symbol changes to the symbol , indicating that the slicer is now visible.

When you switch the visibility of a slicer on / off, the selection of the items in that slicer for filtering remain unaltered. You can also change the order of the slicers in the Selection pane by dragging them up/down

Discussion and Conclusion:

After performing this practical, we conclude that filter in excel are necessary to filter out the necessary and required data easily and quickly without deleting original data. By performing various operation on given excel sheet we can filter out the required and necessary in formation.apply filter using slicers .

Assessment Details:

Date of Lab Conducted	Date of Evaluation	Grade	Sign & Remark (If any)