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# Slicers & Filters in Power BI

TRANSFORM YOUR DATA INTO DECISIONS!



# Slicers

Slicers are visual filters that appear directly on a report page as an interactive element. They allow users to select one or more values from a list (like product names, categories, dates, etc.) to filter data across visuals. Slicers make reports more interactive, and offers user-driven filtering.

## Types of Slicers

**Vertical List:** A dropdown list, allowing users to select one or more values.

**Tile:** A grid of buttons or tiles, allowing users to select one or more values.

**Numeric/Date Range Sliders:**

- **Between:** Great for numeric ranges or dates. Lets users specify minimum and maximum numbers or dates to filter by.
- **Greater/Less than or equal to:** Useful for filtering a numeric range, where it's used to show values greater/less than or equal to a certain number.
- **Before/After:** Useful for filtering a range of dates (similar to the 'greater/less than or equal to' slicers).

**Relative Date/Time Slicer:** Useful for showing dynamic time periods, such as "last 7 days" or "next hour," rather than static dates/times.

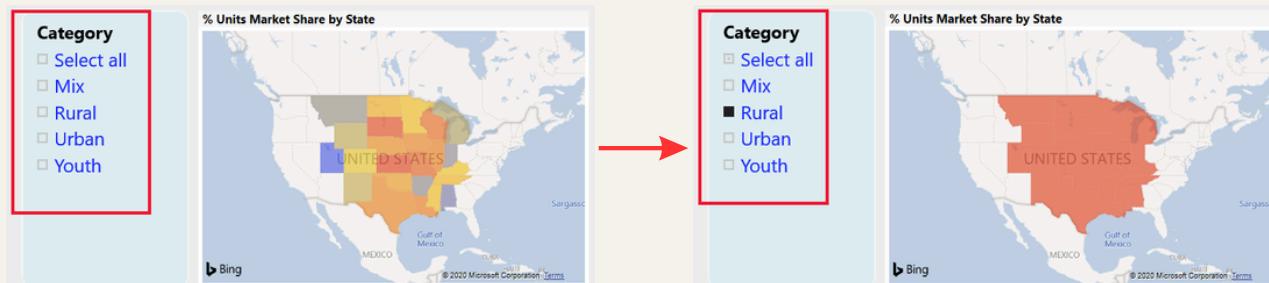
**Hierarchy Slicer:** Enables filtering by parent-child relationships (e.g., Category → Subcategory).



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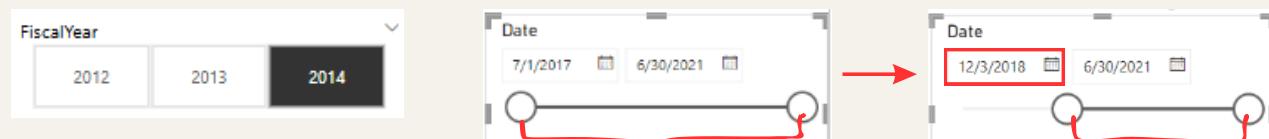
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## Vertical List



