Chapter 5

# Try It Yourself: Filter with the Not-Equal Operator

## Excel Instructions

1. Open Customers.csv in Excel.
2. How many customers are outside Canada?
   1. Verify the first row of Column G is Country.
   2. Select all of Column G.
   3. From the Excel ribbon at the top, go to ‘Data' → ‘Filter’. This action will enable a dropdown arrow next to the column header of Column G.
   4. Click the dropdown arrow in Column G's Country column header.
   5. A list of all unique values in the column will appear.
   6. Be sure the 'Select All' option is checked to keep all selections.
   7. Scroll through the list and find "Canada". Uncheck the box next to "Canada".
   8. Click 'OK' or press 'Enter'.
   9. After applying the filter, only the rows where the Country column is not equal to "Canada" will be displayed.
   10. After applying the filter, you can see its summary information at the bottom of the screen, which says 88 of 91 records were found.
3. How many customers are outside Mexico?
   1. After completing the steps in #2 to turn on the filter, you can click the dropdown arrow in Column G's Country column header.
   2. A list of all unique values in the column will appear.
   3. Be sure the 'Select All' option is checked to keep all selections.
   4. Scroll through the list and find "Mexico". Uncheck the box next to "Mexico".
   5. Click 'OK' or press 'Enter'.
   6. After applying the filter, only the rows where the Country column is not equal to "Mexico" will be displayed.
   7. After applying the filter, you can see its summary information at the bottom of the screen, which says 86 of 91 records were found.
4. How many customers are outside the USA?
   1. After completing the steps in #2 to turn on the filter, you can again click the dropdown arrow in the Country column header in Column G.
   2. A list of all unique values in the column will appear.
   3. Be sure the 'Select All' option is checked to keep all selections.
   4. Scroll through the list and find "USA". Uncheck the box next to "USA".
   5. Click 'OK' or press 'Enter'.
   6. After applying the filter, only the rows where the Country column is not equal to "USA" will be displayed.
   7. After applying the filter, you can see its summary information at the bottom of the screen, which says 78 of 91 records were found.