File to Connect: “Sample - Superstore Subset (Excel)”
Drag “Orders” to “*Drag Sheets here*”

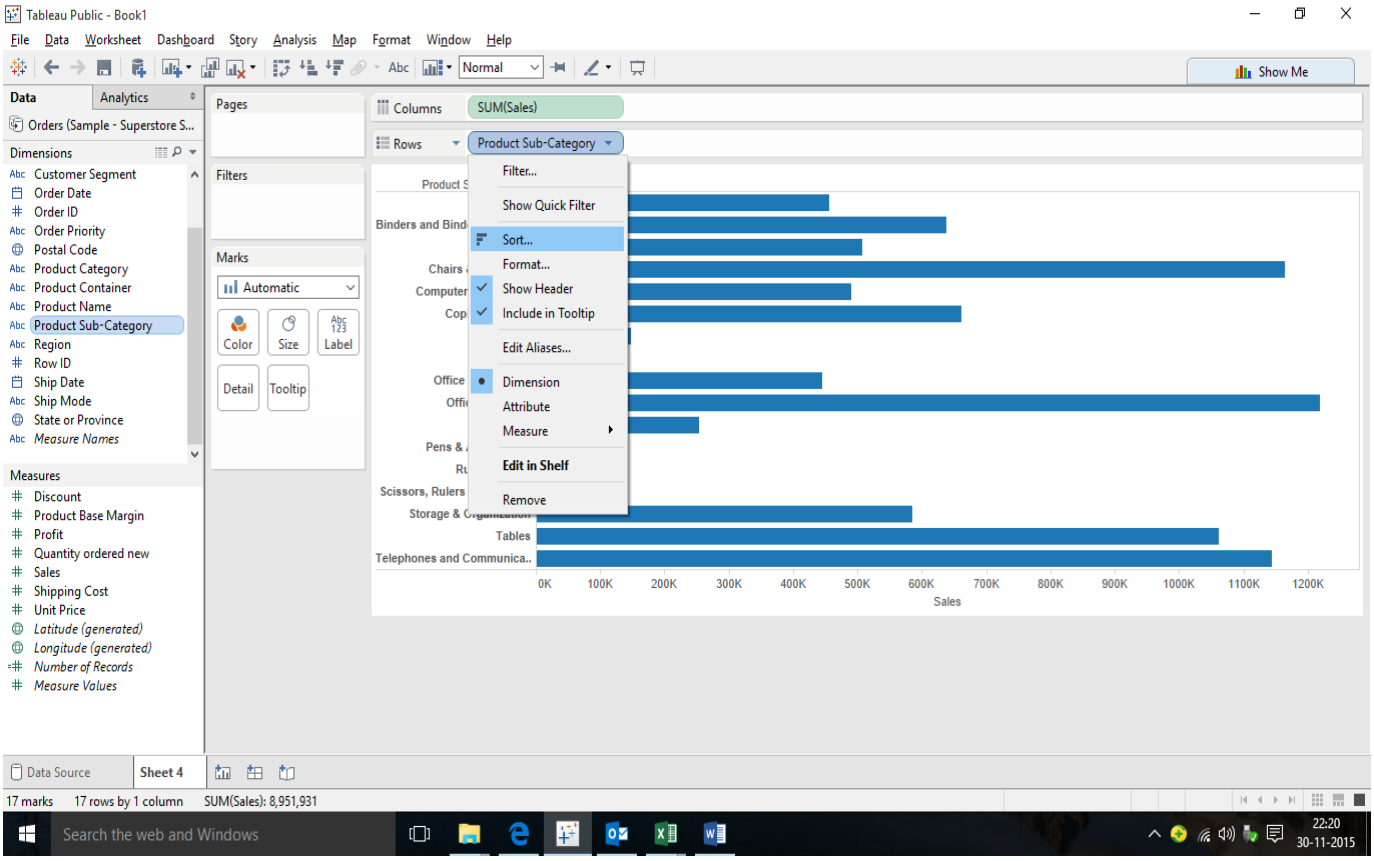
Topic 1: Sorting

How to static Sort:

1. Create Bar chart
    a. Sales → Columns
    b. Product Sub-Category→Rows
        i. Tool Bar → Ascending & Descending sort options available
        ii. Hover mouse on X Axis. Notice the sort Icon. Click on it. Provides options of Ascending , Descending & Alphabetic Sort options

How to Dynamic Sort

2. Create Bar Chart
    a. Sales → Columns
    b. Product Sub-Category→Rows
    c. Hover cursor over “Product Sub-Category” in the Rows Pill. Click on Drop down → Sort →Choose Ascending / Descending →Sort by → Field → Sum & Sales
    d. This exact bar chart could be sorted on the basis of profits or any other measure. Set the appropriate condition.



Topic 2: Hierarchy

1. **Identify Hierarchy within Data**
    a. State→City→Zip Code
        i. Click on Dimension “State” Right click → Hierarchy →Create Hierarchy
        ii. Drag and drop City Below State
        iii. Drag and drop Zip Code below City

    b. Customer Segment→ Product Category→ Product Category→ Product Name
        i. Create Hierarchy for the above.

2. **Once Hierarchies are created, Can be used to Drill up and drill down data.**
3. **Date Field forms natural Hierarchy**

Topics 3: Filters

1. **Dimension Filter**
    a. The first tab, General, lists the values in the field we’re filtering on. We can select All or None with these buttons, or maybe select our values and exclude them If the list is very long.Use All can be a useful option if the list of members in this field may change and we want to ensure that we’re always including every member as input to the filter

    b. Wildcard lets us filter very specifically, maybe if we were working with a list of email addresses we could exclude our company’s domain, by saying does not end with @facebook.com, this would filter out employees from facebook.

    c. Condition lets us filter based on another field. First, let’s cancel this and instead filter Product Name, as this illustrates the concept a bit better. For example, let’s say we want our view to only include products whose average quantity sold is greater than 1. We can do that on the Condition tab, like so Set the field to quantity, change the aggregation to average, the comparison to greater than and we’ll say 1 If we wanted to make sure that our condition makes sense, Load brings in the range of values for that field so we can see what we’re working with

    d. Top also lets us filter based on another field. And we can choose to filter top or bottom If Top filtering is giving you unexpected results.

2. Measure Filters

When we bring a Measure like Shipping Cost, or a continuous (green) dimension, to the filter shelf, we get a different dialog window.

If our field is a Measure specifically, first, we're offered the Filter Field and asked to specify a level of aggregation.

a. For now, we'll click All values, which is record level filtering, and now we're brought to our options for all quantitative filters, including continuous dimensions. Range of values lets us select an upper and lower cutoff The prefilled limits are based on what's in the data source – and how our view is built. Click on the measure within the filters shelf, right click it and "Show Quick filters" to get the measures filter in plain view.

b. At Least & At Most are useful options if you only need to specify a lower or upper limit