## Tile

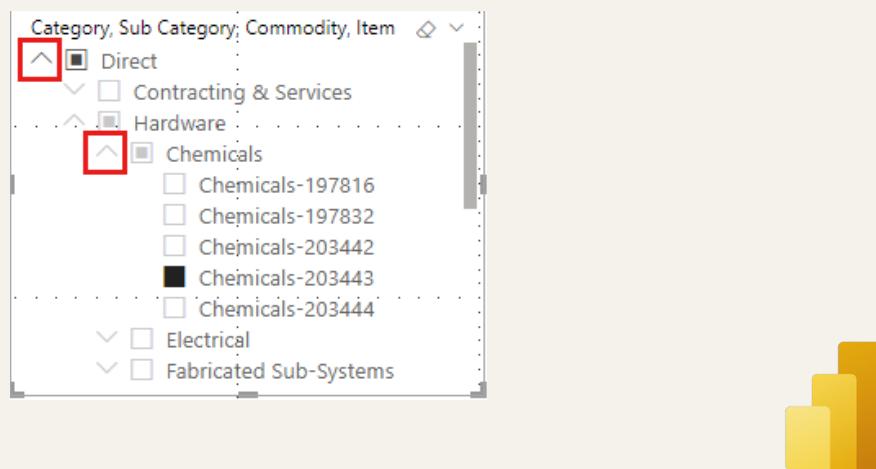
## Between Range



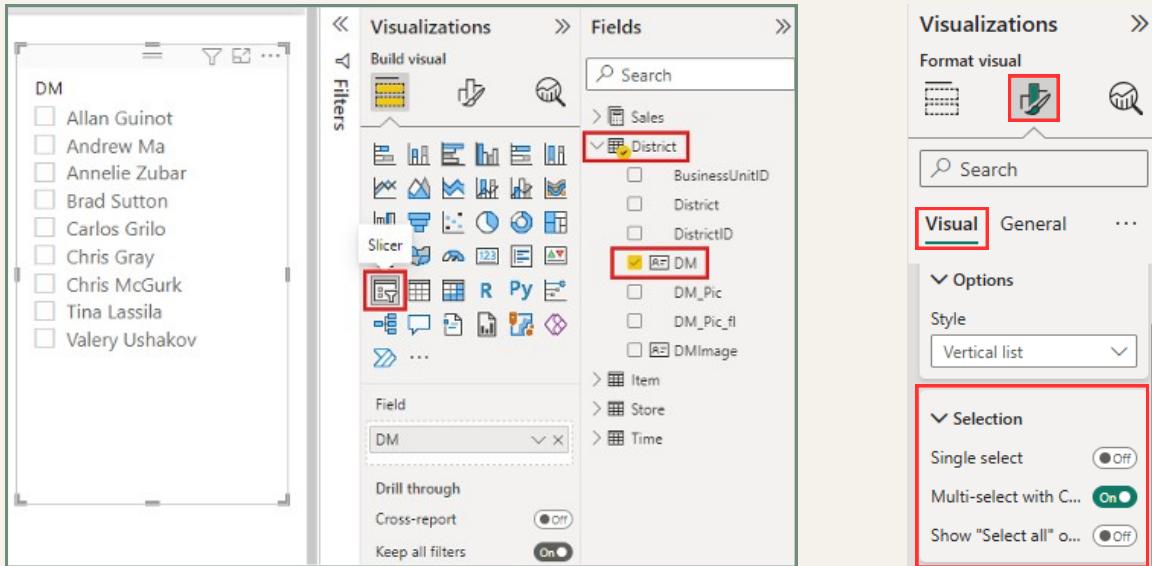
## Relative Date



## Hierarchy Slicer



# How to Add a Slicer



- Click on the "Slicer" visual from the Visualizations pane.
- Drag a field (e.g., Region, Sales Date, or Product Category) to the Values area of the slicer.
- Customize the Slicer:
  - **Single-Select:** Select "Format Visual" from Visualizations pane > Visual > Slicer settings > turn on the Single select.
  - **Multi-Select:** Enable multi-select by holding down the Ctrl key while selecting multiple items in the slicer.
  - **Date Slicer:** For date fields, choose the "Between" option to create a date range slider.
  - You can also add a "Select all" option in your slicer.



# Filters

Filters are tools used to narrow down the data displayed in visuals, pages, or reports. They allow you to restrict data based on specific criteria, such as a date range, category, or geographic region.

## Types of Filters

**Visual-Level Filters:** These filters apply to a single visual element (e.g., chart, table) in your report. They restrict the data shown in that specific visual. These filters are useful when you want to show a filtered view without affecting the rest of the report.

**Page-Level Filters:** These filters apply to all visuals on a single report page. Any change in the page-level filter will reflect across all visuals on that page.

