

Filtering Data

You need to show how to filter data using two different fields. Here is how to do it.

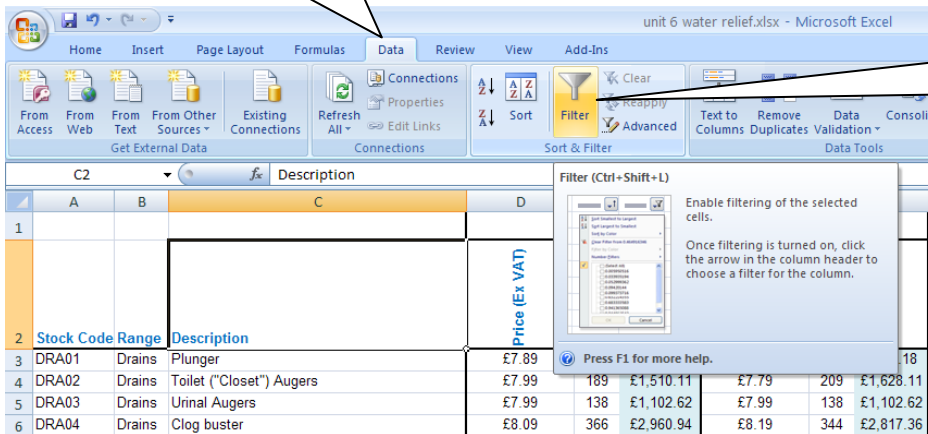
			Year 1			Year 2			Year 3			Current Year		
			Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total
2	Stock Code	Range	Description											
3	FIT01	Fittings	Union Tee	£5.19	67	£347.73	£5.45	65	£354.25	£4.99	69	£344.31	£5.19	£0.00
4	FAU01	Faucet	Filter Faucet	£5.49	137	£752.13	£5.89	121	£712.69	£5.89	107	£630.23	£5.99	£0.00
5	TOI01	Toilet	Lavelle QUIETFILL Toilet Fill Valve	£5.99	178	£1,066.22	£6.59	177	£1,166.43	£6.69	176	£1,177.44	£6.69	£0.00
6	FIT02	Fittings	Swivel Branch Tee	£6.69	184	£1,230.96	£6.79	179	£1,215.41	£6.99	184	£1,286.16	£7.19	£0.00
7	FIT03	Fittings	Swivel Male Run Tee	£6.79	239	£1,622.81	£6.79	251	£1,704.29	£6.99	250	£1,747.50	£7.19	£0.00
8	TOI02	Toilet	Burlington Flush Valves	£6.89	182	£1,253.98	£6.89	189	£1,302.21	£6.89	203	£1,398.67	£6.89	£0.00
9	FIT04	Fittings	Push Connect TEE	£6.99	271	£1,894.29	£6.99	268	£1,873.32	£6.79	276	£1,874.04	£7.09	£0.00
10	FIT05	Fittings	Push Connect Reducing TEE	£7.09	278	£1,971.02	£7.19	288	£2,070.72	£6.79	256	£1,738.24	£6.79	£0.00
11	FIT06	Fittings	Integrated Full Port Push Connect Ball Valve	£7.19	118	£848.42	£7.19	118	£848.42	£6.99	112	£782.88	£6.99	£0.00
12	TOI03	Toilet	Fluidmaster Toilet Fill Valves	£7.19	195	£1,402.05	£7.69	186	£1,430.34	£7.69	167	£1,284.23	£7.89	£0.00