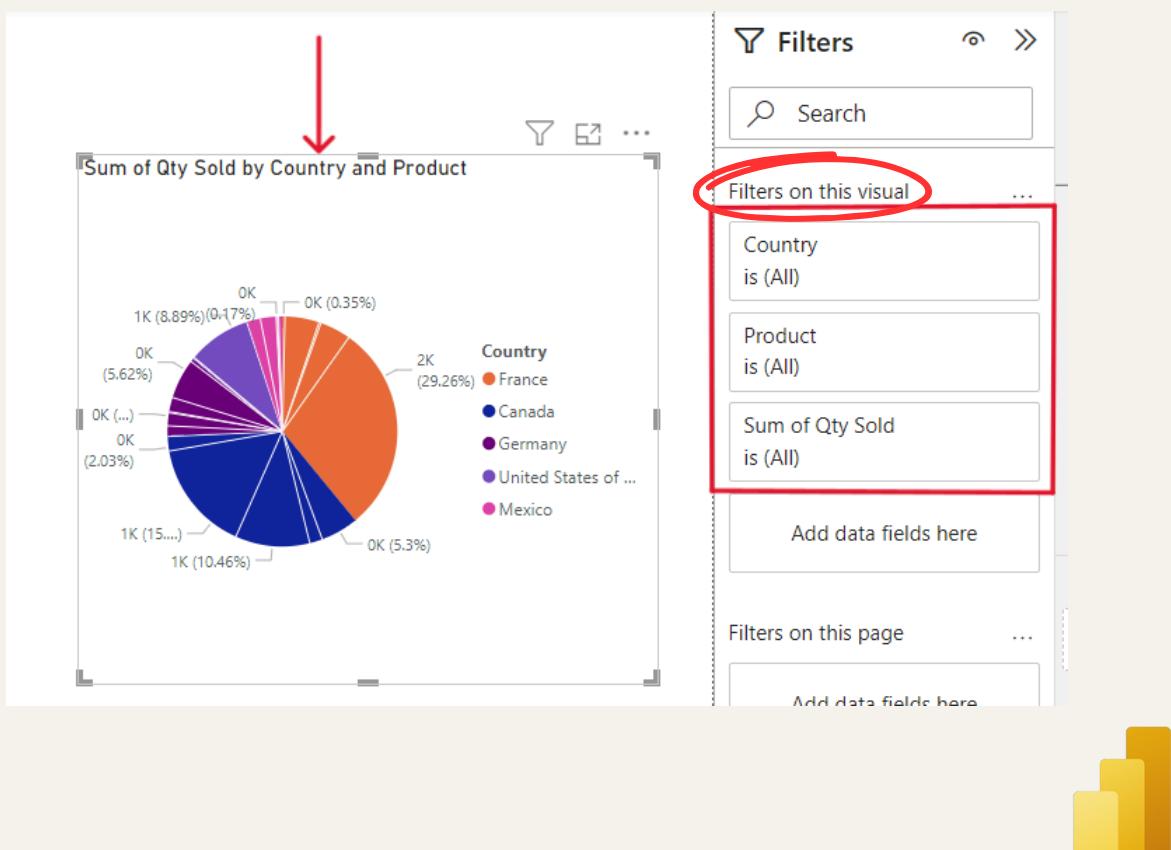
**Report-Level Filters:** These filters apply to all visuals across all report pages. It's useful when you want to apply a global filter (e.g., restricting data to a specific time period across all report pages).



# How to Apply Filters

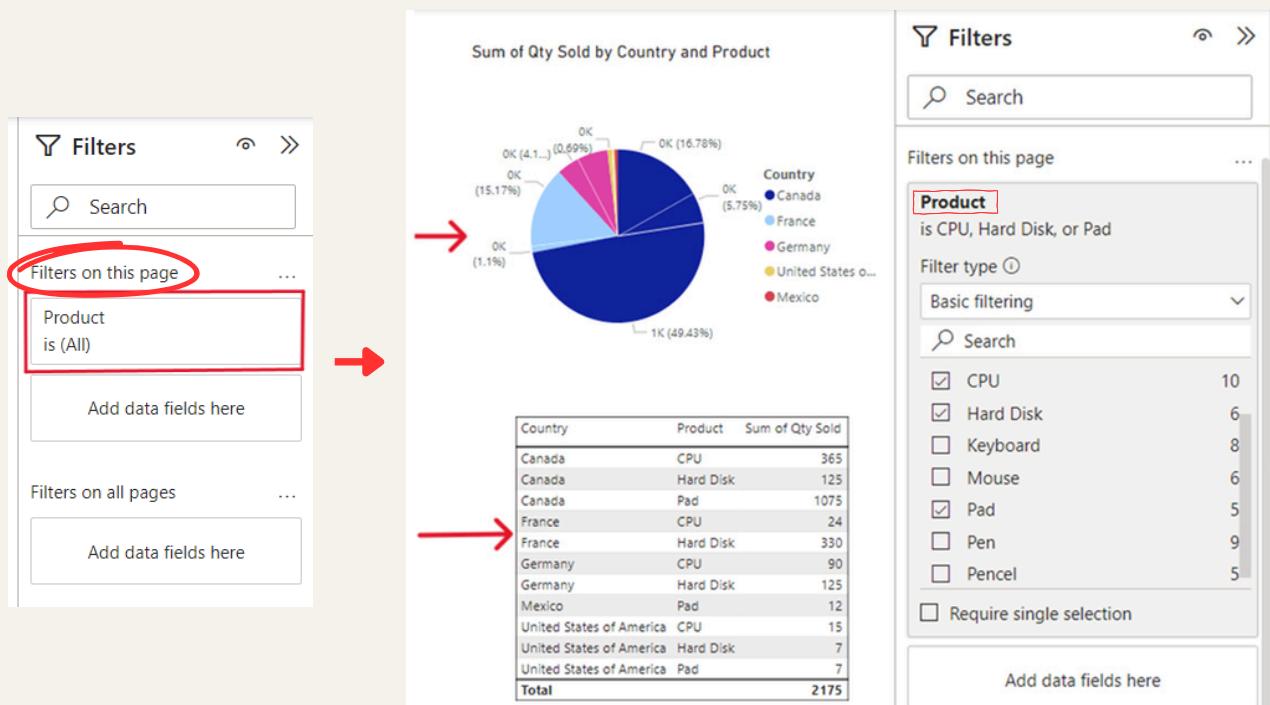
## Visual-level filter:

- Click on a visual to select it.
- In the right pane (Filters pane), drag the field (e.g., Sales Category) into the "Visual level filters" section.
- Set the filter conditions as needed.



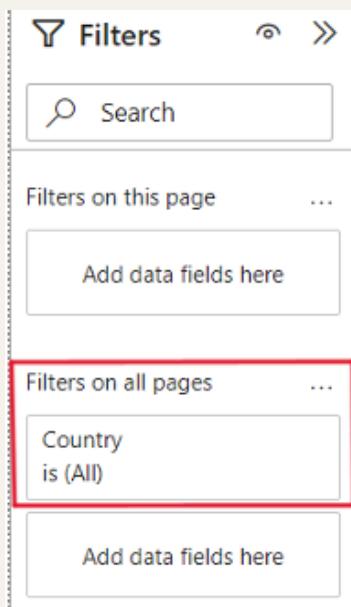
## Page-level filter:

- Select a blank space on the report page to ensure no visual is selected.
- In the Filters pane, drag the desired field into the "Filter on this page" section.
- Set the filter condition as needed.

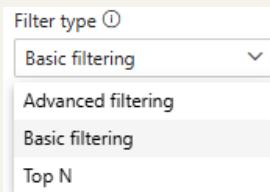


## Report-level filter:

- In the Filters pane, drag the desired field into the "Filter on all pages" section.
- Set the filter condition as needed.



# "Filter type" Options in Power BI



## Basic Filtering:

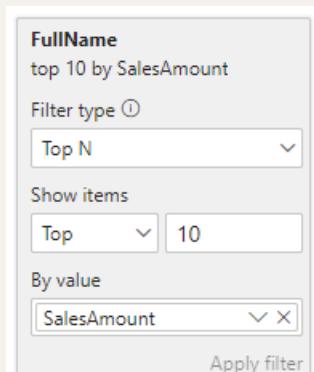
- Lets you select one or multiple values from a list.
- It is the default Filter type
- Ideal for filtering based on specific items, such as product names, regions, or categories.

Filter type ⓘ	
Basic filtering	
<input type="text"/> Search	
☐	CPU
☐	Hard Disk
☐	Keyboard
☐	Mouse
☐	Pad
☐	Pen
☐	Pencil
	10
	6
	8
	6
	5
	9
	5
<input type="checkbox"/>	Require single selection

## Advanced Filtering:

- Allows you to set up conditional logic such as: Equals / Does not equal, Contains / Does not contain, Begins with / Ends with, Greater than / Less than (for numbers and dates)
- Useful for more precise filtering, especially for numeric and textual conditions.

The screenshot shows the 'Advanced filtering' configuration dialog. It includes fields for 'Show items when the value' (set to 'contains'), 'And' or 'Or' logic (set to 'And'), and an 'Apply filter' button.



## Top N:

- Used to rank and filter data based on performance.
- You can display:
  - Top 5 products by sales
  - Bottom 10 regions by profit
  - Top 3 customers by purchase quantity



# Slicers Vs. Filters

Aspect	Slicers	Filters
Definition	Visual elements used to interactively filter report data	Pane-based tools used to restrict data at various report levels
Visibility	Visible on the report canvas	Usually hidden unless the Filters pane is expanded
Interactivity	Highly interactive for end users	Less interactive, more static in nature
User Control	Report viewers can change slicer selections easily	Typically set by report creators (viewers can't always change)
Filter Levels	Applies to visuals across the page (unless edited manually)	Can be applied at visual, page, report, or drillthrough level
Visual Impact	Acts as a visual object (e.g., list, dropdown, slider)	Does not take up space on the report canvas
Best For	Enabling user-driven data exploration	Applying fixed or conditional filters to refine data scope
Sync Across Pages	Yes, using Sync Slicers	No built-in sync feature
Types	List, Dropdown, Date, Range, Hierarchical, etc.	Basic Filtering, Advanced Filtering, Top N, Relative, etc.
Performance Consideration	May affect report performance if overused	More efficient for static filtering



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