Here is our plumbing sales spreadsheet

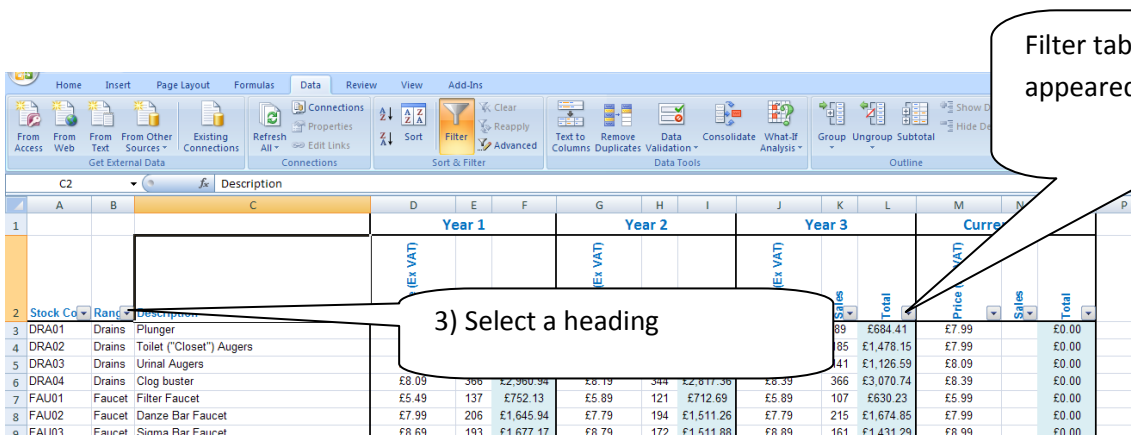
			Year 1			Year 2			Year 3			Current Year		
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8	TOI02	Toilet	Burlington Flush Valves	£6.89	182	£1,253.98	£6.89	189	£1,302.21	£6.89	203	£1,398.67	£6.89	£0.00
9	FIT04	Fittings	Push Connect TEE	£6.99	271	£1,894.29	£6.99	268	£1,873.32	£6.79	276	£1,874.04	£7.09	£0.00
10	FIT05	Fittings	Push Connect Reducing TEE	£7.09	278	£1,971.02	£7.19	288	£2,070.72	£6.79	256	£1,738.24	£6.79	£0.00
11	FIT06	Fittings	Integrated Full Port Push Connect Ball Valve	£7.19	118	£848.42	£7.19	118	£848.42	£6.99	112	£782.88	£6.99	£0.00
12	TOI03	Toilet	Fluidmaster Toilet Fill Valves	£7.19	195	£1,402.05	£7.69	186	£1,430.34	£7.69	167	£1,284.23	£7.89	£0.00
13	DRA01	Drains	Plunger	£7.89	74	£583.86	£7.49	82	£614.18	£7.69	89	£684.41	£7.99	£0.00
14	FAU02	Faucet	Danze Bar Faucet	£7.99	206	£1,645.94	£7.79	194	£1,511.26	£7.79	215	£1,674.85	£7.99	£0.00
15	DRA02	Drains	Toilet ("Closet") Augers	£7.99	189	£1,510.11	£7.79	209	£1,628.11	£7.99	185	£1,478.15	£7.99	£0.00
16	DRA03	Drains	Urinal Augers	£7.99	138	£1,102.62	£7.99	136	£1,102.62	£7.99	141	£1,126.59	£8.09	£0.00
17	DRA04	Drains	Clog buster	£8.09	366	£2,960.94	£8.19	344	£2,817.36	£8.39	366	£3,070.74	£8.39	£0.00
18	TOI04	Toilet	Korky Plus Adjustable Flush Valve & Flapper	£8.39	60	£503.40	£8.49	63	£534.87	£8.69	61	£530.09	£8.89	£0.00
19	FAU03	Faucet	Sigma Bar Faucet	£8.69	193	£1,677.17	£8.79	172	£1,511.88	£8.89	161	£1,431.29	£8.99	£0.00
20	FAU04	Faucet	Danze Kitchen Faucet	£8.89	189	£1,680.21	£9.69	184	£1,782.96	£9.89	165	£1,631.85	£9.99	£0.00
21	GAS01	Gas	Vent Termination Tee	£8.99	226	£2,031.74	£9.99	231	£2,307.69	£9.49	232	£2,201.68	£10.99	£0.00
22	FAU05	Faucet	AutoFlush Valve	£9.99	101	£1,008.99	£9.99	111	£1,108.89	£10.49	117	£1,227.33	£10.55	£0.00
23	GAS02	Gas	Vent Termination Box	£9.99	281	£2,807.19	£9.99	306	£3,056.94	£10.49	287	£3,010.63	£10.79	£0.00
24	GAS03	Gas	Vent Termination Rain Cap w/ Wind Band	£9.99	178	£1,778.22	£9.99	174	£1,738.26	£10.49	185	£1,940.65	£10.59	£0.00
25	TOI05	Toilet	Fluidmaster Flush Valve	£12.49	123	£1,536.27	£12.99	113	£1,467.87	£12.99	125	£1,623.75	£13.49	£0.00
26	TOI06	Toilet	American Standard Flush Valve	£12.99	138	£1,792.62	£12.99	126	£1,636.74	£13.99	129	£1,804.71	£13.99	£0.00
27						£35,008.89								

We first need to highlight the whole area we want to work with

1) To filter data
choose the data tab

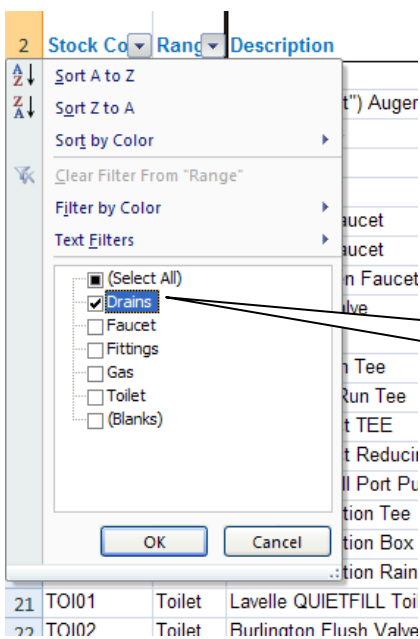


2) Then we click on
the filter button



Filter tabs have now
appeared

3) Select a heading



4) Select the item you want to
filter on

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1				Year 1			Year 2			Year 3			Current Year		
2	Stock Co	Range	Description	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total	Price (Ex VAT)	Sales	Total
3	DRA01	Drains	Plunger	£7.89	74	£583.86	£7.49	82	£614.18	£7.69	89	£684.41	£7.99		£0.00
4	DRA02	Drains	Toilet ("Closet") Augers	£7.99	189	£1,510.11	£7.79	209	£1,628.11	£7.99	185	£1,478.15	£7.99		£0.00
5	DRA03	Drains	Urinal Augers	£7.99	138	£1,102.62	£7.99	138	£1,102.62	£7.99	141	£1,126.59	£8.09		£0.00
6	DRA04	Drains	Clog buster	£8.09	366	£2,960.94	£8.19	344	£2,817.36	£8.39	366	£3,070.74	£8.39		£0.00
28															

The result is just the items you want to see are shown in the spreadsheet

You need to show **two** examples of filtering fields. (E.g. Range, Description) Take screenshots of filtering **two different** fields. Annotate them explaining what you have done. Explain why searching for information in this way is useful.